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GENERAL OVERVIEW



PURPOSE

The purpose of these Business Travel Policies is to provide the Marist Community with specific guidelines covering College travel and other travel related business expenses as well as the documentation required to substantiate requests for reimbursement of those expenses.

The primary responsibility for adherence to these policies rests with the supervisors who are authorizing travel and approving expense reimbursements. As a general guideline, it is expected that travelers and individuals approving travel vouchers will interpret these policies in a manner that keeps expenses to a minimum and fairly assigns the costs of business-related activities to the College. Because it is not possible to anticipate all of the situations that individual travelers may encounter in conducting College business, these policies are designed to allow for some flexibility in addressing unique circumstances that may require occasional exceptions.

Travelers should also bear in mind that government agencies and other observers might perceive certain expenditures as being either excessive or inappropriate in the context of a regulatory audit, an IRS audit, or other similar review of College activities. Thus, moderation and discretion should guide traveler's decisions while incurring expenses on the College's behalf.

Any questions pertaining to the Business Travel Policies should be addressed to the Controller.

WHO SHOULD READ THIS POLICY

- Employees who travel on College business.
- Employees who supervise employees traveling on College business.
- Employees who make travel and other arrangements for:
 - -Prospective College employees;
 - -College visitors;
 - -Students who travel on approved College business; and,
 - -College-sponsored conferences or seminars.



GENERAL POLICIES

- The College will only incur expenses in connection with College business that is appropriately documented by the employee.
- The basic policy governing travel expenses is that an individual should neither gain nor lose funds in the course of conducting College business.
- The College will not incur expenses for travelers that are inherently personal in nature such as childcare, clothing, grooming, personal recreation or entertainment, etc. All expenses must be documented with a business purpose.
- Assuming a reasonable level of comfort and convenience for the traveler, every effort should be made to keep College expenses to a minimum. Departmental policies will govern how authorization to travel is granted, and department supervisors may elect to impose additional controls over travel expenditures beyond those required by these policies.
- Reimbursement of expenditures will be on the basis of actual and reasonable expenses incurred for transportation, meals, lodging, and other necessary business expenses. Transportation expenses for use of a personal car may be made on a rate per mile basis. Note: When the rate per mile basis is used to reimburse an employee for expenses it includes the cost of gas. Therefore, no additional submissions for gas acquisitions should be made. A per diem travel reimbursement allowance is not available, nor is there a daily meal allowance.
- The traveler's immediate supervisor or a more senior officer who has the authority to approve such expenditures must approve travel and Entertainment Expense Reports. Reimbursements will not be made without such approval.
- The College **will not** reimburse employee for expenditures over **30** days old.
- The College does not make reimbursements for the travel expenses of spouses who accompany faculty or other employees on College business, except in unusual circumstances, which require their presence. The CFO/VP Finance must approve these exceptions in advance and in writing.



REPORTING REQUIREMENTS

Regulations issued by the Internal Revenue Service and various other government agencies require that the College maintain a policy under which employees must account for all advances, allowances, and other reimbursements of expenses. This accounting must include:

- Sufficient information to establish the business purpose of the travel, entertainment, or other expenditure;
- An adequate record of each expenditure including the amount, date, and place;
- Substantiation of expenditures with **original receipts**;
- The return of any unused funds from travel advances.

Employees must keep track of their expenses and substantiate the expenditures by submitting adequate supporting documentation to the Business Office within **10 days** upon returning from the trip. Any amounts paid to an employee, which are not accounted for and substantiated in this way must be included in the employee's income and is subject to payroll tax withholding.



ORGANIZATIONAL RESPONSIBILITY

The primary responsibility for interpretation of these policies rests with the department supervisors who are authorizing travel and approving expenditures.

Each line executive or Dean will be responsible for conveying the needs of the department to the Controller. The following alternatives are available for addressing the travel needs of the Department.

- Individual American Express Credit Cards may be issued to those individuals who travel on a regular basis. These cards will be embossed with the individual's name.
- Departmental American Express Credit Cards may be issued to the Department to be used for individuals as their travel arrangements are made. This card will be embossed with the Department name on the card. More than one card may be issued to a department depending on departmental need.
- Purchase Requisitions should be prepared for hotel and air travel accommodations and a Check Request may be prepared for an advance for meals and incidentals while on the road.
- Purchase Requisitions may be prepared for hotel and air travel accommodations; and the traveler may use his or her own credit card for meals and incidentals, for which he or she may expect reimbursement. (Personal credit cards should not be used for hotel and airfare unless unexpected changes require it).

Employees whose travel is funded by a sponsored grant or contract are expected to be cognizant of the sponsoring agency's procedures and policies to adhere to the restrictions.

Prior to processing Travel and Entertainment Expense Reports for payment, the Business Office will routinely review these documents for accuracy and proper documentation. This review includes verification of: (a) proper supporting documentation, (b) accuracy of addition and mileage calculations, (c) authorizing signature, and (d) account numbers and object codes. In the course of the review, the Business Office may request approval from line officers when claimed reimbursements appear unreasonable or do not comply with College policy.



SPECIFIC EXPENSE POLICIES



TRANSPORTATION, INSURANCE, AND PARKING

TRAVEL ARRANGEMENTS

The College has entered into an agreement with American Express to use their Corporate Purchasing Card Program. This program provides significant cost and timesavings to each traveler and offers better control for the College. It eliminates the need for purchase requisitions in most instances and provides flexibility for departmental budget administrators.

With the American Express Corporate Purchasing Card system, each department has, under its control, a number of procurement cards that may be used for employees who travel on business. The card may be assigned to the employee as it becomes necessary to make all travel plans in connection with a trip. It may be used to book airline reservations, hotel accommodations, and car rentals. In addition, the employee may take it on a trip to be used for meals, gas, and any other costs associated with the trip. Upon return, the card must be returned to the department administrator.

To insure quick reimbursement and help the college maintain its fiscal integrity, each Dean or Department Administrator must take responsibility for reviewing and approving all travel arrangements for their staff prior to the actual time of travel, and for submitting itineraries and documentation to the Business Office upon returning from the trip.

Each department will receive a copy of our invoice from American Express on a monthly basis. Expenses will be broken down by cost center.

- Note that documented receipts are required for all travel related expenditures, even though the American Express card may be used. These receipts must be originals, not copies. **Department administrators should attach all documentation to the American Express invoice, together with an itinerary, and submit it to the Business Office within 5 days of receipt of the American Express invoice.**

The College will reimburse its employees for travel and other related expenses not charged on their American Express cards, which are reasonable and necessary for College business. Original receipts should be attached to the Travel Expense report, together with an itinerary and documentation supporting the business purpose, and submitted to the Business Office within **10 business days** upon return from a trip.

Acceptable documentation for expenditures must consist of outside vendor receipts including dates and amounts. Letters of testimony are not



acceptable. Prepaid airfare must be supported by submitting the actual ticket stub, together with the boarding pass. Prepayments for conference registrations must be substantiated with documentation verifying attendance upon return from the conference (a nametag, a handout, a list of participants, etc. is acceptable). All receipts for meals must have an itemized receipt. All restaurants supply a breakdown receipt for meals charged to a charge card.

AIR TRANSPORTATION

General

All airline reservations may be made directly by the traveler or departmental administrator by using the credit cards assigned through our Marist/American Express Travel Card Program.

No Purchase Requisitions are necessary. An encumbrance for the full cost of a trip may be made by contacting the Business Office. This will earmark budget dollars for total trip expenditures. A suggested amount for determining the need for an encumbrance depends mostly on the size of the Department budget, but a reasonable minimum would be \$1,000.

All airline tickets must be receipted with a hard copy of the ticket showing the ticket price. E-ticket receipts are available but must be requested by the traveler. The E-ticket machine, upon check-in, at the very end has an icon if a receipt is required.

Class & Airline

The class of air travel chosen is expected to be the least costly consistent with a reasonable level of comfort and convenience for the traveler. Generally, this reasonable level dictates that coach class or standard accommodations should be used. Under no circumstance should first class be utilized unless previously approved by the CFO/VP Finance. Air transportation is restricted to regularly scheduled commercial airlines. Note that travel sponsored by Federally funded programs is restricted to USA commercial airlines.

Frequent Flyer Plans

The Marist American Express Travel Card Program does not accumulate frequent flyer miles, nor does it qualify for reward programs.

Ground Transportation and Parking

If traveling by car from home to an airport at the start or end of a trip, the traveler will be reimbursed for mileage from the College to the airport or from home to the



airport, whichever is less, at the rate of 55 cents per mile, If a traveler gets a ride to and from the airport to avoid having to park his/her vehicle, the traveler would be entitled to be reimbursed for one round trip to the airport, not two round trips. Parking at the airport will be reimbursed, but travelers are urged to use long-term, lower-cost parking lots when available. If public transportation or a cab taken to and from the airport would result in a lower cost (due to the high cost of parking in most cities and airports), the traveler is encouraged to take advantage of these savings.

Limousine travel to a destination is not recommended and the cost of limousine service will not be paid through College funds, unless the business purpose renders it a necessity and a line executive approves the cost in advance.

Once at the destination, the traveler is reminded that hotel shuttles may be available free of charge or for a nominal fee.

After a consultation with a local transportation company, it was determined that the mileage from Marist College to the four major airports is as follows:

- Albany Airport 80 miles
- Kennedy Airport 100 miles
- LaGuardia Airport 85 miles
- Newark Airport 85 miles
- Stewart Airport 30 miles

Early Departure or Late Return

Early departure or late return should be considered as possible cost savings methods when making arrangements. In general, staying over a Saturday night may greatly reduce one's airfare costs. Additional costs incurred for early departure or late return are not reimbursable unless the savings in airfare is equal to or greater than the *total* costs for lodging, meals, etc. incurred during the additional days of travel. All additional costs must be weighed against the savings in airfare, including the inherent cost of being out of the office for a longer period of time.

Insurance

Generally, insurance coverage for authorized business travel is provided through the College's corporate insurance policy.

Insurance coverage for College authorized car rentals reverts initially to the rental agency. It is not necessary, however, to purchase extra coverage when entering into an agreement with the rental agency. Supplemental coverage is provided through the College's corporate insurance policy.



Any accident involving a rental vehicle must be reported to both the car rental agency and the CFO/VP of Business Affairs for handling of claims and coordination of coverage. Departments contemplating a longer-term lease of a vehicle should first contact the CFO/VP of Business Affairs to clarify insurance coverage.

Accident insurance for personal automobile use reverts initially to the owner of the vehicle. If personal limits are exceeded, supplemental coverage is provided through the College's corporate insurance policy.

Flight insurance individually purchased by employees is a personal expense of the traveler and will not be reimbursed by the College.

Any specific questions regarding accident insurance should be directed to the CFO/VP Business Affairs.

AUTOMOBILE TRAVEL

Personal Automobiles

When the use of a personal automobile is necessary, reimbursement for its use will be made at the mileage rate published periodically by the Business Office. At the date of publication, this rate is 55 cents per mile (The IRS rate at the date of publication is 36 cents per mile). Mileage is calculated from the College to the point of travel. The additional cost to the employee may be tax deductible. Each employee is advised to consult his/her personal tax advisor.

The mileage reimbursement rate includes reimbursement for the use of the vehicle as well as repairs, gas charges, and an increment for the owner's personal automobile insurance coverage. Since the rate includes an allowance for gasoline charges, the College cannot reimburse a traveler separately for gasoline purchases. Travelers should note that the College will not reimburse employees for parking tickets, fines for moving violations, vehicle towing charges, or auto repairs and maintenance. However, additional reimbursement may be requested for tolls and parking fees.

Off Campus Rental Cars

Rental of vehicles for business use may be arranged directly by the traveler or Department administrator by using the travel cards assigned through our



Marist/American Express Travel Card Program. The least costly type of rental vehicle (i.e., compact or economy car) should be used whenever possible.

Currently, the College has corporate agreements with Avis and Enterprise. These agencies should be utilized when making your travel arrangements. Use of other car rental firms is not authorized unless specific conditions (i.e. car unreliability) warrant such actions.

The College recommends that travelers waive the “loss-damage coverage” when entering into an agreement with a car rental agency. This is an unnecessary added expense, as insurance coverage is maintained through our corporate policy. Therefore, the College will not reimburse an employee for additional insurance purchased through the rental company.

Rental cars should be returned to the rental company with a full tank of gasoline, as it is always more expensive when the rental agency charges us to fill the car with gas.

TAXIS, RAILWAY SERVICE, AND SHUTTLE SERVICE

Local taxi fares and shuttles to and from airports and railroad stations are reimbursable (including a reasonable tip of no more than 18%). It is expected that discretion will be used in choosing the best transportation to accommodate needs while keeping the cost at a minimum. Private limousine service should not be used unless approved by the CFO/VP Business Affairs prior to departure.

- **Note: travelers are expected to obtain receipts for taxis, railway services and shuttles. These receipts must be original and on the letterhead of the outside vendor. Amtrak tickets purchased on the American Express Card must be receipted with a ticket stub that clearly defines the cost of the ticket, and destination. Amtrak tickets purchased on line must be receipted with a receipt that clearly defines the destination and the total amount of the ticket.**

FOREIGN TRAVEL

All general policies pertaining to travel apply to foreign travel. Actual costs are reimbursable, to the extent reasonable and necessary, provided adequate documentation is submitted with the travel reimbursement requests. The traveler is responsible for converting travel costs into US dollars. *A line executive must approve all foreign travel in advance and in writing.*



Foreign travel funded by federally sponsored projects must adhere to OMB (Office of Management and Budget) Circular A-21 reporting requirements. Most federal agencies require that all foreign travel be on an U.S. carrier unless circumstances, such as lengthy holdovers, preclude using an U.S. airline. Many sponsoring agencies must specifically approve trips abroad well in advance of departure. This requirement exists whether or not such travel is referenced in the grant or contract award notification. Arrangements for foreign travel supported by sponsoring agencies can be complex, requiring not only prior approval but detailed justification for each trip, as well as detailed trip reports. For specific information on sponsoring agency requirements, contact the Office of Sponsored Projects.



LODGING

GENERAL

Lodging arrangements may be made directly by the traveler or the Department administrator by using the travel cards assigned to the Department through our Marist/American Express Travel Card Program. Travelers are urged to take advantage of educational discounts if offered by the hotel. Travelers should also note that many hotels will negotiate a reduced room rate with a traveler at the time of check-in if the occupancy rate is low on any given day. Travelers should also be aware that lodging expenses are exempt from room tax in New York State. The Business Office will provide the necessary tax exemption certificate to the traveler, which must be presented to the hotel when paying for the room. Lodging costs are expected to be the least costly available, consistent with a reasonable level of comfort and convenience for the traveler.

- Note: **Employees must obtain itemized hotel bills for settlement of their travel expenses.** These bills must be originals and should be submitted to the Business Office with their Travel Expense Report upon return from the trip.

CANCELLATIONS

Every effort should be made to avoid last minute cancellations of guaranteed room reservations. It is the responsibility of the traveler, to apply for refunds of any money that was paid in advance for a cancelled trip.

GRATUITIES FOR HOSTS (OBJECT CODE #4101)

Should the traveler decide to stay with colleagues, family, or friends in lieu of a hotel, the traveler may request reimbursement for gratuity expenses of a reasonable value (for example, flowers or a meal) offered to the hosts. These gratuities would be in place of meals and/or lodging for the accommodations provided by an acquaintance of the traveler. Explanation of such items should be submitted with the expense report and charges must be made to object code #4101.



MEALS AND HOSPITALITY

GENERAL

The purpose of this section is to define: (1) which meals and hospitality expenses are reimbursable, and (2) which reimbursable expenses may be allowable as an expense of federally sponsored projects.

Depending on the particular circumstances under which the expenses are incurred, charges for meals and hospitality will be treated as either:

- Business expenses, which are reimbursable to the employee and are allowable as an expense of federally sponsored projects (these expenses should be charged to object code #4001 (Travel)); or
- Entertainment expenses incurred during the course of conducting business, which are reimbursable to the employee, but are not allowable as an expense of federally sponsored projects (these expenses should be charged to object codes #4101-4115 (Hospitality)); or
- Non-reimbursable personal expenses.

In addition, reference is provided to appropriate object codes for recording these reimbursable expenses. It is absolutely essential, in order to comply with reporting and audit requirements, that individuals and departments understand these distinctions and record their expenses correctly. Please refer to the following sections of this policy, which explain the various object codes that should be used in recording meals and entertainment expenses.

BUSINESS ENTERTAINMENT (OBJECT CODE #4101)

What is Business Entertainment?

Meals and functions are considered entertainment if they are intended to provide hospitality to non-College individuals, which, although partially social in nature, are deemed necessary and customary in furthering the College's business interests.

Examples of business entertainment include:

- Receptions for College guests and visitors;
- Alumni reunions or similar alumni functions;
- Entertaining donors or prospective donors; and,



- Welcoming receptions for parents and students.

Meals, which include spouses or other individuals who are not directly involved in conducting College business are general indications that the occasion is entertainment rather than a business meal or meeting.

Entertainment expenses should be reasonable in relation to the nature of the function and the resulting business benefit expected to be derived from the expenditure. A description (either a list of names or identification of the hosted group) and the total number in attendance at an entertainment function must be indicated on the request. In addition, it is critical that the expense report clearly documents the business purpose.

Because entertainment expenses are rarely, if ever, allowable as either direct or indirect costs of federally sponsored grants and contracts, it is imperative that they be segregated in the appropriate object code. This way they will be easily identified on the accounting records and excluded from any calculation of direct or indirect sponsored research costs.

- Note: Fully document the business purpose of the entertainment on the Travel and Entertainment Expense Voucher.
- Note: *All* original receipts for entertainment expenses must be attached to the reimbursement request, regardless of amount.

TRAVELERS' MEALS (OBJECT CODE #4001)

It is recommended that travelers use their American Express card to charge meals while away on business. If the employee does not have an individual card issued in their name, then a Department card should be used. **It is expected, however, that the employee will obtain original, itemized receipts from the restaurants for submission with their American Express card reconciliation upon returning from a trip.** The third option is to use a personal credit card and submit the itemized receipts for reimbursement.

The College will reimburse employee travelers for the reasonable cost of their own meals incurred during the time they are away from home. Common sense discretion should be used to keep daily expenditures for meals reasonable. There is no flat rate or a per diem allowance. Original, itemized receipts must be submitted as documentation for each business meal.

Reimbursement for alcoholic beverages will not be allowed unless one is entertaining a guest of the Marist community and the necessity for same is demonstrated and approved by a line executive (See section on Business



Entertainment). **Alcoholic beverages consumed by travelers between or after mealtimes are not considered meals and are not reimbursable.**

As a general rule, travelers are expected to incur no additional cost for meals which are provided as part of a fee for attendance at conferences, workshops, etc., or which are provided by an airline while en route to their destination. If travelers choose to forgo meals included with the fee for a function or as part of their transportation cost, the College will not ordinarily reimburse for the cost of meals eaten elsewhere.

When the traveler is claiming reimbursement for meals purchased for non-Marist personnel, these meals should be considered "Hospitality" (Object codes #4101) rather than "Travel Meals" (Object code #4001). Detail must be provided concerning the names of the other diners and the business purpose for hosting the meal as outlined in the guidelines on Hospitality.

Illustrative Example of a Business Meal

A faculty member travels to another institution to meet with his/her colleagues and discuss issues of common concern. At dinner the traveler has a beer with dinner. The cost of the meal, excluding the alcohol, is reimbursable as a business expense and should be charged to Object code #4001 (Travel). The cost of the beer is considered a personal expense and is not reimbursable.

Two members of a faculty search committee take a visiting recruit out to dinner after participating in a day of interviews. Wine is served with the meal. The cost of the meal, including the alcohol, is reimbursable as a business expense; but the alcohol must be segregated and charged to object code #4101 (Hospitality) on the Travel Expense report.

Illustrative Example of a Meal that is NOT a Business Meal

Two Marist faculty members from different departments decide to meet for lunch at the local diner to discuss plans for an upcoming lecture for students involving their respective departments. The cost of lunch is a personal expense even though business was discussed.

HOSPITALITY, RECEPTIONS, AND MEETINGS (OBJECT CODE #4101 - #4115)

Employee-Only Business Meals

IRS regulations do not allow for the reimbursement of meal charges incurred by employees who are not traveling away from home (i.e., their travel does not require an overnight stay) unless the following criteria are met and there is a clear benefit to the College on a corporate-wide basis:



- 1) The primary purpose of the meeting is at the request of the College universally and has a clearly defined benefit to the mission of College, and
- 2) There is a clear and compelling reason to meet outside the office over a meal.

In cases where College employees meet over a meal when they are not traveling (regardless of the nature of business being discussed), the cost of the meal is considered a **non-reimbursable** personal expense.

Occasional Employee Banquets and Functions

It is permissible to incur expenses chargeable to the College for meals provided as part of a local conference, seminar, workshop, presentation or other similar group meeting involving employees when it extends through the usual mealtime(s). Such meals must be reasonable in relation to the nature and business purpose of the meeting.

Occasional (generally, annual or semi-annual) functions for employees are considered reimbursable business expenses when the expenditure is intended to serve as a token of appreciation that primarily promotes employee relations, or that recognizes individual or group achievements, such as holiday parties, employee banquets, retirements parties, etc. These types of expenditures are incurred at the corporate-wide level and individual departments are not expected to incur such costs. General guidelines for retirement affairs should be referred to the Office of Human Resources. ***Occasions such as parties to celebrate births, marriages, etc. or small in-office functions with purchased food or beverages must be paid for by the employees involved. In addition, departmental parties for holidays and similar occasions, not scheduled by the institution, are considered the personal responsibility of those involved in the function.***

Recruiting and Other Business Meals

Expenses for dining involving non-College personnel are reimbursable when the purpose of the meeting is to conduct College business and when it is necessary or desirable to have the meeting in conjunction with, or during, a meal. Expenses for such meals should be kept to a reasonable level. The typical business meal might involve interviews of prospective employees.

Recruiting expenses are further subject to area-specific policies of supervisors, department heads, and Deans. Every effort should be made to limit the number of department and search committee members dining with applicants. Attendance of a host and one other member of the search committee are



reasonable. Moderately priced dining establishments are recommended, and expenses incurred for high priced establishments are subject to disallowance.

Dining expenses involving discussions with vendors, consultants, or other persons with whom the College does business, or meetings of organizations and groups at which agenda items pertinent to College business are covered also qualify as business meals.

Inclusion of spouses or other individuals who are not directly involved in conducting College business or consumption of alcohol are general indications that the occasion is not a business meal, but an entertainment function and therefore not reimbursable by the College.

ALCOHOL (OBJECT CODE #4102)

The federal government has mandated that no alcohol may be charged as either a direct or indirect expense of federally sponsored projects. This mandate means that ***under no circumstances*** should alcohol be charged directly to a federal grant or contract account. Furthermore, any alcohol charged to other College accounts must be clearly segregated on the accounting records so that the charges can be identified and excluded from the computation of indirect costs. The allowability of expenses for alcohol on non-federal grants depends upon the guidelines of the specific sponsor. If alcohol charges conform to the guidelines, it may be reimbursable; however, it must ***always*** be charged separately to object code #4102.

While not encouraged, alcohol is reimbursable as a business expense when served at College functions primarily intended to promote college relations. Such functions are initiated at the executive level and would include faculty receptions, holiday parties, and the like. In this case, expenditures for alcohol would be charged to object code #4102.

Illustrative Examples of Business Entertainment Expenses

The College invites a renowned lecturer to deliver a paper. The sponsoring department provides coffee and pastries during a break before a related question-and-answer session. The cost of the refreshments is a business entertainment expense and should be reported as "Hospitality" (Object code #4101).

At the end of a semester, the MPA Department holds a reception for graduating seniors where beer, wine, and hors d'oeuvres are served. This cost is considered business entertainment and should be charged to "Hospitality"



(Object code #4101). However, costs for alcohol must be charged to object code 4102.

The Senior Executives organize a retreat to discuss the College's five-year strategic plan. The purpose of the meeting is to strategize annual business plans, and food and beverages are served throughout the day. The cost of this function is considered a business expense and should be reported as "Hospitality" (Object code #4101).

A resident Director invites his/her resident assistants to a meeting to discuss plans for the upcoming semester, and pizza is served. The cost of the function should be considered a business expense and should be reported as "Hospitality" (Object code #4101).

The College holds a reception for Marist personnel, donors, and honored guests to celebrate the opening of the new Library; this function is considered business entertainment and should be charged to one of the "Hospitality" object codes (Object code 4101-4115).

Illustrative Example of an Entertainment Expense which is NOT a Business Entertainment Expense

While away on business, after dinner some members of the peer group go out to a local nightclub. The costs incurred for cover charges and/or alcohol are the personal responsibility of the traveler.

At Christmas time an Administrative Department wants to celebrate the holiday with their student workers. This function is not considered business entertainment and the costs are the personal responsibility of those in attendance.

SODEXHO INVOICES

Employees will not be reimbursed for expenses incurred for lunches and or dinners on behalf of co-workers regardless of the business nature. This includes staff meetings. Such expenditures are deemed to be personal according to IRS regulations.

All Sodexho invoices that are submitted for payment must state the business purpose and a list of the attendees, along with a 10-digit account number and approval. Failure to comply can result in out of pocket expense for the employee named on the invoice.



OTHER TRAVEL AND BUSINESS EXPENSES

VISITORS, RECRUITS, CONTRACTORS, AND CONSULTANTS

When Marist is covering the cost of travel, room and board, and other expenses of visitors, recruits, and consultants (to be hereinafter referred to as visitors), College travel and reimbursement policies apply to their expenses as well. Visitors, or departments on behalf of them, must adhere to the same reasonableness standards and submit required receipts or other documentation supporting expenditures. It is the responsibility of the sponsoring department to make visitors aware of these travel and expense policies. Reimbursement of their expenses will be made in the normal manner once a completed expense report has been reviewed and approved.

In case of travel and other expenses incurred by consultants or independent contractors in connection with services performed for the College, reimbursements can be obtained by submitting an expense report with the necessary information and appropriate signatures.

The College has arranged with a local travel agent to book flights for applicants who have been invited to the College for job interviews. Department administrators that are planning to fly applicants in for an interview should contact the Purchasing Department to arrange these flights. The College, through the travel agent, will obtain the most cost effective rate for the applicant's timely arrival for the interview. The travel agent corresponds directly with the applicant to arrange for electronic ticketing (if available), which allows the applicant to pick up the tickets at the airport. Otherwise, tickets will be sent by overnight mail to the traveler's home address.

The Purchasing Department will arrange to charge the flight to the appropriate account within the Human Resource Department budget. **Do not have departmental staff or search committee members book flights on credit cards or tell the applicant to make his/her own flight arrangements, as our tax exempt status will not apply and/or discounts may be lost.**

The College has also arranged for discount rates for hotel accommodations for visiting applicants. Departments should request the assistance of the Purchasing Department to book accommodations for candidates through our arrangement with local hotels. Again, department administrators are advised **not** to make hotel accommodations using departmental travel cards or have the applicant make his/her own reservations, as our exempt tax status will not apply.

- Note: Purchasing will make every attempt to accommodate the schedules and personal needs of the visiting applicant. Likewise, applicants must be



willing to compromise, if it will result in significant dollar savings to the College.

PROFESSIONAL DEVELOPMENT

Department policies determine who may attend conferences and seminars for purposes of professional development at the College's expense. These policies should ensure that the content of the program is of a substantive nature, which directly relates to the employee's job responsibilities and that limited budgets for such activities are equitably allocated.

Travel procedures using professional development funds are subject to divisional policies. The use of purchase requisitions, departmental credit cards, or personal credit cards are acceptable.

- Note: when departmental credit cards are used, administrators must indicate the full 10-digit account number (representing the name of the faculty member who incurred the expense) on the copy of the American Express invoice that is submitted to the Business Office for proper assessment.

CONFERENCE REGISTRATION FEES

Conference registration fees that must be paid in advance for a professional development program should be processed using a purchase requisition. The requisition, together with supporting documentation (i.e., copy of a registration form) must be submitted to the Business Office in a timely manner.

- Note: when requesting reimbursement for other costs of the trip, these registration fees paid by the College should be noted on the Travel Expense Report as an expense charged directly to the College in order to render comprehensive reporting of all costs associated with the trip.

MEMBERSHIPS

The College's affiliation with an organization or group is based upon the business benefit to be derived from such affiliation. In the case of certain civic, community and educational organizations that serve a broader purpose and constituency, the College typically joins as an institutional member, and, as such, designates employee representatives. Institutional memberships often provide certain benefits (such as reports, studies, etc.) to the College at large and may also provide news updates and magazines that are routinely sent to a specified number of individual employees on the membership mailing. Employees who attend meetings or functions as representatives of the College are eligible for



reimbursement of travel expenses if the specific departmental policies allow such costs to be treated as College expenses.

Fees for individual memberships in business associations as well as fees for magazine, newspaper, or newsletter subscriptions may be paid for by the College with Dean approval. Individual membership in professional associations or other costs incurred to maintain professional certifications or licenses that are directly related to the employee's current position and have a clear business benefit to the College are allowable as business expenses.

The cost of memberships in athletic clubs, faculty clubs, social clubs, fraternal orders or other similar organizations generally does *not* qualify as business expenses. Employees must pay for these memberships personally.

GIFTS TO EMPLOYEES (Including student workers)

Modest gifts, usually flowers or a small donation, upon the death or serious illness of an employee or family member are generally not chargeable to department accounts. A personal collection of funds throughout the department is suggested. Gifts to employees may be charged to the College, when made pursuant to a recognized College-wide policy or practice such as service awards for employees or tokens of appreciation upon retirement.

MISCELLANEOUS TRAVEL COSTS

Additional examples of miscellaneous reimbursable travel expenses:

- Tips--generally 15%-18% is an acceptable amount;
- Business telephone calls--travelers should refrain from charging telephone calls to hotel rooms, as the service charge is always costly. The use of a calling card or cell phone is recommended;
- Fees for currency exchange;
- Limited laundry and dry cleaning charges for trips of more than five days;
- One personal phone call per day of a reasonable amount.

PERSONAL AND NON-MARIST TRAVEL EXPENSES

General

The College will not reimburse travelers for expenses, which are inherently personal in nature.



Personal Business Conducted during Period of Travel

Expenses of a strictly personal nature, as well as any incremental travel costs incurred to conduct personal business during the course of a College business trip, are the responsibility of the traveler. Incremental costs are the otherwise reimbursable expenses, which would not have been incurred on the business portion of the trip, except for the fact that the traveler conducted personal business at some time during the trip. For example, gas and mileage charges for out-of-the-way travel to visit friends or relatives are personal expenses. Such incremental expenses must be identified and deducted from the expense report.

Every effort should be made to avoid charging personal expenses to College accounts despite the intention of the traveler to later reimburse the College for these charges.

Accompanying Spouses

IRS guidelines require that any amounts paid by an employer for spousal travel expenses be included in the employee's W-2 as taxable wages. To avoid a tax reportable situation, it is the College's policy that except on the infrequent occasions when attendance of a spouse at an event furthers the business interests of the College, expenses incurred for accompanying spouses are considered personal in nature and will not be reimbursable.

Illustrative Examples of Non-Reimbursable Personal Expenses

The following is a list of personal expenses (in addition to those that have been identified in other sections of this document) that are not eligible for reimbursement as College business expenses:

- Amenities such as movies, in-room bars, saunas, massages, etc.;
- Child care costs, babysitting, or house-sitting costs;
- Any personal clothing or accessories;
- Grooming expenses such as haircuts, toiletries, etc.;
- Prescriptions, over-the-counter medication, or other medical expenses;
- Fees for boarding pets or other animal care;
- Magazines, books, newspapers, or other personal reading material;
- Outlays for personal recreation or entertainment such as greens fees, sightseeing fares, theater tickets, entry fees, lift tickets, etc.;
- Expenses related to non-Marist activities or personal time off taken before, during, or after a business trip;
- Airline club membership dues;
- Airline travel insurance costs;
- Incremental airline ticket costs to obtain frequent flyer benefits;



- Fines for automobile or parking violations;
- Cost differential on premium and luxury car rentals;
- Charges from unwarranted failure to cancel hotel reservations, airline tickets, etc.;
- Personal auto mileage for assisting a recruit in becoming familiar with the area or doing a housing search.



PAYMENT AND REIMBURSEMENT OF EXPENSES



MARIST/AMERICAN EXPRESS-TRAVEL CARD PROGRAM

GENERAL

The College has entered into an agreement with American Express to provide credit cards to individual employees who incur reimbursable travel and entertainment expenses while on College business. Cards are also available to be issued to a Department based on departmental needs. The cards should be used for conference registrations, airfare, hotel accommodations, restaurants, car rental, and other travel expenses whenever possible.

The corporate card is to be used only for travel and entertainment expenses incurred in connection with official Marist College business. The corporate card *cannot* be used for personal expenses. The corporate card *cannot* be used for the purchase of goods, services or other items not associated with business travel and entertainment. The Corporate Card is not to be used for ordering merchandise on-line.

ELIGIBILITY

Individual cards will be issued to line executives and deans. Other individual cards will be issued based on approval from line executives and deans.

Department cards will be issued based on the needs of the department.

ADMINISTRATION & RESPONSIBILITIES

The Business Office will coordinate the administration of the individual and departmental cards issued. Department heads will be responsible for assigning an administrator to control the departmental cards issued and work with the Business Office for compliance.

A central invoice will be sent directly to the Business Office from American Express. In addition, an invoice will be sent to each cardholder directly from American Express, representing their portion of this central billing. Each cardholder is responsible for attaching the supporting documentation to the invoice, obtaining approval from their line officer and submitting it to the Business Office within 5 days of receipt. All receipts must be itemized and all supporting documentation must include the business purpose of the trip.



American Express cards should not be used for gas purchases if the employee expects to be reimbursed for travel costs using the rate per mile method. Expense reports and American Express statements are cross-referenced. Failure to comply may result in the card being revoked.

Employees are required to immediately notify the Business Office when a card is lost or stolen.



TRAVEL ADVANCES

GENERAL

The College will provide travel advances in limited amounts for faculty and other employees traveling on authorized business to cover reasonable miscellaneous costs, such as taxi fares, tips, and other expenses that cannot readily be charged to a corporate card. Having a corporate card reduces or eliminates the need for most travel advances. Travel advances must not be used to cover personal expenses or any activity, which is the sole responsibility of the traveler. The size of the advance must be a reasonable estimate of the amount of *cash* necessary to conduct College business, bearing in mind that the bulk (hotel, car rental, conference registration) of a traveler's expenses can be handled with a corporate credit card or through a purchase requisition.

Each travel advance is the personal obligation of the traveler until processing a properly completed expense report has discharged the obligation. Thus, the traveler is responsible for any lost or stolen travel advances (whenever possible, travelers should use hotel vaults to safe keep cash or other valuables). Employees are responsible for the proper record keeping of expenses incurred while traveling and for settling any unused advance owed to the College. **Travel advances must be accounted for on an expense report within 10 days after returning from the trip.**

When circumstances make it necessary to obtain a travel advance, the guidelines and procedures outlined herein are intended to establish a minimum administrative procedure for documenting the use of advanced College funds spent in the course of conducting College business. Please contact the Business Office for special instructions in the event of unusual circumstances, which may require an exception to this policy.

PROCEDURES FOR OBTAINING TRAVEL ADVANCES

Requests for advances are submitted on a Check Request form (available in the Business Office at Donnelly 210). The full 10-digit account number to which the expenses will be eventually charged must be included on the check request before an advance will be issued.

Advances will not be granted to individuals who have any outstanding prior advances. Please note, however, that a single airline travel advance and/or a single conference registration fee advance will not preclude the issuance of an advance to cover out-of-pocket cash expenses to be incurred while traveling.



The Controller may revoke the right to obtain travel advances when necessary to avoid abuse of the policy.

AUTHORIZATIONS & SETTLEMENTS

College policy requires supervisory approval on all cash advances. The College does not allow an employee to authorize any advances made payable to him or herself.

AVAILABILITY OF TRAVEL ADVANCES

Advances will generally not be provided earlier than 5 working days before the planned departure date of the trip.

Requests for advances can be submitted during normal working hours from 8:30 a.m. to 5:00 p.m. in the Business Office in Donnelly 210 (summer hours may affect these business hours). If the check request is dropped off Monday or Tuesday by 5:00, the check will be ready by Friday after 1:00 p.m. If the check request is dropped off Wednesday, Thursday, or Friday by 5:00, the check will be ready by Tuesday after 1:00 p.m.

It is not necessary for the employee requesting an advance to appear in person to pick up the advance, but the traveler's signature is nonetheless required on the Check request. (A secretary or designated person may pick up advances when a call is placed to the Business Office to inform them of this occurrence.) Employees should be prepared to show identification when picking up checks. Persons receiving advances are responsible for the funds in the event of theft or loss.

ADVANCES FOR CONFERENCE REGISTRATION

In those rare instances when it is not possible to prepay a conference registration through the College, an employee may request a cash advance. To receive a cash advance for conference registrations and similar fees, the employee must present a properly approved Check Request form with a copy of the registration form. This cash advance would then be settled through an expense report after the conference has occurred. The issuance of this specific type of advance will not limit the employee's eligibility for a cash advance for other travel purposes.



DUE DATE AND TRAVEL ADVANCE SETTLEMENTS

Travel advances are due back into the Business Office within **10 days** of return from the trip. Original receipts must be attached to a properly filled out Expense Report. Employees must immediately return any funds advanced for travel to the Business Office when a trip has been canceled or has been postponed. Once the Expense Report is submitted, approved, and processed, the College will reimburse the traveler by check for expenses, which exceed the travel advance. If advances are greater than the expenses incurred, the traveler must present the remaining balance (by personal check, cash, or traveler's check) to the Business Office upon submission of the Expense Report. For the convenience of the traveler, an on-line expense report is available through the Business Office. The printed form must be attached to the receipts and returned to the Business Office.

UNSETTLED TRAVEL ADVANCES (INCLUDING PAYROLL REPORTING)

Travelers who have not settled their travel advances by the due date will be notified that the settlement is overdue. The appropriate fiscal or administrative officer of the area will also be notified of any outstanding advances. If the advance is not settled within 30 days, the individual will then receive a notification that the amount has been forwarded to Payroll for appropriate payroll reporting and tax withholding. Without providing adequate documentation to substantiate the business expenses covered by the cash advance (i.e., settling the advance), the College is required by the IRS to report these payments as taxable income to the employee.



TRAVEL SETTLEMENTS AND REPORTING OF EXPENSES

GENERAL

The primary responsibility for review and approval of expense reimbursements and compliance with all provisions of this policy rests with the departments and supervisors who are authorizing travel and business expenditures.

Since travel vouchers are subject to audit by government agencies and other sponsors, thorough documentation and accounting for expenses is essential. The College must have all of the documentation required to substantiate payments made in accordance with this policy.

