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Is it possible for travelers to utilize modes of travel other than flying? [1]

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Departments can grant travelers approval to utilize an alternate mode of transportation such as rail, bus, or personal vehicle, but only if it does not result in additional cost to the university. University policy dictates the most economical option must be used, so any difference in cost would be the responsibility of the employee.

If the preferred method of travel is more expensive than comparable airfare for the same city-pair route and travel dates, the individual traveling will be responsible for covering any additional costs, as this would be considered a personal expense and not a business expense.

If the alternate method of travel adds significant time (e.g., a 24+ hour train segment or a 16-hour drive), the traveler and the department will also need to consider:

- Whether the extra travel days required will count as work time or require the use of vacation time
- The additional expenses such as Wi-Fi access during additional travel days that would likely not qualify as a business expense
- That the additional days required for the preferred method of travel would likely not qualify for per diem reimbursement

Departments are not required to approve higher-cost travel options, even when at the employee's expense, if there is an impact on department operations. If approved, all related conditions must be addressed in advance of the travel booking and be included in the associated expense report. Any expenses that are being reimbursed up to the comparable cost of the most economical form of travel (e.g. mileage vs airfare) should include comparison quotes **obtained before the travel is booked** in the expense report as well.

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