

December 2011

## 3.465 Cellular Telephone and Data Services

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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Travel and Expense Policy</b>  <b>Policy 3.469</b>	
<b>Business Management Policies</b>		Effective date: November 1, 2011	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
	Chancellor	N/A	September 6, 2011
Revised (Non-substantive)	Office of University Counsel	N/A	October 27, 2017
Revised	Chancellor	N/A	January 2, 2019
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of University Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1304	All Employees

## I. Introduction and Purpose

As a multi-campus University, travel is critical to achieving Antioch’s institutional goals. This policy outlines the basic rules for expenses incurred during travel for University business. Antioch expects that employees, faculty members, board members and students will exercise professional integrity and good judgment regarding travel expenses. Each expense incurred while on travel must advance the mission and goals of the University, and the University-related tasks that require travel.

This policy applies to expenses incurred by employees on travel, and to expenses that are typically travel-related but may be incurred by employees not on travel (for example, when hosting guests, events or meetings locally).

These policies and procedures apply to all sources of funds expended by the University, including gifts, sponsored programs, grants, designated income, released funds and University appropriations. As discussed further in Section IV below, certain funding sources, such as sponsored programs, may have restrictions that are more stringent than University travel rules.

IRS requirements undergird most of this policy; therefore, the Finance Office must have prompt reconciliations and itemized receipts to substantiate travel expenses for audit purposes. The University reserves the right to deny payment or reimbursement of travel expenses for failure to comply with these guidelines, policies and procedures.

## **II. Definitions**

**A. University Approved Travel.** University approved travel is generally defined as transportation on University business in excess of one's normal commute. If in excess of one's normal commute, the University will reimburse for movement on official University business from home or the primary work location to another destination, and return to home or primary work location. This distinction is important because reimbursement for ordinary commute mileage is considered employee compensation by the IRS, and the University is required to account for it as such.

**B. Receipt.** A receipt is:

1. An original or legible copy of itemized receipt from the vendor;
2. Showing the time, date and place of the expense;
3. Includes a note from the traveler regarding the business purpose of the expense; and
4. Provides a list of attendees, if other than the individual.

A credit card statement is not a receipt.

**C. Reimbursement.** In the context of this policy, the term "reimbursement" pertains both to expenses paid for by the traveler, for which the traveler seeks reimbursement from the University, and expenses paid directly by the University through the traveler's P-card.

## **III. Reimbursement Procedures**

### **A. Travel Pre-approval**

1. Generally, pre-approval for travel must be obtained in advance from the traveler's supervisor. Travel by Provosts or Vice Chancellors does not require pre-approval, but expenditures are reviewed by the Chancellor.
2. Travel for candidates for employment, students, speakers, entertainers, or guests must be approved in advance by the Provost or Vice Chancellor of the organizational unit paying for the travel, and the traveler's arrangements must conform to this policy.
3. All international travel must be preapproved by the Provost or Chancellor (travelling Provosts must request approval from the Chancellor). Requests for

international travel must include the business purpose, justification and rationale within the organizational program, department or budget supporting that travel. International travel is also subject to preapproval in accordance with the University's International Study and Domestic Field Study Travel Policy 5.223.

## **B. Reimbursement Methods**

1. P-card Expenses. Most reimbursable travel expenses will be paid for with the employee's University-issued P-card in accordance with University's Credit Cards Policy 3.467. Should any personal or non-reimbursable travel expenses be charged to the P-card, the employee will reimburse the University in accordance with the procedure set forth in Policy 3.467.

2. Employee-paid Expenses. For the relatively few instances in which a traveler must pay for travel expenses personally, the traveler must submit an "Expense Reimbursement Request" to the supervisor within 60 days of completing the trip. This form must include a statement of business purpose, the program to which the travel will be charged, and original receipts from the vendor to support the expenses. Credit card statements do not constitute receipts and will not be accepted.

## **IV. Specific Situations**

### **A. Traveling on a Sponsored Program**

For travel on a sponsored program, this policy will apply except where the sponsored program guidelines are more restrictive than University policy. In that case, the stricter program-specific regulations will apply. Budget managers for sponsored programs (e.g., Principal Investigators for grant projects) are responsible for becoming familiar with and enforcing the allowable cost provisions of the particular sponsored program. Travel expenses that do not conform to this policy or the sponsored program provisions will not be reimbursed to the traveler nor will they be allowed as an expense to the sponsored program. For federal grants, see the University's Administration of Federal Grant Funds Policy 3.431 for more information.

### **B. Transportation**

University employees are free to make their own transportation reservations within the boundaries of this policy, any sponsored program provisions, and their pre-approved budgets. Generally, employees are expected to seek out the most cost effective travel arrangements. However, supervisors or budget managers have authority to approve travel expenses based on convenience and efficiency as well as cost. Travelers should weigh cost, convenience and efficiency of the available travel options with their supervisors or budget managers. Specific provisions regarding reimbursability of transportation charges include:

1. When choosing a mode of transportation, employees are required to compare all the costs associated with each (such as airport parking or destination taxis).
2. Air Travel. When booking air travel, employees are required to compare flight costs. Normally, the University will pay only for coach fares.
3. Lost Luggage. If while traveling by air, a traveler's luggage is lost by the airline on the way to the business destination, reasonable expenses may be reimbursed to replace toiletries, clothes and other items necessary to complete the business purpose of the trip. No reimbursement will be made by the University for replacement of items in luggage lost by the airline on the return trip.
4. Car Rental. For individual travelers, the University will reimburse for an intermediate or smaller size car. For groups, a full-size vehicle or van may be approved. The University has a discount plan with Enterprise Rent a Car. Please contact the Finance Office for more details. The University will reimburse for rental car charges only when employees have completed the preapproval requirements of the University's Use of University Vehicles Policy # 3.471. Only University employees are authorized to drive the rental car. The University will not pay for speeding tickets or parking violations.
5. Car Rental Insurance. To assure that you are covered with insurance when you rent a vehicle for University business, you must meet the liability insurance requirements of the motor vehicle financial responsibility laws of the state in which you are employed. For this reason, please complete the "Request for Driver Information" (Form # 3.471:01) and sign the "AU Requirements for Drivers of AU Vehicles and Employees who Rent Cars for Business Travel" (Form # 3.471:02) forms and submit them to the Human Resources Office before renting a vehicle.

Since the rental is covered under the University's blanket auto insurance policy, the optional insurance offered by the rental agency is not reimbursable and should be declined (except when renting a car outside the United States).

In addition to the receipt for rental charges, employees should keep the rental agreement. In the event of an accident in which an insurance claim must be made, the employee must provide a copy of the signed vehicle rental agreement to the Finance Office.

6. Add-on Trips, Vacation Time and Personal Use of Vehicles. The University will only reimburse travel expenses incurred at locations specific to the University's business purpose. Travel to and from non-business destinations while on business travel will not be reimbursed. When vacation time is added to a business trip, clear documentation must be provided to fairly allocate personal and business expenses. Should any personal expense be charged to a P-card (or should an expense charged to a P-card include both personal and business expenses), the employee should reimburse the University in accordance with the procedure set forth in this policy or in Credit Card Policy 3.467.

7. Using a Personal Vehicle for University Business. The University will reimburse for personal vehicle use at the current IRS standard mileage rate. However, renting may be a better choice in cases in which car rental rates are less expensive, and the University's insurance policy will apply. The University will not reimburse for, and the University's insurance will not cover, any deductible or damages incurred while using a personal vehicle for University business.

The IRS rate does not include parking fees and tolls, so those expenses must be documented separately for reimbursement. Receipts are required for expenses over \$5.00.

Employees are required to complete the "Request for Driver Information" (Form # 3.471:01) and sign the "AU Requirements for Drivers of AU Vehicles and Employees who Rent Cars for Business Travel" (Form # 3.471:02) forms and submit them to the Human Resources Office before driving personal vehicle for business purposes.

8. Driving a Personal Car to a Temporary Work Location. Under IRS rules, the University may reimburse employees for mileage only if the distance from home to a temporary work location (such as an offsite meeting) exceeds the distance between home and the usual place of work.

Example 1: You drive to your usual place of work (5 miles), then to a temporary work place for the afternoon (3), and then drive home from the temporary workplace (4). You will need to calculate the total miles driven that day (12), and then deduct your normal round-trip commute miles (10) to your usual place of work. The difference is the reimbursable amount (2 miles).

Example 2: Your round-trip drive to your usual place of work is 10 miles. You drive straight to the temporary site and home from there—round-trip 8 miles. No reimbursement would be made as the total miles traveled are less than your normal round-trip commute.

### **C. Hotels**

Generally, the University will reimburse employees for lodging that is fifty (50) miles or more from the traveler's home or headquarters. Accommodations should be prudently planned so that the best interests of the University are served at the most reasonable cost. Travelers should ask for the best corporate, academic, or nonprofit rate prior to booking. The University will reimburse for the hotel's single room rate, plus any applicable fees and taxes. The University will not reimburse for:

1. The value of a room obtained free of charge under a frequent flyer program or other incentive program;
2. Non-business expenses including movies, fitness classes, games and other personal expenses; or
3. Room cancellation charges, except in cases of exigency. It is the traveler's responsibility to cancel a reservation in accordance with the hotel's cancellation policy if it will not be used.

### **D. Conferences and Conventions**

Occasionally, a convention or conference is held in a facility whose rates exceed University guidelines and budget restrictions. Luxury accommodations (defined as those exceeding 150% of the federal per diem) may be approved by the supervisor in limited circumstances (for example, when the traveler is presenting at a conference). It is the supervisor's responsibility to monitor the efficacy of these expenditures and their contribution to the overall goals of the program paying the bill, and to Antioch University as a whole.

### **E. Meals, Tips and Incidental Expenses**

Generally, meals eaten while on travel are reimbursable. Travelers must provide receipts, unless the option of using a per diem allowance is provided. Dinner expenses should be reasonable given the nature of dining options available, but should in no case exceed \$60 per person. In general, employees should use professional judgment regarding the reasonableness of the cost of meals.

The University will not reimburse for:

1. Meals provided as part of a conference registration fee;
2. Meals paid for by other parties;
3. Meals eaten prior to or after returning from a trip; or
4. Tips in excess of 20%.

## **F. Alcohol**

Normally, alcohol is not reimbursable. Limited exceptions to this policy (for example, for entertainment of special University guests, or for University-sanctioned events) must be approved by a Vice Chancellor, University Counsel or the Chancellor.

When employees order alcohol during otherwise reimbursable meals, alcohol should be placed on a separate bill if practical. If alcohol is charged to an employee's P-card, it must be reimbursed to the University promptly in accordance with Credit Card Policy 3.467.

## **G. Travel with Family**

Generally, the University will not reimburse travel expenses for an employee's spouse, children or partner. In rare cases, where the employee's spouse, child or partner play a significant role in the proceedings or are involved in activities that constitute a valid University business purpose, the non-employee's expenses may be reimbursable. Reimbursement of these expenses requires pre-approval of a Vice Chancellor, the Chancellor or designee.

When traveling with family on University business, non-reimbursable expenses should be paid by personal credit card or cash. If this is impossible or impractical, employees are responsible for allocating the costs for personal and work travel accurately and fairly. The University reserves the right to review the employee's allocation. In the relatively rare case that personal or family expenses are charged to a University P-card, the employee will reimburse the University in accordance with the procedure set forth in University Credit Card Policy 3.467.

## **H. Gifts**

Generally, gifts (for University employees or otherwise) are not reimbursable. However, in certain travel situations, a supervisor may approve a gift for a host.

## **V. Accountability**

Many constituents of the University are responsible for implementing this policy and ensuring that these procedures are administered fairly, equitably and in the spirit of advancing the University's mission and goals. The roles and responsibilities of each part of the University enterprise for implementation and enforcement of this policy are as follows:

### **A. Employees**

Every Antioch employee is responsible for knowing the University's travel and expense policy, and any additional restrictions on that policy imposed by his or her particular program. The employee has a duty to keep expenditures within these guidelines, to submit all applicable itemized receipts and other documentation into



IntelliLink by the next applicable deadline or to the supervisor within 60 days of completing the travel. Employees who violate this policy may be required to reimburse the University for noncompliant expenditures. Abuse of these travel guidelines that represents a disregard by the employee for appropriate fiscal controls may be noted in the employee's annual review by his or her supervisor, and may subject the employee to discipline in accordance with the University's Corrective Action and Discipline Policy 4.617.

## **B. Supervisors**

The supervisor's responsibility is to pre-approve travel prudently, and to review the documentation and reimbursement requests submitted by the employee to ensure they are complete and within the guidelines of this policy before approving them. If a supervisor has reason to believe that an employee has violated the policy, the supervisor has the responsibility to reject, in whole or part, the employee's reimbursement request or to question the employee's P-card charge. Failure to fulfill this responsibility represents a disregard by the supervisor of the responsibility to carry out appropriate fiscal controls, may be noted in the supervisor's own annual performance review, and may subject the supervisor to discipline in accordance with the University's Corrective Action and Discipline Policy 4.617.

## **C. Finance Office**

1. **Processing Reimbursements.** Once forwarded to the Finance Office with the supervisor's approval and all required receipts and other documentation attached, the Finance Office will process the reimbursement request or P-card charge. If the Finance Office determines that proper documentation has not been submitted, it must return the request to the supervisor. While it is not the responsibility of the Finance Office to review an individual's travel charges to ensure compliance with policy, or to collect required documentation (that responsibility lies with the supervisor), any Finance Office employee who discovers a violation of this policy is required to report it to the CFO.

2. **Internal Audit.** The Finance Office and its internal audit capacity will monitor University-wide implementation of this policy to assure compliance and to ensure it is consistent with the mission of the University and the ability of the University to meet that mission. The Finance Office will also be available to answer questions regarding the policy as they arise. If the CFO and/or a Provost determine that there are frequent or egregious violations of the policy, they may request to have Finance Office staff or an internal auditor consultant review the procedures and documentation. This review would result in a report with findings and recommendations that would be provided to the Provost and CFO to act upon and implement as they determine is necessary.

## **D. Provosts**

Each Provost is responsible for monitoring expenses and trends related to travel and has responsibility for ensuring there are no egregious or frequent violations of the policy.

### **Policy Cross Reference**

Credit Cards	Policy # 3.467
International Study and Domestic Field Study Travel	Policy # 5.223
Use of University Vehicles	Policy # 3.471
Mobile Technology Use	Policy # 4.613
Administration of Federal Grant Funds	Policy # 3.431
Corrective Action and Discipline	Policy # 4.617

### **Forms Cross Reference**

Travel Authorization Form	Form # 3.469:01
Common Expense Reimbursement Form	Form # 3.469:02
Request for Driver Information	Form # 3.471:01
Requirements for Drivers of AU Vehicles & Employees who Rent Cars for Business Travel	Form # 3.471:02