

Wilberforce University

Policy number: 3210

Subject: **Travel**

Date effective: January 1, 2006 Updated: July 1, 2011

Authority: [Internal Revenue Code](#), Section 274; [Ohio Revised Code](#), Section 4509.51; Vice President for Administrative and Financial Affairs.

References: Business Office

Purpose: In order to accomplish its stated purposes, the university authorizes its personnel (including students and other individuals on authorized university travel status) to engage in travel. Wilberforce University provides funds for reimbursement of certain related costs. This policy has been established to standardize the University's travel related expenses.

THIS POLICY SUPERCEDES ANY AND ALL POLICIES REGARDING TRAVEL FOR WILBERFORCE UNIVERSITY.

3210.01 **General Travel Policy**

- a. The guidelines in this policy should be followed for travel costs incurred by employees of the university as well as consultants and independent contractors.
- b. Under NO circumstances will expenses be reimbursed without original detailed receipts. This includes "lost" receipts.
- c. Reimbursement requests from university personnel shall be honored if the traveler received proper prior authorization and if the expenditures incurred were in accordance with the guidelines in this policy. Departments have full discretion as to the appropriate level of travel reimbursements, up to the maximum amounts allowed by this policy. While employees are on overnight travel status, reimbursement for meals is not to exceed stated maximums noted at Wilberforce policy **3210.07**.
- d. These policies apply to all university related travel expenditures including operating budgets, federal, private, and other grants unless the grantor specifically authorizes in writing that a different policy shall apply. The principal investigator of a research grant is responsible for complying with the travel regulations of the grantor.

3210.02 **Authorization of Travel**

- a. All travel involving overnight lodging must be approved in advance of the travel by the supervisor of the traveler and the business office.

- b. The approved Travel Expense Report form certifies that all expenses listed are actual and necessary to the performance of official university business. Upon completion of the travel, the Travel Expense Report form, along with appropriate original itemized receipts, must be forwarded to the Business Office for reimbursement within **30 days** of completing the trip. Receipts of all expenses documented on the travel expense report must be attached to the form. The travel expense report must be approved by the traveler's supervisor.

Reimbursement requests submitted 30 days after the travel has been taken **will not** be considered for reimbursement. .

Supervisor signatures are an indication that the supervisor has reviewed the expenses being submitted for reimbursement to ensure that there is neither appearance nor occurrence of extravagant and/or unsupported expenditures for travel.

3210.03 **Prepayment of Expenses**

Payment for airline tickets and industry conferences, seminars or workshop fees may be made in advance of the travel. All registrations **must** include the conference/workshop/seminar program that details the business purpose and the various expenses included as part of the registration fee. This section of the program must also be submitted with the completed travel expense report.

- a. If a department wishes to have a prepaid airline ticket forwarded to another city for use of a guest of the university, this request can be arranged through Mr. Howard Weiss (561) 347-2110.
- b. In order to receive reimbursement for airfare or conference fees that have been paid in advance by the traveler, the employee must submit a Travel Expense report to the Business Office, along with detailed receipts for each expenditure. On-line purchases must have a printed statement showing payment as **received**. Printing out the billing information is not sufficient.
- c. For payments needed to the vendor directly, the traveler can attach a copy of the registration form or other detail documentation showing price and details of sale to a check request or purchase requisition and send the approved form to the Business Office.

3210.04 **Travel Advances**

Travel advance requests are required to be submitted with appropriate approvals at least 5 days in advance of travel. The check will be processed in accordance with Accounts Payables regular check run schedule. Manual Checks will not be

processed. The employee is responsible for providing an itemized list of anticipated expenses in accordance with the guidelines in this policy.

Travel advances will only be issued to university employees. Students in need of advance payments must have the request submitted by their university supervisor who will then be responsible for submitting appropriate expense reimbursement forms and itemized receipts.

Failure to provide required documentation for an advance within 30 days of your return or after the event will result in a payroll deduction.

3210.05 Allowable Ground Transportation Expenses

Privately Owned Vehicles

- a. Travel by privately owned automobile is authorized only if the owner of the vehicle is insured under a policy of liability insurance complying with Section 4509.51 of the Ohio Revised Code, which requires the following minimum coverage: \$12,500 for bodily injury or death of one person in any one accident; \$25,000 for bodily injury or death of two or more persons in any one accident; and, \$7,500 for property damage in any one accident.
- b. When an employee is traveling by privately owned automobile, the liability insurance of the owner of the vehicle and/or the driver of the vehicle provides primary coverage before any coverage by the University.
- c. Reimbursement for travel for official University business by privately owned automobile is authorized not to exceed the rate based on prevailing Internal Revenue Service (IRS) regulations.
 - Effective July 1, 2011, Wilberforce will use 50¢ per mile as the rate of reimbursement.
 - Mileage is payable to only one of two or more employees traveling on the same trip and in the same vehicle. The names of all persons traveling on the same trip and in the same vehicle, as well as the employing department of each person, must be listed on the Travel Expense Report.
- d. There will be no reimbursement from the University for Gas paid by an individual for business usage of a privately owned automobile.
- e. If a traveler is dropped off and picked up at the airport or other transportation facility for business travel, the University will only reimburse mileage for one round trip.

University Owned Vehicles

When a department utilizes a university owned vehicle and is involved in an accident, the department using the vehicle is responsible for any applicable deductible.

If the University van is used, it should be returned clean and keys should be turned in to the Transportation Department.

Rental Vehicles

- a. Rental agency vehicles used **within the United States** for official university business:
 - The traveler should always reserve and pay for a rental vehicle using a credit card.
 - In the event of a vehicular accident, the department responsible for renting the vehicle will pay any applicable deductible.
 - Travelers are covered by the University automobile policy while on official business travel; therefore it is University policy to decline additional insurance from the rental agency.
 - If the traveler wishes to purchase additional insurance offered by the rental agency this will be at the traveler's expense.
 - The traveler should not select the automatic refill option for fuel. All attempts should be made to refill before returning to the rental agency.
- b. Rental agency vehicles used **outside the United States** for official university business:
 - It is mandatory that the traveler purchases the mandatory, compulsory, and statutory limits of liability insurance required by the foreign country in which the traveler is conducting official university business.
 - It also is mandatory that the traveler purchase physical damage insurance.

Other Ground Transportation Expenses

Reimbursement can be claimed for ferry, bridge, highway, tunnel tolls, parking charges and taxi fares. An original receipt is required for each item. Expenses must be listed on the Travel Expense Report and be accompanied by original itemized receipts

3210.06 Allowable Airline Travel Expenses

Common Carrier

All Travel should be arranged through Rovia (Howard Weiss 561-347-2110)

- a. Payment or reimbursement is authorized at the lowest available rate. Airline reservations should be made as early as possible to take advantage of super saver and other discounted rates. The least expensive mode of travel should always be chosen (I.e. Coach class) giving consideration to constraints on time, value of employee time, elimination of overnight lodging, and cost of meals.
- b. Frequent Flyer Credits
 - Frequent flyer credits earned by university employees for travel on university business cannot be used for personal travel. These credits must be applied towards future university travel.

3210.07 Allowable Living Expenses

The following allowable living expenses are university guidelines. The Vice President of Administrative and Financial Affairs can impose additional limits or restrictions.

a. Lodging

Exceptions to these lodging guidelines will be made only when approved by the Vice President of Administrative and Financial Affairs.

1. Employees are asked to avoid "luxury" type suites or hotels whenever possible (unless it is the site of a conference). The employee should ask for the best corporate or academic rate available.
2. An employee authorized to travel on official university business may claim reimbursement for lodging cost not to exceed the single room rate of \$150 per night, including tax. In response to a written request from the traveler, the VP of Administrative and Financial Affairs may approve a higher reimbursement rate if the lodging is at the site of a conference being attended by the traveler or in a higher cost area. Regardless, every effort to obtain the most economical room is necessary.

3. Original detailed receipts for lodging must be submitted with the Travel Expense Report form.

b. Meals

1. Consistent with IRS regulations, employees may not be reimbursed for meal expenses unless traveling on overnight status. When traveling off campus on one-day trips, meal expenses are the responsibility of the traveler.

2. Reimbursement is permitted when the employee is engaged in legitimate business activities with non-employees of the university. Appropriate documentation (receipt with business purpose, persons in attendance, amount, date, etc.) is required.

The University does not reimburse by per diem. Only actual paid expenses which are itemized on an original receipt will be considered for reimbursement up to a **maximum of \$50 per day** which includes gratuities limited to 15%, applicable taxes and room service charges. Exceptions approved by the Vice President of Administrative and Financial Affairs will be limited to the governmental reimbursement rate for that area.

When a trip requires a portion of a day to be used for travel, employees can claim reimbursement for meals, with original receipts, limited to the following allowable rates:

Breakfast up to \$10, must be on authorized travel status prior to 8am

Lunch up to \$15, must be on authorized travel status prior to noon

Dinner up to \$25, must be on authorized travel status prior to 5 pm and return after 7 pm

Rates listed for partial travel days include gratuities limited to 15% and any applicable tax.

3. When meals are included in a conference or in airfare, no reimbursement for those meals will be permitted.

4. **Meals charged to the hotel** still require additional documentation including the itemized receipt and a notation stating the meal was for the traveling individual or a list of diners included on the meal ticket and the business purpose of the meal.

5. Expenses incurred for entertainment or alcoholic beverages are considered personal and are not reimbursable.

c. Miscellaneous Living Expenses

1. Expenses incurred for laundry, dry cleaning, and pressing can be reimbursed if the employee is on continuous travel status in excess of one week without returning home. These expenses will not be honored if incurred immediately after arriving or immediately before departure.
2. Personal phone calls are limited to one call per day while on authorized overnight travel status. Cell phone expenses will not be reimbursed.
3. Cash tips for other than meals will not be reimbursed by the University.
4. Reimbursement of miscellaneous expenses as described in this section can be claimed in addition to the maximum allowed for lodging and meals while an employee is authorized to travel on official university business. Such expenses must be itemized separately on the Travel Expense Report form and be accompanied by original detailed receipts.

3210.08 Non-employee Travel Expenses

If a non-employee accompanies the employee on official university travel, the university will pay for the employee's expenses only. Any expenses incurred because of or by the non-employee are the responsibility of the employee.

3210.09 Local Travel

- a. Local travel is defined as that travel which does not require overnight lodging.
- b. When traveling locally, the miles reimbursed will be the lesser of the mileage between home and the business location or Wilberforce University and the business location. Reimbursement will not be made for commuting, regardless of the day of the week or the number of trips in a day.
- c. Registration fees for local seminars and conferences should be paid by submitting a check request for the expense to be paid directly to the seminar or conference. Checks will only be made to the conference or event and not to the individual attending.
- d. Meals are not reimbursable for business travel conducted without any overnight lodging.

3210.10 Non-reimbursable Expenses

Expenses that have been incurred that will not be reimbursed by the University include but are not limited to the following:

- Personal Cell phone charges
- Gas purchases for privately owned vehicles
- Cigarettes or alcohol
- Tickets or fines
- Personal items
- Car washes, oil changes or the like for privately owned vehicles
- Meals while traveling locally (without overnight lodging).
- Check cashing fees of any type

Any exceptions to this policy must be approved in writing by the Vice President of Administration and Financial Affairs.

Violations of these travel policies may result in revocation of travel privileges or further disciplinary actions.

