AIR
Occasionally airlines reschedule flight times. We recommend confirming times and flight numbers with Orbitz for Business online or by telephone, 24 hours prior to flight departure. If you need to cancel a trip you must cancel your airline reservation prior to the scheduled departure to retain any residual value, to apply toward future travel.

When booking travel on Orbitz for Business, any changes in your flight information may be sent directly to you by phone, text or email. Care Alerts are free to anyone who books a flight on Orbitz for Business and you may share them with up to six co-workers, family members and friends.

HOTEL  DISCOUNT ID#
Best Western 01443930
Clarion
Club Quarters YALE
Comfort Inn 00064524
Days Inn 100000668
Howard Johnson 100000668
Le Meridien 52592
Ramada Inn 100000668
Red Roof Inns 607464
Sheraton 52592
Westin 52592
Wyndham 100000668

FREQUENTLY USED EXPENDITURE TYPES

TRAVEL  DOMESTIC  INTERNATIONAL
Air / Rail 871010 872010
Lodging 871020 872020
Car Rental 871030 872030
Ground Trans. 871040 872040
(Meals 871050 872050
(including per diem and actuals)
Tel. & Internet 871090 872090
(Meals 871050 872050
(including telephone, business services, etc.)
Travel Other 871060 872060
SEVIS 910410 (J-1 or F-1 visas)
(SEVIS fees)
USCIS 910420 (except SEVIS fees)
(U.S. Citizenship and Immigration Services fees)

VISA AND PASSPORT PROCESSING

All international travelers must view the Yale in the World website at http://world.yale.edu/travelform to register your itinerary with the Secretary’s Office and review the international travel policy.

CIBT is an expediting service for U.S.-based passport or visa processing, international passport or visa application forms and related travel services. Access Yale discounts at www.cibt.com (Yale’s login code is 640634) 800 577-2428.

TRAVEL REIMBURSEMENT

Reimbursement for travel expenses must be submitted within 2 weeks (10 days) after return from travel. Travelers must submit receipts for all travel expenses $75 or greater that do not have Level III data; however, no receipts are required for meal per diem reimbursement. (Business offices have the option to request additional receipts.)
For more details: www.yale.edu/ppdev

Yale’s preferred vendor for travel services is Orbitz for Business, which provides both a full-service travel agency and an online booking tool for airline, hotel, car, limousine, and Amtrak reservations.

www.orbitzforbusiness.net
1 877 ORBITZ (1 877 672-4891)

Travelers are encouraged to use Orbitz for Business when traveling on university business. Please note that Yale’s negotiated rates are exclusive to this website and are not available on the consumer site, orbitz.com.

AIR
• Travelers are expected to book the lowest available economy class airfare.
• Business class may be used for travel if your business office confirms before pruchase that appropriate funds are available, and if any of the following conditions are met:
  • Any flight segment that has a scheduled in-air flying time in excess of six hours, OR
  • The total scheduled in-air flight time, including connecting legs, is in excess of eight hours, OR
  • A medical justification documented by a primary care provider.
• All travel sponsored by Federal Funds is subject to the Fly America Act, which requires using an American Flag Carrier.
• Recent changes to the Fly America Act allow for the use of foreign flag carriers when certain conditions are met. These “OPEN SKIES” changes have been programmed into the Orbitz for Business booking tool, so that only allowable airlines are returned based upon the option selected. Further questions should be addressed to the Office of Grants and Contracts administration.
• Air reimbursement is not permitted for tickets purchased with frequent flyer miles. Travelers may use their airline miles to upgrade, so long as the airfare is lowest available economy class.

UNUSED TICKETS OR CHANGES
• Penalties incurred for changes to an airline ticket for business reasons or circumstances beyond the traveler’s control will be reimbursed. If federally sponsored funds were used you should contact the Office of Grants and Contracts.
• Unused non-refundable tickets need to be applied to the next business trip.
• Orbitz automatically tracks all employees unused non-refundable tickets, provided that tickets are cancelled with Orbitz for Business prior to departure.
• Orbitz allows courtesy cancellations provided the cancellation is made within 24 hours of purchase.

 Lodging
• Personal expenses incurred while traveling on University business will not be reimbursed by the University (e.g., in-room movie rentals, mini bar charges unless treated as an actual meal, babysitting, recreational activities, and issuance of passports or their renewals). For a list of miscellaneous non-reimbursable travel expenses, please visit: http://www.yale.edu/ppdev/Guides/purchase/5301GD.01MiscNonReimExpenses.pdf
• When staying at a private residence at no cost to the traveler, a reasonable token of appreciation (not to exceed $100.00 per trip) is allowed and will be reimbursed. There is no per diem reimbursement for hotel stays.

 Car Rental
• Travelers should rent the most economical size (compact or mid-size) vehicle consistent with University business needs and travel circumstances.
• Domestic Rentals – Do Not Purchase insurance coverage when renting in the Continental United States, including the District of Columbia.
• International Rentals – Do Purchase the LDW (Loss Damage Waiver; formerly called CDW or collision damage waiver) and LIS (Liability Insurance Supplement) insurance for all rentals outside of the Continental United States, including Alaska, Hawaii, Canada, Puerto Rico, and the U.S. Virgin Islands.
• Personal use of a rental vehicle is not covered by University insurance.
• Rental of 12 & 15 passenger vans is not permitted.
• Refuel vehicle before returning to car rental company.
• Report all accidents to Yale’s Risk Management Office at 203.432.6606.

Train
• Travelers should select the lowest available class of service, which is business class on Amtrak’s Acela trains and economy on Amtrak’s regional and Metro-North trains. Employees travelling on university business may book Amtrak reservations online at orbitzforbusiness.net. All Yale discounts will be applied.

Personal Car Usage
• The mileage rate for personal car usage can be found on the Federal blue pages at www.yale.edu/ppdev/Guides/bluepages.pdf. This rate includes auto usage and gasoline.

Private Car Services
• A private sedan or town car service may be used when the cost is reasonable and consistent with business requirements.
• Use of a private stretch limousine should be limited to situations involving multiple passengers or exceptional circumstances.

Meals & Incidental Expenses
• If all 3 meals fall within the same travel day, use the Federal published M&IE rates for U.S. and foreign travel. If travel covers only part of a day, or if the cost of one or more meals is covered by another source, the per diem rate is pro-rated accordingly (20% for breakfast, 30% for lunch & 50% for dinner). Either allowance shall not exceed 30 days without Controller’s approval.
• Business Meals – alcohol may not be charged to a federal grant though it is reimbursable if classified separately and charged to non-federal funds.
• U.S. and Foreign per diems can be found at: www.yale.edu/ppdev/Guides/bluepages.pdf. Incidental expenses included in the domestic per diem rate are tips for services. International per diem rates include laundry, dry cleaning and tips. Laundry and dry cleaning are not included in the domestic per diem rates. Laundry and dry cleaning expenses are reimbursable when domestic or international travel is five or more consecutive days and the amounts are reasonable.

NOTE: Travelers will be reimbursed for reasonable actual meal expenses or may opt for the Meals and Incidental Expense (M&IE) per diem allowance. They may not combine the two methods on the same trip except:

• When a meal is paid for by a host, or paid for by the traveler as host for a group meal, or included in a conference registration fee, or covered by another source or when traveling for a partial day, the per diem should be reduced as follows: 20% for breakfast, 30% for lunch, and 40% for dinner.

Yale Purchasing Card
• The Yale Purchasing Card is the preferred payment method for all business travel purchases and is available at no charge to Yale employees who travel on University business. See your business manager for details.

Emergency Replacement Program
If you lose your card, either domestically or internationally, please call the number below to receive a replacement. Cards are replaced next day domestically and 1-2 days internationally.

Stranded Traveler Program
If you are traveling domestically or abroad and your card is denied for payment, and you have no other form of payment, call the number below to enable an alternative payment. Cards are enabled the next day if the Cardholder is traveling domestically and 1-2 days internationally.

MEDEX Travel Assistance Program

MEDEX is an assistance program which provides worldwide evacuation and travel-related services. The service is available when you are 100 or more miles from home. This applies to all business and personal travel. All faculty and staff receive this benefit at no cost. You may add dependants by calling 800 537-2029.

In the event you sustain an injury, become ill, are hospitalized, or need personal security concerns or incur any travel-related emergency, call MEDEX. For travel within the USA, Canada, Puerto Rico, U.S. Virgin Islands, and Bermuda call 800 527-0218. For all other travel see your MEDEX ID card or call 410-453-6310. You may all collect. More information is available online at www.yale.edu/travel under MEDEX.