Airfare Allowed by GVSU Policy

Updated 10-29-26

GVSU policy allows *standard* Main Cabin; *standard* Main Cabin refundable; *standard* Economy; *standard* Economy refundable; and Basic Economy airfares.

Seat upgrades and cabin upgrades are **not** allowed (for example: additional legroom, Comfort Plus, Economy Plus, Main Cabin Extra). If upgrades are desired, the traveler must pay for those on their own with a personal credit card. To do that, reserve a fare in Lightning that allows upgrades (Main Cabin and some Basic Economy with fee -- varies by airline) and then go to the airline website to purchase upgrades and pay with personal credit card.

Questions: Tonya Perez-Valencia, Procurement Services, perezva@gvsu.edu, 616-331-2257

For Frequently Used Airlines: Green: In policy. Red: Out of policy. This information is subject to change.

American Airlines	Basic Economy	Main Cabin	Main Cabin (Refundable)	Main Cabin Extra	Premium Economy	Business (US)	First Class (US)	Flagship Business	Flagship First
Delta Airlines	Main Basic	Main Classic	Main Extra (Refundable)	Comfort Classic	Comfort Extra	First Classic	First Extra	Premium Select Classic	Premium Select Extra
United Airlines	Basic Economy	Economy	Economy (Refundable)	Economy Plus	Premium Economy	Premium Plus	Business / First		
Southwest Airlines	Basic	Choice	Choice Preferred	Choice Extra					
Allegiant Airlines	Unbundled with purchased carry on or checked bag	Basic Bundle	Bonus Bundle	Total Bundle					

Grand Valley State University
Travel and Expense Quick Guide

Updated October 2026

T&E Dept: travel@gvsu.edu

Personal Vehicle Mileage: 76¢ per mile from campus or home,

whichever is less. Effective 7-1-26

Rental Cars: lowest cost vehicle to meet University needs. Fuel and insurance cannot be added to rental bill

Airfare: Lowest cost flight plus one bag allowed. No seat fees, extra baggage fees, bundles.

Taxi/Ride Share/Tolls/Parking/Tips: no receipt required if under $75

Per Diem Effective October 8,2026-September 30, 2027

	Breakfast	Lunch	Dinner	Full day
Standard	$18	$20	$31	$69
Grand Rapids/Allendale	$20	$22	$33	$75
US High Cost Cities	$22	$23	$36	$81
Int'l High Cost Countries	$15	$26	$41	$82

Note: Reimbursement for individual meals without an overnight stay will be taxable income and reported to payroll to add to your W-2

Group Meals: If meal is for faculty/staff only; itemized receipt, all attendees and AO approval is required.

Group Meals: If 1+ guest or student: itemized receipt and attendee list required

Gifts/Prizes/Gift Cards:Review the University Policy: Gift Cards, Gifts and Prizes Policy

Alcohol: Appropriate VP approval, itemized receipt and Alcohol Designation worktag is required

Lodging: Itemized invoice attached within workday. Itemize all charges. May add taxes together for one line entry. May need to manually modify dollar amounts to adjust for deposits made. Itemize personal charges and mark those as personal.

Exceptions that require Vice President or Appointing Officer approval:

- Missing receipts
- Meals (including tip) that exceed per diem.
- Staff meals – AO approval and attendees as well as Business Reason required.
- Alcohol
- Other violations of policy may be denied and required to repay or may need AO or VP approval at the discretion of the Bus&Fin department

Travel Advances: Done in Workday using Create Spend Authorization (SA). Ensure you use the SA to create your Expense report upon return. Ensure you request at least 5 days in advance, that you are set up for Direct deposit and the request needs to be a minimum of $100. These must be reconciled, and excess funds returned within 15 days of return.

Returning funds: Pay via credit card on the Business and Finance website. Call Business and Finance at 1-2233 for questions. Send checks or money orders to 2015 JHZ Attn: Travel. In both scenarios, you will need the Workday document number and worktags this needs to be applied to.

Relocation Expenses: Must be completed on a Paper T&E form with original itemized receipts, a copy of the approved offer letter with relocation noted. These will be reviewed as quickly as possible by Bus & Fin and then forwarded to Payroll who will apply the reimbursement and tax it appropriately on the next payroll.

Refer to the Travel and Expense Policy and Procedures for further information.