

University travel is governed by the Higher Education Travel Control Board and all travel must be authorized and approved by the appropriate administrative officer.

AUTHORIZATION OF TRAVEL

Travel should always be arranged to serve the best interest of the University. Employees should use the most direct route and the most economical transportation, taking into consideration travel time, expense, absence from campus, and convenience. Employees are reimbursed for authorized actual transportation expenses and other reasonable expenses incurred while on travel status. These travel regulations apply to travel charged to all fund sources including state, institutional, contract, grant, self-supporting, and gift funds.

The Board of Trustees authorizes the Vice President for Business and Finance to establish rules and procedures (consistent with state policy) for the administration of travel policy and other matters related to travel. This includes the preparation of travel expense reimbursement claim vouchers.

The appropriate administrative officer approves and authorizes all travel. Heads of academic and administrative units authorize travel for their faculty and staff. Colleges may require additional internal approval for their faculty and staff.

OFFICIAL HEADQUARTERS DESIGNATION

Official headquarters is the post of duty or location where performance of official duties require employees to spend the largest part of their working time and where travel normally begins and ends. With the exception of Chicago and other large metropolitan areas, official headquarters limits are the corporate limits of the cities or towns where the employee is assigned. For personnel located in the Chicago metropolitan area (Cook, Lake, McHenry, Kane, DuPage, and Will counties in Illinois) the limits are the geographical areas defined by the Assistant Vice President for Business and Finance at the Chicago campus.

The official headquarters for members of boards and committees who do not receive University pay for their services is their personal residence.

Travel Status

Employees are on travel status while away from headquarters on authorized University business. Travel status begins when employees leave headquarters, their residence, or other authorized location to go directly to their destination. Travel status ends when employees return directly to headquarters, their residence, or other authorized location after completing University business (see also "Official Headquarters Designation" in this section).

Exceptions – Unit heads may designate an employee's residence as the official headquarters if the employee's assigned duties require travel every working day. The approval of the Vice President for Business and Finance or delegate is required to designate an official headquarters anywhere other than where employees spend most of their working time. Such requests are forwarded through the campus Assistant Vice President for Business and Finance.

UNIVERSITY CORPORATE AMERICAN EXPRESS CARD PROGRAM

The University provides cash advances for travel or other reasons only in limited situations. The University offers a free personal American Express Card program. Staff members are encouraged to apply for and to use the American Express Card for travel expenditures. Employees are personally responsible for the payment of charges incurred on their University Corporate American Express Cards. Applications for the card are available at the Benefits Center (UIC/UIUC) and the Purchasing Office (UIS).

REIMBURSABLE AND NON-REIMBURSABLE TRAVEL EXPENSES

Miscellaneous and reasonable business expenses incurred while performing official duties in travel status are reimbursable to a traveler who is on per diem or the living expenses incurred basis.

Reimbursable Expenses

- Actual and reasonable meals if not on a per diem basis (within limitations set forth in this section)
- Airplane parking/tiedown, hangar rental, and landing fees
- Toll charges, parking fees, ferry fees, bridge, road, and tunnel fees
- Baggage transfer, including reasonable tips
- Business telephone calls
- Hire of room for University business
- Laundry and dry cleaning if on travel status for at least 7 consecutive days
- Passports and visas (employees only)
- Registration fees, if the purpose of travel is attendance at conferences or official meetings
- Word processing, facsimile, photocopying, and typing services
- Storage and handling of baggage
- Taxis, including reasonable tips
- Telephone calls to secure lodging, to notify safe arrival, to make changes in travel plans
- Transportation for meals/lodging, to/from terminals, within/around official headquarters, to/from official headquarters
- University business telecommunications services

Non-Reimbursable Expenses

- Alcoholic beverages
- Coat check
- Collision damage waiver (rental car)
- Commuting expenses between an employee's residence and their headquarters
- Entertainment (non-business related)
- Keys locked in personal automobile

- Late check-out and room guaranteed charges
- Laundry and dry cleaning if on travel status less than 7 consecutive days
- Living expenses at official headquarters
- Non-University related expenses
- Parking or other traffic fines
- Personal automobile accident insurance
- Spouse/family travel expense unless specific prior approval is provided in a grant or contract
- Tobacco products
- Towing personal automobile
- Travel insurance
- Traveler's checks are provided at no cost to travelers on University business at the Bursar Office Window on the First Floor of the Public Affairs Center (UIS) and the Cashiers' windows in Room 100b, Henry Administration Building (UIUC).

Receipts Required

Itemize all business expenses on the travel voucher, and attach original receipts for items (other than meal allowance) costing more than \$10.

Travelers who do not submit the required receipts must attach a signed exception request to the travel voucher stating that the amount claimed is the amount paid, and agreeing not to claim reimbursement for that amount on any other voucher submitted to the University.

TRAVEL REIMBURSEMENT LIMITATIONS

Lodging Allowances

Each employee is to request the lowest available rate when making reservations. Certain hotels and motels offer special reduced rates to state employees. When making reservations, employees need to specify that they are University of Illinois employees traveling under the State of Illinois travel regulations. Proper identification as a University employee may be required by the hotel.

Lodging reimbursement requires receipts and is limited to actual cost of accommodations, not to exceed the maximum amounts listed below (not including tax).

In-state	Chicago metropolitan area (Counties of Cook, Lake, McHenry, Kane, DuPage, and Will)	\$80.00
	Major downstate areas (Counties of Champaign, Kankakee, LaSalle, McLean, Macon, Madison, Peoria, St. Clair, Sangamon, Tazewell, and Winnebago)	\$60.00
	Other downstate areas	\$50.00
Out-of-state		\$110.00

- Out-of-country With receipts – Actual/reasonable
Without receipts – State Department per diem (Contact the Accounting Division, Voucher Approval Office (UIC), Accounting Office, Pre-Audit Section (UIS), and the Grants and Contracts Office (UIUC) for this information.)
- Conferences With receipts – Actual/reasonable
(in-country)

Disabled employees – Special lodging costs for disabled persons are reimbursed for the actual cost of the least costly lodging that is most accessible to their needs.

Employee-owned – Employee-owned or controlled housing costs are reimbursed up to 75% of the applicable daily lodging allowance rate for the area or the actual costs incurred, whichever is less, subject to unit head or delegate approval. The reimbursement for the monthly mortgage installment or rental payment may not exceed the following maximums per day:

City of Chicago	\$60
Suburban Cook, Lake, McHenry, Kane, Will, and DuPage Counties	\$45
All other areas within Illinois (96 downstate counties)	\$38
Out-of-state	\$83

Meal Allowances

Per meal reimbursement, if otherwise appropriate, is limited to the following maximums which include taxes and tips:

Breakfast	In-state	\$5.50	For employees to receive reimbursement for breakfast expense, travel status must begin at or before 6:00 a.m.
	Out-of-state	\$6.50	
Lunch	In-state	\$5.50	Lunch expense is not reimbursed for travel periods of less than 18 hours. For travel periods of more than 18 hours, when per diem applies, the per meal deduction on conference lunches is \$5.50.
	Out-of-state	\$6.50	
Dinner	In-state	\$17.00	For employees to receive reimbursement for dinner expenses, travel status must end at or after 7:00 p.m. For employees beginning travel after the close of business, but before 6:30 p.m., dinner reimbursement is allowed only if the traveler is ineligible for per diem.
	Out-of-state	\$19.00	
Out-of-country travel			Meals are reimbursed at the actual reasonable amount, if receipts are provided. When receipts are not provided, reimbursement is limited to the actual cost not to exceed State Department per diem rates. The following incidental expenses are also included in the State Department per diem rates:

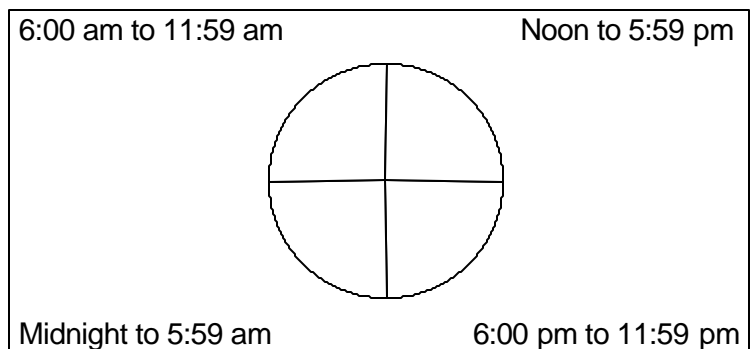
Out-of-country travel (cont.)

- Charges for meals and lodging (when lodging and meals are provided by common carriers and are included in the fare, they are considered as transportation expenses rather than per diem and lodging and are therefore allowable expenses.)
- Personal use of room and bath during daytime.
- Fees and tips to waiters, porters, baggage handlers, bellhops, hotel servants, dining room stewards, and similar employees.
- Telegrams and telephone calls to reserve hotel accommodations, request leave, ask questions and get answers about status of salary, expense vouchers, advance of funds, or any matter of a personal nature.
- Laundry, dry cleaning, and pressing of clothing.
- Fans, air conditioning, heating, radio, or television in rooms.
- Transportation between place of lodging or business and places off site to get meals is not reimbursable when the meals can be obtained on site. However, daily travel to get meals or lodging at the nearest available place is reimbursable when meals or lodging cannot be obtained at a temporary duty station (where you are at the time).

Per Diem Allowance

Per diem is the daily travel status meal allowance including taxes and tips. The per diem allowance for in-state travel is \$28.00. For out-of-state travel the allowance is \$32.00.

Per diem reimbursement for days of departure and return is calculated on four six-hour quarters (see figure to the right).



Receipts are not required to support payment of per diem. If the employee leaves home within a certain quarter, begin counting at that quarter. Each quarter includes any travel time within that quarter. **Each quarter equals \$7.00 for in-state travel or \$8.00 for out-of-state travel.**

For example, if an employee leaves home at 7:00 a.m. on Friday and returns home at 2:00 p.m. on Saturday, the employee is eligible for six quarters or a per diem of \$42.00 for in-state travel, or \$48.00 for out-of-state travel.

Reimbursement For Travel To/Through (And At) Official Headquarters

Official headquarters is the post of duty or location where performance of official duties require employees to spend the largest part of their working time. Ordinarily headquarters is to be the corporate city limits in which the employee is located or it may be a designated geographical area. The University Comptroller is to designate headquarters in accordance with policies established by the Higher Education Travel Control Board.

As a condition of employment, employees usually incur commuting expenses between their residence and official headquarters. Employees may not be reimbursed for commuting expenses between residence and official headquarters or living expenses at official headquarters. However, sometimes it is more convenient to use personal automobiles rather than motor pool vehicles for local business travel. In these instances, mileage expenses, tolls, parking fees, or expenses associated with University business are reimbursable at official headquarters and/or residence.

Employees whose travel does not include travel through official headquarters may be reimbursed for all mileage. Employees whose travel does include travel through official headquarters may be reimbursed for all mileage except commuting mileage. All travel must be by the most direct route.

Travel through headquarters, commuting mileage, and commuting expense are defined as follows:

Travel through headquarters – Any travel to or through the corporate city limits of the employee's designated headquarters, regardless of whether the employee made a stop at the work site or changed vehicles or modes of transportation.

Commuting mileage The actual round trip mileage between residence and headquarters.

Commuting expense – The cost of one round trip between residence and headquarters. Cost may include mileage, parking fees, tolls, etc.

Examples of reimbursable expenses at each campus are as follows:

Headquarters/Chicago Campus – For reimbursement purposes, headquarters is designated as the UIC campus. The mileage reimbursed for any portion of a business trip for which the destination is outside the City of Chicago, will be the lesser of actual mileage or distance between the UIC campus and the destination. For example, a traveler living in Evanston who drives to Urbana and returns to Evanston would be reimbursed for the round trip mileage between the UIC campus and Urbana. A traveler living in University Park who drives to Urbana and returns to University Park would be reimbursed for the round trip mileage between University Park and Urbana.

Headquarters/Springfield Campus – Employee drives from residence in Lincoln to Collinsville and back to residence. Reimbursement is for all mileage except commuting mileage. The travel, by the most direct route, was through headquarters.

Headquarters/Champaign-Urbana Campus – An employee drives from her home in St. Joseph through Champaign-Urbana on her way to a meeting in Springfield. In this case, the

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employee will be reimbursed for the mileage from Champaign to Springfield, and not from St. Joseph to Springfield. Reimbursement is for all mileage except commuting mileage because the most direct route of travel was through headquarters.

The following requirements apply to such claims:

- Claims are supported by daily mileage records explaining the purpose of each trip.
- Vouchers are submitted not more than once a month, and within 30 days after the end of the month.
- Local travel incurred in June must be reimbursed (or obligated) before June 30.

The appropriate unit administrative officer authorizes and approves claims for reimbursement to employees who use their personal vehicles to travel at or near their official headquarters while on University business.

Individuals whose personal residence has been designated as their official headquarters are not entitled to reimbursement of living expenses while at official headquarters.

Travel Less Than 18 Hours

When in-country travel takes place during the same calendar day, or overnight lodging is not required, reimbursement is limited to only actual and necessary living expenses incurred while on travel status. The traveler may not use the per diem method.

Actual and reasonable expenses which are allowed include:

- Business expenses (see "Reimbursable and Non-Reimbursable Travel Expenses" in this section.)
- Meals (subject to the maximum listed under "Meal Allowances" in this section.)
- Official telephone calls
- Taxi and bus fares
- Toll road and parking charges
- Transportation

Travel Of 18 Hours Or More

When in-country travel requires overnight lodging, reimbursement is made for the following expenses:

- Business expenses (see "Reimbursable and Non-Reimbursable Travel Expenses" in this section)
- Lodging (subject to the maximums listed in this section)
- Official telecommunications
- Maximum per diem allowance
- Taxi and bus fares, toll road, and parking charges
- Transportation

Travel On Restricted Funds

University travel regulations apply to all travel on sponsored project funds unless the sponsored agreement provides a different method of reimbursement. The traveler must also comply with the travel requirements of the sponsoring agency.

The following restrictions apply to sponsored project travel:

- Travel on sponsored project funds is restricted to individuals who are **directly** associated with the scope and purpose of the project.
- Foreign travel costs are allowable only when specific funds for foreign travel are provided in the sponsored agreement. Such travel may also require specific sponsor approval.
- When the sponsored agreement provides for per diem on foreign travel, the rates established by the U.S. Department of State apply, unless a lower rate or other arrangements are specified in the agreement by the funding agency because of unusual circumstances.
- Foreign travel funded by the U.S. government is booked on a U.S. flag carrier if available. Deviations or exceptions are specifically approved in advance by the sponsoring agency.

CONFERENCES/OFFICIAL MEETINGS

Heads of academic and administrative units determine whether attendance at a conference or convention is related to University business or professional development of the employee. The extent of reimbursement for such travel is left to the judgment of the unit administrator. This approval is subject to any additional approvals that may be required by the college. Charge authorized reimbursements to appropriate funds available to the unit.

Conference lodging – Sometimes a conference is held in a hotel that charges more for rooms than is normally allowed under lodging allowances. In that case, those room charges may be reimbursed. The unit head's approval for employees to attend the conference provides approval for the exception to the lodging maximums. Such room charges may also be reimbursed if one of the following conditions is met:

- The President or Chancellor or delegate has approved the official meeting hotel.
- The President or Chancellor or delegate has appointed the attendee as an official representative of the University.

Conference meals – When the cost of meals for approved seminars, conferences, or official meetings is an integral part of the registration fee, the "per diem" traveler must deduct the following amounts from the per diem allowance for each meal included in the registration fee:

- For each breakfast included in the registration fee, deduct \$5.50 for in-state or \$6.50 for out-of-state.
- For each lunch included in the registration fee, deduct \$5.50 for in-state or \$6.50 for out-of-state.
- For each dinner included in the registration fee, deduct \$17 for in-state or \$19 for out-of-state.

Registration fees – Conference registration fees may be reimbursed on a travel voucher. Fees of less than \$50 may be included with other reimbursable travel expenses and charged to a travel object code. Fees of \$50 or more may be included on the travel voucher, but **must** be

charged to a services object code (Conference/Workshops/Registration Fees). At the Springfield campus, submit fees of \$50 or more on a requisition and invoice-voucher form.

TRANSPORTATION

Types of transportation authorized for University business travel include automobiles, private aircraft, railroads, airlines, buses, taxicabs, and other usual means of transportation. Transportation costs may include fares and other items in connection with transportation such as baggage transfer, official telephone messages, and reasonable tips. The University maintains a fleet of automobiles for use by employees when other methods of travel are unsuitable.

Airplanes, trains, or boats Use the least costly available alternative.

Chartered aircraft, boats, trains, buses – Use only as the last resort, or if the most economical for the circumstances. Include a full explanation for this or any other chartered transportation with the travel voucher.

Privately owned aircraft – Employees using private aircraft on University business must be licensed by the appropriate licensing body for that particular aircraft and must carry insurance in at least the amount of \$500,000 combined single limit. This coverage must be certified on the travel voucher.

Reimbursement is at the rate of 85¢ per air mile. (See "Private/Charter Airplanes" in *Section 15.3 – Transportation*.)

Privately owned vehicles – Employees using private vehicles on University business must be licensed and carry the minimum insurance required by the Illinois Vehicle Code, 625 ILCS 5/7-203 (1996). These facts must be certified on the travel voucher (UIC/UIUC) or application for travel form (UIS) when seeking reimbursement.

Employees may be reimbursed at 31¢ a mile for the use of their personal vehicles while on University business.

Rented automobiles – When using rented vehicles, employees must obtain the most economical vehicle available that is suitable for University business. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.

Taxicab and airport shuttle/limousine fares – Reimbursement is allowed for incurred fares in the efficient and most economic pursuit of University business. Submit receipts to claim reimbursement for all taxicab and shuttle/limousine fares of more than \$10.

TRAVEL VOUCHERS

Certification/Approval Of Travel Vouchers

The traveler (payee) signs the travel certification attesting to the accuracy and completeness of the claim for travel reimbursement. Travelers may not approve their own travel vouchers. As a general rule, the head of the campus unit or delegate, or the head of the next higher administrative unit or delegate is to approve all travel vouchers. Approval attests to the

agreement by the University that the travel was directed, necessary, and that the claim is complete, correct, and proper.

Chancellors may delegate their approval authority. The Vice President for Business and Finance or delegate approves vouchers on behalf of, and for, the President of the University, and for members of the Board of Trustees.

Preparation Of Travel Vouchers

All claims for the reimbursement of expenses for approved University business travel (including conferences and official meetings) are made on a travel voucher form. Travel vouchers must be submitted promptly, preferably within 30 calendar days, upon completing the travel. However, if a travel advance was provided, the settlement travel claim must be submitted within 15 days of return. (See campus supplements for information on how to complete a travel voucher.)

Employees are personally responsible that their travel arrangements meet travel regulations and that their claims for reimbursement are accurate. Improper or inadequately supported travel claims cannot be paid.

Travelers must not claim reimbursement for any item of expense that is billed directly to the University—for example, transportation provided using the University air travel order (UIC/UIUC), or purchase order (UIS). However, such separately billed charges should be indicated as a memorandum on the travel voucher. Even though billed directly, these costs may not exceed the maximums allowable for reimbursement.

The specific purpose of the travel should be indicated on the travel voucher, especially if the purpose is to attend a conference or meeting. For example, "59th Conference of Engineers," "meeting of the Big Ten xxx department heads," or "meeting to discuss xxx."

If two or more employees are traveling together, each employee must claim their reimbursable expenses on separate travel vouchers. Employees are normally responsible for their own expenses.

Time/Date/Place Of Departure And Arrival

Include on the travel voucher the date/hour of departure from and arrival at the place where official travel begins/ends, the point(s) at which a change in the mode of travel occurs, and the point(s) of intermediate destination. This information is significant because it affects the amount of per diem reimbursement authorized.

Include the rate of reimbursement claimed for privately owned vehicle mileage and amount of common carrier transportation claimed on the travel voucher. If the distance traveled between any given points is greater than the usual route between these points, as shown on a road map, explain the reason for the greater distance. If the excess distance is for personal convenience, reimbursement is not allowed.

MISCELLANEOUS TRAVEL REGULATIONS AND EXCEPTIONS TO TRAVEL POLICY

Exceptions to these policies and regulations may be approved when necessary to meet special circumstances or when in the best interest of the University and State of Illinois. These exceptions are infrequent and apply to all funding sources.

Employees' requests for exceptions to travel policies (including rates) must be documented, explained, and certified. Exceptions are not considered without the approval of the campus unit head or delegate.

The campus Office of Business Affairs, Accounting Division reviews and records all exceptions claimed on travel vouchers. The campus Assistant Vice President for Business and Finance reports quarterly all exceptions to the Associate Vice President for Business and Finance or delegate for transmittal to the Higher Education Travel Control Board (HETCB). The Higher Education Travel Control Board reviews all exceptions and reports them to the Legislative Audit Commission. If the HETCB does not allow an exception reported to them, the traveler refunds that amount to the UFAS account previously charged.

Special Travel

Travel expenses for travel not covered by any other rule, or when a specific appropriation is necessary, are allowed only with prior approval of the Chancellor or delegate for campus units or the appropriate Vice President or delegate for University Administration offices.

Claims For Accidents

If applicable, claims arising from injuries to University employees traveling on University business are considered under the Illinois Workers' Compensation Act. (For information on claims arising from accidents causing damage to University vehicles see *Section 15.3 – Transportation*.)

When using a privately owned vehicle on University business, the auto liability coverage provided by the State of Illinois is in addition to that of the owner's personal auto liability coverage. The State of Illinois Self-Insurance Motor Liability Plan does **not** provide coverage for physical damage to the vehicle. In the Illinois Vehicle Code, 625 ILCS 5/7-203 (1996), this insurance requirement is \$20,000/\$40,000 for bodily injury and \$15,000 for property damage.

Report accidents causing damage to non-University property or injury as soon as possible to the campus Claims Management Office.

Personal Convenience

When travelers interrupt travel or deviate from the direct route for personal convenience or personal leave, they may be reimbursed only at the rate for uninterrupted travel by the most direct route.

When travelers must use premium transportation, such as first class, for health or other medical reasons, those reasons must be affirmed in a doctor's certificate indicating how long the medical condition is expected to last. If it is permanent or indefinite the doctor's certification is renewed and revalidated each year.

NON-EMPLOYEE TRAVEL

The actual cost of meals for non-state and non-University personnel incurred in connection with official University business and while on travel status is allowed in reasonable amounts. Such travel expense reimbursements are subject to University travel regulations. A statement indicating why, for whom, and that the claim does not include alcoholic beverages must be attached to the travel voucher.

Members of boards and committees receiving no pay for their services from the University, and whose official headquarters is their residence, are reimbursed for reasonable and proper amounts.

Spouse/Companion/Guest

Employees occasionally participate in various business, civic, or social functions, on or off campus, which advance University programs and objectives. On some occasions, the spouse, companion, or guest of an employee may be invited to attend these events. The costs of the event (beverages, food, or entertainment) are payable from University funds. Because the employee does not pay to attend these events, there are no expenses to be reimbursed. The cost of attending the event is treated as a minimal benefit and is not taxable income to the employee. Occasionally, however, the employee may be invited to bring a spouse, guest, or companion to attend these official functions for the benefit of the University. In cases where the event requires travel, the travel and accommodation expenses for the spouse are not reimbursed. (For exceptions to this, see "Spouses Of The President And Chancellors" in this section.)

This applies to all sources of funds held at the University. However, further restrictions may apply to grant and contract funds. Travel expenses for spouses, family members, guests, or companions of the employee may be reimbursed only if the special provisions of the grant or contract are satisfied.

Spouses Of The President And Chancellors

The President and Chancellors are often required to have extensive and unique contact with the public on behalf of the University. When they are performing their official duties in such areas as development, alumni, and governmental relations (and because their spouses make an important contribution to the success of these events), the University will pay the spouse's travel expenses if both the following conditions are met:

- The spouse attends and contributes to the official function. This includes events when the spouses of the University's guests are expected to be present.
- The purpose of the travel and the expenses incurred are fully documented and the activities of the spouse relating to University business are outlined.

The payment of travel expenses for spouses of other University employees is not permitted unless prior approval for the travel and estimated expenses is received from the President of the University or Chancellor of the campus and all the conditions listed above are met. Submit the voucher itemizing the expenses to the University Comptroller or Deputy Comptroller of the Board of Trustees for approval.

Tax Obligations

As of January 1, 1994, payments for travel expenses (lodging, meals, and transportation) of a University employee's spouse are usually considered taxable income. Appropriate taxes will be withheld, and included as income on the employee's W-2.

Sometimes the travel expenses of a spouse may not be considered taxable income. If the individual meets the definition of a volunteer (see "Volunteers" in this section), the University will not report the value of travel and related expenses as income. Requests for such designation should be fully documented according to the volunteer criteria and submitted to the Vice President for Business and Finance for review and approval. A copy of the approval will be kept on file in the campus Office of Business Affairs.

Volunteer services will not be reported as income if the following conditions are met:

- The travel expenses are incurred while the volunteer is providing services, such as helping to promote the University, raise funds for the University, or fulfill the University's mission.
- There is a bona fide business purpose for the travel.
- A description of the services of the volunteer is on file with the campus Office of Business Affairs and is consistent with the services rendered and purpose for which the trip and resulting expenses were incurred.

Volunteers

A volunteer is a spouse, guest, or companion of an employee who, without compensation, provides services for the University. The volunteer may be providing services to support the University's mission of teaching, research and public service; helping to promote the University; or helping in various fund-raising activities.

The services may include meeting prospective students, employees, or donors, or conferring with legislators or other friends of the University community. The meetings may take place at a variety of University functions including alumni gatherings, fund raising events, theatrical performances, or pre- and post-game athletic event receptions.

To be considered a volunteer, the spouse, guest, or companion must:

- Regularly provide comparable services for the University in circumstances which do not require travel.
- Provide significant services which are independent of the services of the employee.
- Provide the services at times when the employee is not physically present.