



BOARD OF TRUSTEES
UNIVERSITY OF PUERTO RICO

CERTIFICATION NUMBER 59
2007-2008

I, Salvador Antonetti-Zequeira, Secretary of the Board of Trustees of the University of Puerto Rico, CERTIFY THAT:

The Board of Trustees, in a regular meeting held on Saturday May 17, 2008, having considered the recommendation of the Audit Committee, agreed:

To amend paragraph “m” of Section 10 of the Regulations on Travel Expenses of the University of Puerto Rico (Certification No. 120 (1986-1987)), as amended (Certification No. 78 (2005-2006)) so that the paragraph will read as follows:

Where it reads:	It shall read:
Section 10 - Transportation and Incidental Expenses	Section 10 - Transportation and Incidental Expenses
<p>m. Employees who are authorized to use a private automobile on official business will receive compensation of forty cents (\$0.40) for every mile traveled. This amount provides for covering all expenses related to the automobile used on official business or an assignment such as: garages, fuel, lubricants, repairs, insurance, accessories, depreciation, and others. Under no circumstances will fuel and lubricants that are the property of the University be provided for private automobiles whose use is authorized for official business, nor will the University pay for such that are obtained at private service stations for use by such automobiles.</p>	<p>m. Employees who are authorized to use a private automobile on official business will receive compensation of fifty cents (\$0.50) for every mile traveled. This amount provides for covering all expenses related to the automobile used on official business or assignment such as: garages, fuel, lubricants, repairs, insurance, accessories, depreciation, and others. Under no circumstances will fuel and lubricants that are the property of the University be provided for private automobiles whose use is authorized for official business, nor will the University pay for such that are obtained at private service stations for use by such automobiles.</p>

To provide that this amendment will be effective immediately after approval and for travel that may be initiated after such date.

PO BOX 23400, SAN JUAN, PUERTO RICO 00931-3400 TEL. (787) 758-3350, FAX (787) 758-7196

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I, Juan E. Segarra, USCCI #06-067/translator, certify that the foregoing is a true and accurate translation, to the best of my abilities, of the document in Spanish which I have seen.



Incorporate into this Certification a compiled version of the Regulation on Travel Expenses, as amended, and according to the Act governing the University of Puerto Rico that is currently in effect.

WHEREFORE, I issue this certification, in San Juan, Puerto Rico,
this 23rd day of May, 2008.



/s/
Salvador Antonetti-Zequeira
Secretary

[Seal of the University of Puerto Rico]

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**Board of Trustees
University of Puerto Rico**



**REGULATION ON TRAVEL EXPENSES OF
THE
UNIVERSITY OF PUERTO RICO**

Compiled Version May 17, 2008

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Section 1 - Purpose and Application

- a. This Regulation is established to define the standards and controls to govern the authorization for travel in and outside of Puerto Rico on official business on behalf of and for the benefit of the University.
- b. [The Regulation] will be applicable to all employees of the University of Puerto Rico, including the members and employees of the Board of Trustees. It will also be applicable to students and private individuals who while not being employees provide any service to the University, whether compensated or not, through an agreement to receive payment or reimbursement for travel expenses related to athletic activities and other analogous activities of the University.
- c. Employees, students or private individuals that are authorized to travel on official business in and outside of Puerto Rico at the expense of University funds will comply with all of the Provisions of this Regulation.

Section 2 - Authority

This Regulation will be adopted under the provisions of Sections 3 (E) (5), 5 (B) and 5 (C) (5) of the University of Puerto Rico Act, Public Law Number 1, enacted on January 20, 1966, as amended.

Section 3 - Definitions

For the purpose of this Regulation the following terms and phrases will have the meaning stated below unless otherwise indicated by the context:

a. University Activity

Includes formal athletic competitions, as well as training for such competitions, at the campus or institutional unit or elsewhere and other activities of a social or cultural nature or analogous activities that are duly approved by the corresponding authority of the University, as well as rehearsals and preparation for such activities.



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b. Lodging

An amount of money authorized for an employee, student or private individual for lodging at a hotel, boarding house or other places of lodging while on official business

c. Board

Board of Trustees

d. Per diems

Amount of money authorized to cover the expenses of breakfast, lunch, and dinner incurred related to official business. This does not include per diems paid as compensation.

e. Employee

Includes all employees or officials, regardless of the category, hierarchy or rank; and even persons under service contract, except for independent contractors and the employees or agents of such.

f. Travel expenses

Transportation expenses, per diems, lodging and incidental travel expenses as those terms are defined in this Regulation. When it is not specified if travel is in or outside of Puerto Rico, it will be deemed that the provision is applicable to both cases.

g. Official business

Assignment or mission given an employee, student or private person on behalf of and for the benefit of the University of Puerto Rico.

h. Institution or institutional interest

Refers to the University, its campuses, and other units.

i. President

Except when referring to the Chairman of the Board of Trustees, this means the President of the University of Puerto Rico.



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j. Temporary position

Place or office outside of the official residence, where the employee, student or private person authorized to travel will carry out official business for the University.

k. Regulation

Regulation on Travel Expenses of the University of Puerto Rico.

l. Official Residence

Work place or Office where the employee provides services or the student studies on a regular basis.

m. Private residence

Place where the employee, student or person authorized to travel lives on a regular or permanent basis.

n. University

The University of Puerto Rico

Section 4 - Authorization for Official Travel

- a. Travel in and outside of Puerto Rico will be authorized when necessary to carry out the programs of the University or when such travel benefits the University.
- b. The directors or supervisors of the employees who request to travel shall determine in advance the convenience or need for such travel and based on such determination will recommend or reject the travel.
- c. In recommending official travels, the directors or supervisors will ensure that arrangements will be made to provided for the least possible travel if different official business may be carried out simultaneously on or about the same date and it would be less expensive and more convenient for the University. If it were less expensive and more convenient [for the person] to return to the official or private residence upon completing each instance of official business, that will be the alternative to be used.



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- d. Travel outside of Puerto Rico by the Chair, the members of the Board, and the Executive Secretary of the Board shall be authorized by the Board of Trustees. When the institutional interest and the nature of the business requires the spouse of the Executive Secretary of the Board to accompany him or her, the Board will authorize [such travel].
- e. Travel outside of Puerto Rico by the President of the University will be authorized by the Board. When the institutional interest and the nature of the business requires his or her spouse to accompany him or her, the Board will authorize [such travel] in writing.
- f. Travel outside of Puerto Rico by the chancellors will be authorized by the President of the University. When the institutional interest and the nature of the business requires the spouse of the Chancellor to accompany him or her, the President of the University will authorize [such travel] in writing.
- g. The Chair of the Board will authorize official travel in and outside of Puerto Rico in the Board and offices under the Board.
- h. The Chair of the Board will authorize official travel in and outside of Puerto Rico, in the Central Administration of the University and in offices under the Office of the President.
- i. The chancellors will authorize travel in and outside of Puerto Rico in their respective institutional units.
- j. Officials authorized by this Regulation to approve travel may delegate such function to other officials in the same unit.
- k. No travel in and outside of Puerto Rico will be authorized for any person who has a previous travel account pending submission or unused balances of prior advances pending reimbursement to the University, except in duly justified cases of pressing need.

Section 5 - Travel Orders

- a. Prior authorization for travel will be needed to be entitled to payment or reimbursement of travel expenses.
- b. The authorization for official travel will be stated in travel orders that are duly approved by the competent officials, as provided in above Section 4.

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- c. No travel order will be required for travel in Puerto Rico by the members and the Executive Secretary of the Board, the Chair, the President, the chancellors, and directors of offices under the Board or the Office of the President. The certifications by these officials stating that travel will be effected will be sufficient for the corresponding advancement of funds or reimbursement of expenses.
- d. Except in urgent circumstances, the travel order will be issued before the travel is carried out and the expenses to be reimbursed are incurred. If there is no prior order, the officials who authorized such travel will explain on the expense voucher the circumstances that justified such. No funds will be advanced without the prior approval of the Request and Authorization of Travel order.
- e. Permanent travel orders for an indefinite period of time will be issued only to such employees whose regular tasks require frequent travel in Puerto Rico.
- f. Temporary travel orders for travel on official business in and outside of Puerto Rico will be issued. These orders will be for a given fiscal year or fraction thereof or for one or several instances of travel and will be renewed at the beginning of each fiscal year if their continuity were necessary.
- g. When there are changes in the official or previous residence during the term of a permanent or temporary order, the order will be canceled and a new travel order will be issued.
- h. A special travel order may be issued to cover official business that is not related to the normal functions of an employee to whom a permanent or temporary travel order has been issued previously.
- i. Requests for travel orders will be submitted to the office of the official that authorizes such at least two (2) business days before the date of travel in Puerto Rico and fifteen (15) calendar days before travel outside of Puerto Rico, except in urgent cases which are justified in the request itself. The request shall be signed by the applicant and recommended by the dean or director of the corresponding department or office.
- j. When travel is outside of the jurisdiction of the United States, or to attend an international conference, even when such is held within the



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jurisdiction of the United States, the travel order will require approval by the Department of State of the Commonwealth of Puerto Rico. No reimbursements or expenses will be approved if this requirement is not met. In these cases, the request shall be submitted at least fifteen (15) calendar days in advance except in cases of an emergency or pressing matters.

- k. The need for travel will be justified on the travel order. For permanent travel orders for periods of over 30 days, the justification will be stated on the payment vouchers through periodic reports that show the work performed and demonstrate the need for travel that was carried out. The vouchers and the reports will be approved by the direct supervisors of the employees that effected the travel or the corresponding official.
- l. Each travel order for travel in and outside of Puerto Rico for periods of less than 30 days shall indicate the itinerary and purpose of travel, unless reasons of public or institutional security are involved.
- m. Other information to be considered in the travel order includes:
 - 1. Total estimated per diem, lodging, and other travel expenses.
 - 2. Kind of transportation that is authorized. If the use of a private automobile is authorized, it will be indicated if it is also authorized to transport materials, equipment or any other property of the University, the nature of the property to be transported, the reasons that justify the transportation thereof, the specific places where such will be stored or kept and any other information that will enable considering each individual case.
 - 3. Authorization of entertainment expenses and the maximum amount authorized.
 - 4. When applicable, it will be indicated whether payment is authorized for the transportation of baggage that exceeds, whether by weight or size, the baggage allowed free of charge by the transportation company.
 - 5. The person appointed to a temporary position may be required to return every day to his or her official or private residence or the person may be required to remain at the temporary position and return on weekends. The decision shall be based on factors of controlling expenses and convenience for



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the University, as well as the distance between the temporary position and the official or private residence.

6. Authorization for tuition, registration fees, and other travel-related expenses.
7. The Request and Authorization for Travel Order form to be used will include a provision to the effect that the person who travels expressly authorizes the University to carry out collection measures as provided in this Regulation.

Section 6 – Use of Private Automobiles on Official Business

- a. University employees may be authorized to use their private automobiles on official business when this is convenient for the University. For travel orders for prolonged periods of time, justification will be provided for travel expenses on the vouchers.
- b. Form 141, Request and Authorization for the use of a Private Vehicle will be used for the authorization of the use of a private automobile.
- c. The University, through the kind of insurance the University may deem the most appropriate, will cover its liability for personal or property damage related to any accident involving the use of a private automobile authorized under this Regulation.
- d. Requests for the use of private automobiles on official business shall be approved by the same officials that authorize travel orders for official business in Puerto Rico, as provided in Section 4 of this Regulation.
- e. Reimbursement for expenses related to the authorized use of a private automobile will be made according to the provisions of Section 10 of this Regulation. If the employee who is authorized to travel uses a private automobile without having been authorized to do so, the employee will only be entitled to reimbursement of the cost of the normal fare in a public service automobile, as provided in Section 10 (e) of this Regulation.
- f. Under no circumstances will disbursements be authorized for the use of a private automobile in travel other than on the date authorized on the travel order.



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- g. The shortest route will be used to travel from one place to another, except in cases of pressing or exigent circumstances and convenience of the service another route should be used, in which case it will be so reported on the travel expenses voucher.

Section 7 – Per diems and Lodging in Puerto Rico


- a. Employees, students or private individuals that are authorized to travel within Puerto Rico on official business of the University, shall be entitled to per diems for expenses for breakfast, lunch, and dinner according to the time they leave and return to their respective official or private residences, according to the following scale:

	<u>Leave</u> <u>Before</u>	<u>Return</u> <u>After</u>	<u>Amount</u>
Breakfast	6:30 am	8:00 am	\$ 5.00
Lunch	12:00 m	1:00 pm	8.00
Dinner	6:00 pm	7:00 pm	<u>10.00</u>
Total			<u>\$23.00</u>

- b. No per diem or lodging expenses will be authorized while the person is in a temporary position within the jurisdictional limits of the city or town where their official or private residence is located or within a radius of six (6) miles of such, unless for the convenience of the service an official that is authorized to approve travel expenses previously authorizes such.
- c. Persons who are authorized under this Regulation to travel in Puerto Rico on official business may stay at the Guest Houses of the University Service Enterprises, in which case the University may pay such enterprise at the rate currently in effect.

Section 8 – Per diems and Lodging outside of Puerto Rico

- a. Employees, students or private individuals who are authorized to travel on official business outside of Puerto Rico shall be entitled to per diems for breakfast, lunch, and dinner, according to the time they leave and return to their respective officials or private residences, according to the following scale:

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	<u>Leave</u> <u>Before</u>	<u>Return</u> <u>After</u>	<u>Amount</u>
Breakfast	6:30 am	8:00 am	\$ 8.00
Lunch	12:00 m	1:00 pm	14.00
Dinner	6:00 pm	7:00 pm	<u>18.00</u>
Total			\$40.00

- b. The per diem scale in the previous paragraph will be applied in a uniform manner in calculating official travel expenses outside of Puerto Rico, even when part of such expenses are incurred in Puerto Rico, as for example, expenses for breakfast, lunch or dinner, (as the case may be, incurred by the person during the time he or she leaves his or her official or private residence to go to the airport and vice versa upon returning.
- c. Persons that are authorized to travel outside of Puerto Rico on official business shall be entitled to lodging expenses according to the standards provided in this Regulation.

Section 9 – Per diems and Lodging in General

- a. The itinerary for the payment of per diems is based on a regular work schedule from of 8:00 am – 12:00 noon and 1:00 pm – 4:30 pm. To calculate the per diem to be paid when in a given institutional unit a different workday schedule has been established, the itinerary with regard to the schedule used as the basis for the per diem will be adjusted.
- b. The place from or to which the departure or return has been authorized will be used to calculate the per diem.
- c. The amount assigned as a per diem includes the payment of gratuities.
- d. Lodging expenses will be reimbursed based on actual expenditures through the submission of invoices, receipts or the appropriate evidence. In determining the place of lodging the standards of austerity and modesty that prevail in the University system will be observed, consistent with the nature and importance of the official business to be effected. However, under special circumstances in which the official activity itself requires lodging in a particular hotel, the expenses incurred will also be reimbursed even when they are not strictly according to prevailing standards of austerity. When the cost of lodging or

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registration fee of a given activity includes breakfast, lunch or dinner, the part corresponding to such may not be claimed as a per diem.

- e. When service needs require working beyond normal business hours and the nature of the work justifies doing so, payment for restaurant meals may be authorized or reimbursement up to the amount provided in this Regulation for breakfast, lunch or dinner, as the case may be.
- f. No person who is authorized to incur entertainment expenses will receive the part of the per diem for breakfast, lunch or dinner for any day for which the person has claimed entertainment expenses for official banquets or dinners offered during the usual time for breakfast, lunch or the dinner.
- g. Private individuals who are authorized to travel on official business of the University will received per diems and lodging based on the terms agreed with the University. If there is no agreement, per diems and lodging will be paid according to the scales and the provisions of this Regulation that are applicable to employees of the University.

Section 10 – Transportation and Incidental Expenses

- a. Employees, students, and other private individuals who are authorized to travel shall be entitled to the payment of transportation and incidental expenses incurred on official business in and outside of Puerto Rico.
- b. Transportation expenses include expenses incurred in using means of transportation and other directly related expenses, such as parking, bridge and highway tolls, freight, chauffeur services, and other similar expenses incurred in transporting the person who is authorized to travel.
- c. Incidental travel expenses will be expenses not included in the definitions of per diem, lodging, and transportation expenses, such as hauling, storage or transportation of property of the University or property belonging to the person, when required, excess baggage fees for equipment or material directly related to official business, expenses for hotel and travel ticket reservations, telephone calls, telegraph, tuition, registration fees at conventions, passport fees and other costs related to passports such as photographs and birth certificates, visa fees, services provided by guides and of interpreters, and charges for converting foreign currency, commissions on the purchase of travelers checks,

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and cashing of official checks. The expenses also include the services of secretaries, clerks and other employees outside of the University employed during official travel to prepare reports and official correspondence; rental of special winter clothing, and justified laundry expenses on travel outside of Puerto Rico; customs duties and excise taxes paid upon arrival and exit in travel to foreign countries on official business; and expenses incurred in emergency situations not included in the definition of transportation expenses. These expenses must be acknowledged and authorized by competent officials.

- d. No chartered or leased aircraft, helicopters, taxis, or automobiles should be used when other less expensive means of transportation are available unless the official business assignment cannot be satisfactorily carried out without the use of such means and it is so stated in the expense voucher or travel order. Travel in which air transportation or any other means is used in which there is more than one fare will be done using the least expensive fare, unless it is impossible to obtain a reservation at such rate.
- e. Transportation expenses paid to public carriers in Puerto Rico shall be reimbursed according to the List of Rates for Transportation between each Town and their Respective Wards prepared by the Public Service Commission.
- f. Transportation will be reimbursed based on the point from which the person is authorized to leave and return to carry out the official business.
- g. When there are no adequate facilities for breakfast, lunch, dinner or lodging near the temporary position, the transportation incurred to reach the closest place for such may be reimbursed.
- h. When the temporary position is close to the official or private residence and allows the person to reach such and return to the temporary position within the official time available for lunch, the person will be reimbursed for transportation expenses, provided such are less than the per diem for lunch.
- i. With the prior authorization of the appropriate official, reimbursement will be made for expenses incurred by any official or employee who may be called to provide services to the University, while the person is on vacation at a place outside of the person's official or private residence.



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- j. Transportation expenses from the private residence to the official residence or vice versa may not be reimbursed, except in cases in which in order to provide services in a temporary position transportation expenses are incurred in excess of normal expenses for travel to and from work. This provision is not applicable to persons who are not employees or officials of the University, of the Government of the Commonwealth of Puerto Rico or of its municipalities or who received as sole compensation for the services they provide to the University a per diem as compensation.
- k. The cost of transportation of baggage the weight or size of which exceed those permitted free of charge by transportation companies will be reimbursed only when duly justified and authorized in the travel order.
- l. The amount of three dollars (\$3.00) is set per suitcase up to a maximum of nine dollars (\$9.00) as the amount to be paid for each occasion during travel abroad it is necessary to use the services of porters.
- m. Employees who are authorized to use a private automobile on official business will receive compensation of fifty cents (\$0.50) for every mile traveled. This amount provides for covering all expenses related to the automobile used on official business or assignment such as: garages, fuel, lubricants, repairs, insurance, accessories, depreciation, and others. Under no circumstances will fuel and lubricants that are the property of the University be provided for private automobiles whose use is authorized for official business, nor will the University pay for such that are obtained at private service stations for use by such automobiles.
- n. For any other person who has been authorized to travel in the same automobile on official business, the person who is authorized to use his or her private automobile may be paid an additional three cents (\$0.03) for each mile traveled. When an additional payment is claimed for passengers that are authorized to travel in the same automobile, the names of all of the passengers shall be indicated on the travel expenses voucher as well as the number of the travel order if the passengers have travel orders. The latter may not receive any payment for transportation expense .
- o. When in order to carry out official business it is essential to transport materials, equipment or any other property of the University in a private vehicle, the following additional amount will be paid for every mile traveled:

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1. Two cents (\$0.02) for every 100 pounds or fraction thereof that are transported.
 2. In no event will more than six cents (\$0.06) for every mile traveled be paid, regardless of the materials, equipment or property that is transported. To be entitled to this compensation, the travel order must explain the circumstances.
- p. If the person who travels does not follow the instructions in the travel order or those given by an official that is authorized to do so, the person will be reimbursed for the travel expenses up to a maximum not to exceed the expenses that the person would have incurred if the person had followed the instructions. When these are unknown, the basis for the reimbursement will be a reasonable estimate that will be determined by the accounting office based on prior experience and prevailing rates.
- q. If the person who travels is absent from the temporary position during business hours on personal business, transportation expenses to and from work will be at that person's expense and the person will cease to receive the per diem from the day and time at which the person leaves the temporary position until the day and time the person returns to such.
- r. The Table of Distance in Miles between Towns and the Amount of the Mileage to be Paid, prepared by the Public Service Commission will be used to calculate the miles to be paid for mileage. When travel is within the boundaries of a town to places that are not shown on that table, if the University does not internally have mileage tables for these, the amount to be reimbursed for mileage will be calculated based on the number of miles traveled as determined by reading the odometer of the automobile. The corresponding accounting office will determine the reasonability of the miles that are claimed using as a guide the distances in miles between close towns and prior experiences or in the manner deemed most advisable.

Section 11 – Telephone, Telegraph, Cable, and Radio Service

- a. Official telephone calls made with the proper authorization during official travel to places in Puerto Rico will be paid directly by the University. When reimbursement for official telephone calls that have been paid the reasons why the call was made using personal funds shall be explained on the travel expense voucher.

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- b. Means of communication, such as teletype, telegraph, cable, and radio service shall only be used when they are essential for carrying out the assigned official business. In such cases care will be taken to avoid using unnecessary words, numbers, and punctuation in the content of the message. The reasons to justify the use of such means of communication instead of other less expensive means shall be stated on the travel expense account.
- c. The use of the telephone for long distance or international calls will be limited to cases that cannot be addressed by using a less expensive means of communication. Payments for telephone calls made in the United States or in foreign countries, or international telephone calls directly related to official business, shall be reimbursed or accepted as a legitimate expense upon the liquidation of the advanced funds, provided that such were necessary for fulfilling the purpose of the travel. The name and official title of the person to whom the call was made, the place to where the call was made, the cost of the call, and the reasons that justify the use of such means of communication instead of other less expensive means shall be specified on the travel expense accounts or vouchers.
- d. In order to receive reimbursement for telegram, cable, and radiogram expenses related to official business, the voucher must include receipts or documents to evidence the expense.

Section 12 – Justification for Payments

- a. Disbursements shall be made according to the description and specific conditions of the travel order.
- b. A receipt shall be obtained for every disbursement related to official business in excess of fifteen dollars (\$15.00). Receipts will not be required for the reimbursement of the per diem set forth in this Regulation and for payments made to entities that do not customarily issue receipts, such as public transportation carriers in Puerto Rico, porters, and waiters. Receipts will be required, regardless of the amount of the expense, when this Regulation authorizes payment based on expenses incurred or to evidence expenses for which this Regulation expressly requires evidence to be submitted.
- c. Receipts shall be issued according to commercial custom. They shall state the item, amount, and date of payment and the signature of the person who received the payment.

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- d. In cases where there are special circumstances in which receipts cannot be obtained, the expense shall be justified by the person who incurred such by submitting an explanatory certification of the reasons for which it was not possible to obtain the respective receipts. This justification shall be approved by the official that authorized the travel order.

Section 13 – Reports on Official Business during Travel Outside of Puerto Rico

- a. All persons who are given a travel order for official business to be carried out outside of Puerto Rico shall submit a report on the work performed to the official or entity that authorized the travel order.
- b. In the case of the Executive Secretary of the Board, the President, and the chancellors, in addition to the report, the activities and achievements of the spouse will included in all travel authorized under Sections 4 (d), 4 (e) and 4 (f) of this Regulation.

Section 14 – Advanced Funds

- a. When funds are advanced for travel expenses, they shall be used only for paying for fare, per diems, lodging, and other incidental expenses related to official business, according to the limitations provided in the Regulation.
- b. The duly approved Form OPE -11, Request for and Authorization of Travel Order, will be sufficient authorization for the corresponding Official Payer to advance the necessary funds according to the estimated expenses indicated in the travel order. No advances of funds will be approved for persons who have travel accounts that have not been liquidated for more than thirty (30) calendar days for travel outside of Puerto Rico or ten (10) calendar days for travel in Puerto Rico. The Official Payer will submit these cases to the Finance Director or Official of the unit for appropriate action.
- c. Under no circumstances may the Official Payer advance funds for travel without a duly approved travel order.
- d. Requests for advances of funds shall be submitted to the Office of the corresponding Official Payer at least five (5) calendar days before the date of travel to avoid delays in preparing the check, other than duly justified exceptional situations.



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- e. Advances of funds will be granted for travel in Puerto Rico when the officials who recommend and authorize travel orders determine that service needs warrant such.
- f. The Official Payers may advance additional funds for official travel outside of Puerto Rico. To this effect, the Dean, Department or Office Director or the authorized representative thereof will sign and process a request for additional funds for the increased funds on behalf of the person who is traveling. The request for additional funds shall indicate that it is an amendment to the original travel order and shall be approved by the official who authorized the travel order.

Section 15 – Liquidation of Advances

- a. When funds are advanced for travel outside of Puerto Rico, an accounting of the expenditure shall be submitted within thirty (30) calendar days of the person's return. A copy of the report of the work performed will be included along with a detailed report of expenses, as provided in Section 13 of this Regulation.
- b. When funds are advanced for travel in Puerto Rico, an account of expenses will be submitted within ten (10) calendar days of the return.
- c. Any surplus of the travel funds advanced will be returned to the University through the Official Receiver in cash, by check, postal or money order or travelers check payable to the University of Puerto Rico. The official receipt issued by the Official Receiver will be attached to the liquidation submitted to the Official Payer.
- d. When total expenses incurred are more than what was foreseen, the difference will be reimbursed to the person after the corresponding Accounting Office has reviewed the account. The person who traveled will explain in writing the reasons for incurring the expenses. The liquidation and the request for reimbursement of the person who incurred the expense shall be approved by the official who authorized the order or the advance of funds. If there is no such approval, the liquidation will be made according to the terms and conditions of the travel order.
- e. All expenses will be reported in detail and will include justifications for expenses incurred in the performance of the assignment as established in this Regulation. No credit will be given for expenses reported in an unitemized manner.

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- f. The accounting offices of the different institutional units will verify that the expenses incurred are according to the description and conditions of travel specified in the travel order and that they were approved by the official who authorized the travel or advance of funds.
- g. Differences noted by the Accounting Office will be justified by the person who traveled within fifteen (15) business days from being notified. If such justification cannot be submitted or is not accepted, the person will return the amount of the difference from the person's own funds in cash, by check or postal money order or other means of payment in favor of the University of Puerto Rico, through the Official Receiver, and deliver to the Accounting Office the receipt issued by the Receiver.
- h. If no accounting of the expenses is submitted along with the liquidation of the funds that were advanced within the term granted under this Regulation, the Accounting Office of the institutional unit will take the necessary steps to have the accounting submitted.

In these cases and until the liquidation is submitted, the Accounting Office will submit the case to the corresponding Finance Director or Official who will not authorize advances for subsequent travel and may decide to:

1. Require the liquidation of the debt through the application of the provisions of the Regulation for Granting Credit and the Collection of Debts of the University of Puerto Rico.
2. If it is a private individual or an employee of the Commonwealth of Puerto Rico, a public corporation or a municipality, the respective government agency or private entity may be asked to collaborate with collection efforts.
3. If it is not possible to make the collection efforts stated above, or if such were fruitless, the Office of Legal Affairs of the unit, the Secretary of Justice and the Comptroller of Puerto Rico will be notified promptly to take the corresponding action.

Section 16 - Travel Expenses for Athletic, Social or Cultural Activities and Other Analogous University Activities

- a. For the reimbursements of travel expenses to persons whose active participation is required in the athletic, social or cultural activities, and other analogous University activities,



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besides the general guidelines of this Regulation, the following specific guidelines will be observed:

1. For a participant in these activities to be entitled to the payment or reimbursement of travel expenses, the person's participation must be authorized by the Director or authorized representative of the Department or office of the University in charge of the activity or of the representation of the University at such activity.
 2. When the activity requires the participation of teams of athletes or groups of persons together, a special travel order will be approved for the entire group and the list of participants will be attached to the travel order.
 3. In determining the times and places for departure and return in the travel, in addition to the general criteria of austerity and the interests of the University, consideration will be given to the particular conditions needed for the activity to ensue normally and the comfort of the participants.
- b. For the purposes of this section, it will be deemed that the concept "temporary position" used in this Regulation will be the place where the activity for which travel is authorized takes place. Likewise, it will be deemed that "private residence" includes the lodging place of a student during the academic year of the University, excluding academic recesses.
 - c. The Director of the Department or office of the University in charge of the activity or of the representation of the University will determine if lodging is necessary for the participants, taking into account the provisions of Sections 7, 8, and 9 of this Regulation and the particular needs of the activity and the participants.
 - d. If the University provides transportation, lodging, or food, the participants in the activity will not be entitled to receive payment or reimbursement for such purposes.
 - e. In addition to the per diem provided for in Sections 7 and 8 of this Regulation, a special per diem of three dollars (\$3.00) may be authorized for every participant for each University activity or for every day of activity to cover the cost of snacks and other expenses that are incidental to the person's participation. This special per diem may be paid as the only per diem when the activity or participation of the person does not entail the payment or reimbursement of travel expenses.

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- f. Travel expenses for athletes and other participants in University activities may be paid with petty cash funds.
- g. Incidental travel expenses will be considered to be payments to referees, scorekeepers, massage therapists, make up artists, camera people, and other technical or assistance staff used during University activities.
- h. The Provisions of this Section will also be applied to the travel expenses of authorized participants not covered by programs of the department or office in charge of the activity or of the representation of the University. In these cases the necessary authorizations will be made by the Director of the Department or office to which the participant belongs.

Section 17 – Bonds and Insurance

- a. Funds advanced for travel to employees of the University are covered up to the amount of ten thousand dollars (\$10,000) by the Fidelity Bond of the umbrella policy that covers any wrongful act by an employee while traveling. If the funds advanced for travel exceed ten thousand dollars (\$10,000) and the person who will manage funds is not covered by a higher amount that may be sufficient to cover the advance, the excess amount will be included in the umbrella policy and such coverage will be requested from the Public Insurance Administration of the Department of the Treasury.
- b. When travel is by employees of any public corporation or of any other government agency of the Commonwealth who are authorized to travel on official business of the University, it will be verified that they are covered by the policies of their respective corporations or agencies. If the advance is higher than the amount covered in the policy, the excess amount will be included in the umbrella policy of the University.
- c. When travel is by a student or a private person who is not a government employee and who is not covered by any policy of the University or other government agency, the student or person will be included in the umbrella policy before advancing funds to such for travel.
- d. Private automobiles of the persons who are authorized to use them for official business as provided in Section 6 are covered under the automobile policy of the University that covers bodily harm to third parties and damage to property of others. The automobile policy in



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effect does not cover collision, theft, fire, vandalism or other damages that may be experienced by the automobile of the employee on official business. The personnel that travels is covered by the policy of the State Insurance Fund and the Compensation for Automobile Accidents Administration (ACAA)

- e. When the person who is authorized to use his or her private automobile for official business causes harm to public or private persons or property as a consequence of any automotive accident while the person is traveling on official business, the person shall immediately report the accident to his or her supervisor or the official who authorized travel. The person shall also:
 1. Submit a written report to the supervisor or official referred to in the above paragraph who in turn will submit the report to the Finance [sic] and Insurance Official of the respective unit. The report must include a copy of Form 141, Request and Authorization for use of Private Vehicle by which the person was authorized to use the private automobile on official business.
 2. If the person who had the accident is not able to report what occurred, it will be the responsibility of the immediate supervisor to report the accident to the Bonds and Insurance Official of the respective unit.
 3. In cases where an accident that has occurred may give rise to a claim or legal action against the University, the corresponding Office Legal Affairs of the University shall be notified immediately.

Section 18 – General Provisions

- a. When a person who was authorized to travel outside of Puerto Rico interrupts his or her activities and remains at the temporary position due to illness, the person shall be entitled to per diems and lodging for the term of the illness, under evidence submitted to that effect, up to a maximum of fourteen (14) calendar days. For travel within Puerto Rico the maximum will be five (5) calendar days.
- b. A person who is forced to return to his or her private residence due to illness while on official travel shall be entitled to reimbursement or payment of the cost of transportation incurred based on the least expensive route, provided the illness allows such. When the nature of the illness causes the use of more



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expensive means of transportation, the payment or reimbursement of the expenses will be justified by stating the circumstances on the payment voucher.

- c. Persons who have been authorized to travel may claim expenses for medical services, hospitalization, medicine, and other similar expenses incurred in medical treatment while engaged in official business, when justification and evidence is submitted that such expenses were a direct consequence of the official assignment, provided that the illness or accident is not compensated by the State Insurance Fund or that it is not covered by any other kind of health insurance. In order to be entitled to reimbursement, invoices or receipts for the corresponding payments for medical services provided, hospitalization, medication, and others shall be submitted. The officials who approve travel abroad may authorize the purchase of preventive medication, such as analgesics, antacids, and others when travel is to places where there are no medical service facilities and where there are known health risks.
- d. No per diems will be paid to any employee while the employee is on ordinary leave, a sabbatical, special paid leave or with financial aid, unless that during such leave the employee is requested to engage in any official business.
- e. When authorizing official business on holidays or days that are not business days, justification will be provided on the voucher for the need and convenience for the service and for travel on such days.
- f. If a person should die while on official business outside of Puerto Rico, the official who authorized the travel, upon consulting with family members of the person, may order that the pertinent arrangements be made for embalming and brining the body to the person's private residence or nearby funeral home. The University will pay the expenses incurred for such directly to the family members of the deceased or the person who paid on behalf of such family members or the person who provided the services on credit. A claim may be submitted to the University for reimbursement or payment of such expenses, with the submission of receipts or other justifying documents to evidence such. These expenses shall be reasonable and moderate. The reimbursement shall be approved by the President or the corresponding Chancellor or Director, as the case may be.
- g. When a person is authorized for official travel abroad, emergency travel, and travel without prior planning, making it impossible to request funds in advance, the person will be entitled to reimbursement of the travel expenses incurred during official business as indicated in this Regulation. In these



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cases, it will be the responsibility of the person who authorized the travel to submit to the corresponding Accounting Office a miscellaneous encumbrance document d to reserve the total amount of funds that are authorized in the travel order. The number of the miscellaneous encumbrance document will be stated on the voucher submitted to request the reimbursement.

- h. The least expensive basis for advancing funds or making disbursements for travel expenses will be determined according to the circumstances of each case, taking into consideration the time available and the convenience and practicality of the travel from the point of view of service needs.
- i. Reimbursement of travel expenses to the Chair of the Board of Trustees, the Board members, and the Executive Secretary, the President of the University and the chancellors of the University System for travel in and outside of Puerto Rico, will be made based on expenses incurred through the submission of invoices, receipts, and the corresponding evidence, unless it is not practical to obtain them. When it is not possible to obtain evidence of payment, a certification to that effect will be submitted.
- j. When the travel order has authorized entertainment expenses, these will be reimbursed after the corresponding report has been submitted to inform the occasion for the expense, the participants in the meeting or celebration, and the official relationship with the act. In cases where confidentiality is required regard the participants, the report with the names of such persons will be kept at the Office of the Chancellor of the respective institutional unit.
- k. No entertainment expenses will be authorized for meetings or celebrations at which all of the participants are employees or persons under contract with the University.
- l. Court costs or other expenses incurred as a consequence of automobile accidents or other circumstances of a personal nature that have arisen during an official assignment for which the person who was authorized to travel has been accused or sued will not be considered travel expenses.
- m. All claims for reimbursement for travel expenses in and outside of Puerto Rico, will be submitted within a maximum of ninety (90) calendar days from the date of return. The University will not process any reimbursement of travel expenses beyond the aforementioned term. This provision will be stated on the travel order.

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- n. The person who is authorized to transport University property will be responsible for the loss or deterioration thereof due to fault or negligence of such person.

Section 19 – Amendments and Repeal

- a. Only the Board of Trustees may amend or repeal this Regulation.
- b. The President, or the official delegated by the President, may issue the circulars and procedures related to the use, preparation, and processing of the forms that are needed for implementing the provisions of this Regulation and interpret any controversy regarding the provisions of this Regulation or situations that are not foreseen herein.
- c. All prior bulletins, circulars, instructions, regulations or communications that conflict with the provisions of this Regulation are hereby repealed.

Section 20 – Effect

This Regulation will enter into effect thirty (30) days after its approval by the Board of Trustees.



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