

Training & Conference Expenses

University Facilities (UF)
Internal Guideline: 03.D.05.01
Effective Date: May 2024
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Approved by: Todd Barnette

Summary

This document establishes the guideline regarding which expenses are covered for training and conferences, which expenses are not covered, and which expenses require reimbursement. Any expenses not specifically listed below require reimbursement through Concur.

All Training & Conference events must be approved two weeks prior to the event using the form 03_D_05_02 Training Conference & Travel Request.

Covered Expenses

For Training:

- The cost of the course/ training itself
- Any books required for the training
- Over-night travel if necessary – by reimbursement through Concur
- Employees are eligible to receive mileage* for non-overnight travel related to training.

* Mileage, if necessary – by reimbursement through Concur.

For Conferences:

- Registration cost
- Over-night travel – by reimbursement through Concur

Other items covered

- Airfare (paid by Anthony Travel via Concur)
- Rental car **
- Taxi/Lyft service **
- Baggage fees **
- Parking fees (not valet unless self-parking is not available) **
- Incidentals (internet, staff tips)

** In accordance with Clemson Travel Policy

Items Not Covered

Non-Educational Sub-Events

This list of examples is intended to provide clear understanding of Non- educational Sub-Events and is not to be considered exhaustive. A request for clarification about a specific item can be requested at the time the Travel Form and Agenda are submitted to the Director of Employee Development.

- Golf / Topgolf Events
- Historical Tours
- Tasting Events
- Local Attraction Tours

Meals Not Included in the Registration

Any meals that are in addition to Registration Fee must be paid from the Per Diem the employee receives under the Travel Process in Concur.

If the hotel offers a continental breakfast, then the breakfast meal would not be eligible for a per diem reimbursement.

Policy Statements <https://clemsontpub.cfmnetwork.com/B.aspx?BookId=11116&PageId=456943> :

- If meals are provided as part of lodging or conference fees or provided to the traveler at no cost, it is the traveler's responsibility to deduct meals from the Travel Allowance in Concur.

- Meal per diem is only reimbursable when travel includes an overnight stay. An employee must be in travel status as defined by State regulations to be eligible for reimbursement of meals.
- Receipts are not required to claim per diem.

Other

Expenses incurred for traveler's personal benefit are not allowable. Examples of personal expenses include dependent care, pet care/fees, magazines, movie rentals, athletic club fees, and entertainment. (This is not an all-inclusive list).

Reimbursement

Events Requiring Over-Night Stay

Hotel, milage, incidentals, airfare, and meals are reimbursed through Concur.

Day Trips

Day trips are not eligible for meal reimbursement. Milage is reimbursed through Concur.