

University of Kentucky Non-Employee/Guest Travel Guide



Travel Services
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This guide provides an overview of travel policies for official guests of the University. For the complete travel policy please see [BPM E-5-1](#). For more information on Travel Services, please visit the [Travel Services website](#).

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NON-EMPLOYEE/ GUEST TRAVEL

Non-employee and official guests include but are not limited to:

- Guest Speakers
- Visiting Collaborators
- Other individuals invited for official University business
 - This guide does not apply to job candidates. Information regarding reimbursement of recruitment-related expenses can be found in [BPM E-7-9: Recruitment Expenses](#).

Travel expenses incurred by non-employees/guests are not subject to the travel guidelines and restrictions outlined in [BPM E-5-1: Reimbursement of Travel Expenses](#). However, the following does apply:

- Department/unit approval is required
- Reasonable and necessary expenses are reimbursable providing the individual resides 50 miles or more from the campus or work location.

Allowable Non-Employee/Guest expenses included but not limited to:

- Actual meal expenses or per diem
 - Itemized receipt required to reimburse actual meal expenses
- Lodging
- Local Transportation
- Commercial airfare, including upgraded fares when appropriate

- Expenses for accompanying spouse/partner
 - On discretionary funds only

Non-Allowable Non-Employee/Guest expenses include but not limited to:

- Expenses for accompanying child(ren)
- Personal days
- Personal expenses, including, but not limited to, unapproved room service, unapproved alcohol, parking tickets, phone calls, etc.

We strongly encourage departments to use a UK travel vendor when booking travel for guests of the University, however, it is not required.

The University has three contracted travel vendors

- **AAA Corporate Travel Services**
 - (800) 354-4514
 - Corporatetravel@aca.aaa.com or International@aca.aaa.com
- **Avant Travel**
 - (859) 233-0000
- **Concur Online Booking Tool**
 - Can access through myUK
 - Helpdesk: (877) 463-0543

PAYING FOR NON-EMPLOYEE/GUEST TRAVEL EXPENSES

Departments have the option to either pay for the travel expenses using their procurement card or reimbursing the guest after their trip.

- Departments must retain supporting documentation and itemized receipts for all expenses
- Travel reimbursements for non-employee/guests should be completed via a Payment Request Document (PRD)

FREQUENTLY ASKED QUESTIONS

Is it allowable to book upgradable airfares for guests?

- Yes, with department approval, business or first-class airfare can be purchased for guests of the University.

Can a guest charge their rental car to a UK procard?

- No. Rental car companies require the credit card on file to match the driver of the rental. The procard can be used to reserve the rental car, but the guest will need to provide their personal credit card when they pick up the rental and then seek reimbursement after their trip.

Does the University have discounts with local hotels for guests?

- Yes, Travel Services has negotiated numerous corporate discounts with local hotels around campus. These discounts are available through UK Travel Vendors. For the full list, please visit the [Vendor Discounts](#) page.

Are guests required to stay at hotels with a UK discount agreement?

- No, guests are not required to stay at a hotel with a UK discount agreement.

What back-up documentation do I need to reimburse a guest for mileage?

- You need to attach the Google Maps that shows the total miles from the guests home to campus and back to the PRD.

We have a guest that is traveling internationally on behalf of the University. Is their airfare required to be booked through a UK travel vendor?

- No, we do not require international airfare for guests to be booked through a UK travel vendor.

Can we create a profile in Concur for guests to book and get reimbursed for travel?

- No, only UK employees are allowed to have profiles in Concur. In Concur, UK employees have the ability to book travel for guests under the employee's profile.

For the complete travel policy, please see [BPM E-5-1](#). For any travel questions please contact Travel Services at travelservices@uky.edu or (859) 257-4758