

Policy Title:	Air Travel and Use of Mileage Bonuses
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Governing Body:	Southern Oregon University	Policy Number:	FAD.046
Policy Contact:	Vice President for Finance & Administration	Date Revised:	July 2016
Custodial Office:	Finance & Administration	Date Approved:	July 2016
Approved By:	President	Next Review:	July 2019
Related Policy:			

Revision History

Revision Number:	Change:	Date:
-	Initial version	July 2015
1	Revision	July 2016

A. Purpose

This policy codifies and revises as Southern Oregon University Policy the rule previously adopted by the State Board of Higher Education concerning this topic and transferred to SOU by operation of law on July 1, 2015.

B. Policy Statement

1. Historical Perspective

On October 19, 1990, the Board of Higher Education adopted the staff recommendation to identify frequent flyer bonuses as part of the employment package for unclassified employees, available to employees to use as they choose. The Board of Higher Education's decision to adopt that policy was based on a number of factors, including the cost/benefit ratio associated with OUS' attempts to recover travel awards.

The 1993 State Legislature declared that employees and state officials may not use travel awards earned while conducting state business for personal travel, overriding the earlier policy of the Board of Higher Education.

Therefore, in September 1993, the Board of Higher Education amended the policy to read: The Board of Higher Education requires all employees on Oregon University System business to travel using routes, schedules, and airlines that provide the lowest rates and the most efficient travel. However, because the cost in recordkeeping outweighs the nominal monetary benefit to the System, the System will not attempt to recapture airline bonuses awarded employees for frequent flyer miles. Because it is the policy of the State of Oregon to prohibit employees

from using travel awards earned on state business for subsequent personal travel and that violation of this policy is a violation of the state ethics statute ORS 244.040 (effective November 4, 1993), employees may decline to accrue frequent flyer awards while on state business unless otherwise required as a prerequisite to receipt of federal or other grant funds. In cases where an employee elects to accumulate travel awards on state business to be subsequently used for state business, the employee should create a separate travel awards account solely used for state business travel, since OUS support staff may not be assigned recordkeeping responsibilities.

## 2. Current Policy

**Travel Paid by Outside Source:** Outside entities may reimburse the campus, pay a service provider directly, or reimburse an employee for travel expenses related to SOU business. If the service provider is paid directly, or if reimbursement is made to an employee, documentation should be maintained in the campus travel records.

Documentation should include the traveler's name, identity of the outside source, travel destination, travel dates and SOU business purpose. If reimbursement is made to the campus, it should be accounted for as a reduction of expense. When a travel reimbursement payment is made by the SOU Foundation, it must be reported by the foundation to the president annually as required by OAR 580-46-035(6)(d).

**Travel Awards and Frequent Flyer Mileage:** All employees are required to travel using routes, schedules and airlines that provide the lowest rates and most efficient travel. Because the cost of recordkeeping outweighs any monetary benefit, SOU will not recapture airline bonuses awarded employees for frequent flyer miles. Employees may use frequent flyer bonuses as they choose unless the terms of a grant or contract require otherwise.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

## C. Policy Consultation

This policy was transferred to SOU by operation of law on July 1, 2015 from the State Board of Higher Education Board Policy Manual. Revisions to the text of the policy were posted for campus comment on June 21, 2016.

## D. Other Information

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.