



# **Case Western Reserve University Travel Policy**

**Revised September, 2014**



Travel Policy–Revised 09/17/2014

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travel arrangements made in accordance with established University policies and procedures. Additional costs incurred for the purpose of accumulating frequent flyer credits for personal awards are not reimbursable. Travel event arrangers are permitted to accept award points, free room stays, or other excessive gratuities when the travel or event is being paid by not

(503) 725-7400 ext. 5444

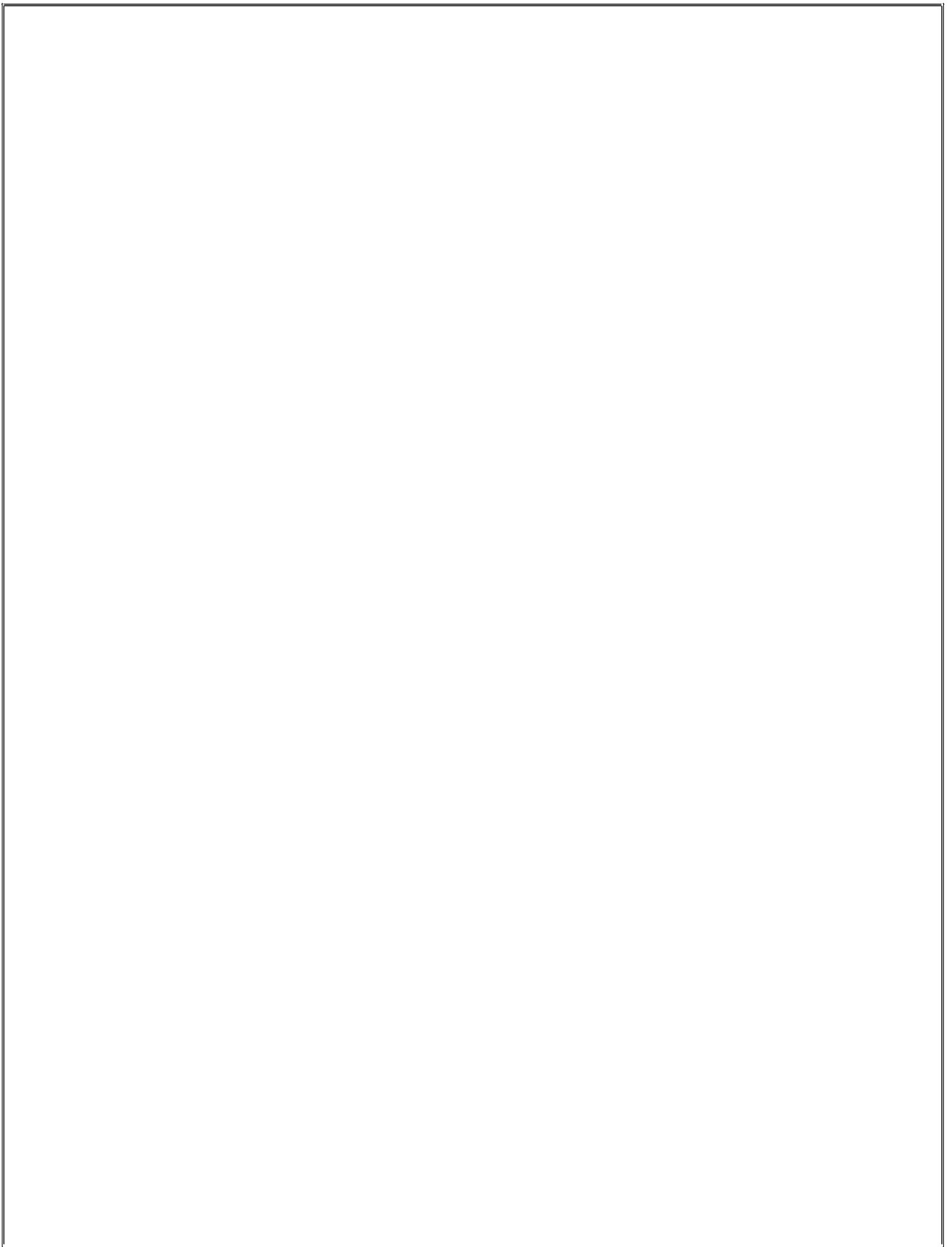
## Insurance Coverage for Rental Cars

Except when renting a vehicle outside of the United States, liability/physical damage insurance offered through the rental company should be declined. The vehicle should be rented in the name of, "Case Western Reserve University, by (Your Name)." Insurance coverage is provided through the University's vehicle insurance policy. An insurance card indicating insurance coverage for rental cars is available online through the Case Travel web site. Outside of the United States, individuals should purchase insurance coverage from the rental company.

Any incident or accident involving a rental car should be reported to the University's Risk Management Office at (313) 487-1500. For more information, contact the University's Risk Management Office at (313) 487-1500.







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~~Charges incurred as a result of changes in travel itinerary made for the purpose of personal convenience;~~

~~Hotel health club/spa charges; and~~

~~Personal clothing or luggage purchases~~

~~Global Entry and TSA req fees~~

#### 17. Travel Advances

The intended purpose of a travel advance is for travel meals and incidentals only. ~~As of 1/1/2019, the maximum amount of a travel advance is \$500.~~

## 18. Documentation and Substantiation Requirements

The University currently ~~has~~ is accountable

## 19. Expense Reporting

Reimbursement requests must be submitted to the Travel Accounting Office as soon as possible after completion of the trip, preferably within 45 days.