

TRAVEL AND POLICY PROCEDURES

UNIVERSITY APPROVED TRAVEL INCLUDES MOVEMENT ON OFFICIAL UNIVERSITY BUSINESS FROM HOME OR NORMAL PLACE OF EMPLOYMENT TO ANOTHER DESTINATION. UNIVERSITY APPROVED TRAVEL DOES NOT INCLUDE COMMUTING BETWEEN HOME AND YOUR NORMAL PLACE OF EMPLOYMENT.

TRAVEL CLARIFICATIONS

Policy: It is the University's policy to pay reasonable and necessary travel and conference expenses incurred as a result of official University business, subject to appropriate documentation.

Guidelines:

- Approvals: Travel form must be signed by traveler and official authorized person
- AMEX card: cardholder is personally liable
- Taxability of reimbursements/advances: if older than 120 days, must be added to your W-2 per IRS rules and regulations
- Travel insurance: DO NOT buy the extra accident or collision insurance offered by the rental company, domestic auto travelers on approved University business are already protected. **THERE WILL BE NO REIMBURSEMENT IF IT IS PURCHASED**
- All receipts/supporting documentation must be taped one-sided to 8.5"x11" paper
- NO reimbursement prior to trip dates

Travel arrangements: Transportation by common carrier would be preferred by the University's official travel agents. Car rentals need to be arranged by University approved vendors (see Purchasing for further information).

RECEIPTS

Reasonable and actual expenses need to be provided with original receipts. Original receipts and charge card statements must be submitted for all travel expenses including air, train, hotel, meals, auto rental and other items that are allowed.

If on occasion there is a missing receipt, the University reserves the right to withhold reimbursement of the expenditure missing receipt.

Receipts and other supporting documentation

Original receipts and supporting documentation for ALL expenses.

Tape receipts to one side of 8.5" by 11" sheets of paper and present them in a **chronological** order.

Restaurant receipts must clearly show the name of the restaurant, the date and the total amount. A list of attendees for EACH restaurant receipt and University **purpose** for this.

Meals: Business related expenses incurred by the employee for the benefit of other persons are classified as entertainment expenses. Therefore, details are needed regarding place, business purpose, and persons entertained, must be reported in order to satisfy the IRS guidelines. The College does NOT provide a per diem allowance for travel related expenses. ALL expenses are to be confirmed by receipts, including taxi fares, meals, etc. In situations where a receipt is not available, or difficult to get, the College will reimburse reasonable meals (Breakfast, Lunch and Dinner only) incidentals \$10 or less without a receipt.

AIRFARE

All University air travel must be at the most reasonable and economical rate.

TRAVEL ADVANCES

All cash advances for travel are interest free until after the billing due date when the employee returns back to work at the University. A grace period of 30 days shall be compliant with a return of the T&C form back to the University.

Travel advances shall be issued to a University employee for out of pocket expenses that will be utilized only during travel on University business. Advances will not be issued to an employee who has not accounted for an earlier advance in a timely manner.

(This advance is considered a loan to the employee until the employee submits an expense report in a timely manner accounting the funds for University business purposes only. If the form is not sent in 30 days of the date of return and before the 90 day IRS guideline, the employee will be charged interest (not reimbursable by the College) until such paper work is authorized and submitted.)

CURRENCY EXCHANGE

Official Foreign exchange rate must be provided when submitting receipts.

<http://www.oanda.com/products/expense>

Traveler's checks are available in various denominations of various currencies (e.g. American dollars, British pounds, Euros, etc.) and can be obtained at most banks. The major companies dealing in traveler's checks are Citicorp (First National City Bank), American Express, Bank of America, and Visa. There is a 1% or more commission charge for traveler's checks purchases. Buying traveler's checks in small denominations means carrying a bulkier package of checks with you, but it also means that you have greater control over the amount of currency you receive each time you cash one or more of these checks.

Persons traveling in foreign countries shall report their expenditures by each item in US dollars noting the rate of exchange received for that day (<http://www.oanda.com>). In order to accommodate fluctuations in currency exchange rates, expenses in foreign countries charged to a credit card should be submitted for reimbursement when the credit card bill is received in US dollars.

Please submit the original receipts along with your credit card bill to obtain reimbursement

- Currency Exchange Rate During trip: When documenting this trip, enter the currency exchange rate in use during the trip. Record the US dollar equivalency on EACH receipt. Rates fluctuate dramatically and do not use the rate of exchange on day of submitting receipts.

NON-REIMBURSABLE EXPENSES

Expenses NOT directly required for official College business and incurred primarily for the traveler's convenience are NOT reimbursable. Reimbursement shall **NOT** be made for expenses incurred such as

- Valet service
- entertainment (will be reimbursed when there are cultural events (plays, films, concerts) or meals with the students)
- movie rentals etc. (will be reimbursed if for the students)
- Excess baggage (unless there is an excess baggage charge for transporting pedagogical materials)
- Flight insurance
- Life insurance
- Personal entertainment
- Personal telephone calls
- In room movies
- Traffic fines for parking or speeding violations
- Lost or stolen cash or other personal property
- Alcoholic beverages
- Repairs to personal vehicles used for College travel
- Fees for cancellations or changing hotel and/or transportation reservations, unless cancellation of change is approved in advance by the Department Chair
- Personal-vehicle mileage reimbursement that is in excess of the cost of commercial transportation (plane, train) to and from the stated destination
- Spouse or other family member expenses
- Commuting costs between home and the College
- Laundry service (including stays for long international trips)
- A hand written hotel receipt
- Prescriptions
- Haircuts/styles
- Snacks are not reimbursed if personal. Small meals for the students are reimbursable.
- Non essential items that are not related to UR business purposes
- Flowers or meals for host institutions abroad are allowed but any expense over \$25.00 has to be pre-approved.
- Gifts

TRAVEL WITH COMPANION(s)

The UR will not reimburse personal, spouse, or companion travel and other related travel expenses. The employee is responsible for allocating only his/her portion of expenses on the Travel Expense Report and for identifying them in the hotel, restaurant, transportation and other receipts. The College will pay only up to the single room rate at hotels.

A copy of the syllabus of the program and agenda for the trip should be provided if trip will be with students. The person responsible going will need to provide all contact information to the department administrator (contact name, address, email, telephone number and all the students relevant information).

OTHER INFO

-Foreign Drafts – A/P uses the current bank rate even though you have done your own conversion—it stands on the one that is done on the day they process your request.

-Wire Transfers —Wires on payments outside the US are preferred because of delays in mail or lost checks.

Keep in mind that there is no way for A/P to track wire transfers or foreign drafts - this would be up to the Vendor to track with their bank. There is also a greater risk of duplicate payments when using this payment method. Pre-printed forms or invoices are preferred with the correct wiring instructions to avoid any complications.

Wire transfers are an expensive way to pay vendors. The UR will get charged \$40 for initiating a wire transfer (Finance does not currently charge the departments for this fee) AND the recipient also gets charged \$40. This \$80 goes to the banks for processing the wire.

Additional UR Travel and Confernce Guidelines:

<http://www.rochester.edu/adminfinance/finance/trvlpolicy.htm>

IMPORTANT THINGS TO REMEMBER

Travel Reimbursement

IMPORTANT! Due to IRS regulations, Accounts Payable cannot process reimbursement requests with receipts older than 90 days or will then add that as additional income to you. You should therefore submit your Travel Expense report and original receipts as soon as possible to ensure that you will be eligible to receive reimbursement.

- Bring your original receipts to Lil Paraka.
- Complete a Travel Expense Report and tape (do not staple) your receipt on a regular size paper, provided with notes of the expenses. Reimbursement requests will not be processed without accompanying paperwork to justify this. If unable to get a receipt, please log the information in with an explanation of what this was for to justify it to Finance.
- Lil will review and process the paperwork which she will send you an email advising you that your check request is ready for signature -- you will need to stop by the MLC office to sign the request.
- Once you've signed your request, it will go to Accounts Payable.

Q: WHAT IF I LOST MY ORIGINAL RECEIPT?

Due to IRS regulations, reimbursement requests must be accompanied by a receipt. Accounts Payable requires an original receipt, so it is very important to keep your original receipts in a safe place. Before you mail your original receipt to MLC (if you are staying longer), make a photocopy of it for your records, in case the original is lost in the mail.

Q: HOW MUCH TIME DO I HAVE TO SUBMIT MY REIMBURSEMENT REQUEST?

The simple answer is, as soon as possible. If you are able to mail your reimbursement request to MLC while you're still abroad, please do. The key is to submit your request when your receipt is less than 90 days old.

Q: WHAT IF WE TAKE OUR HOSTS OUT FOR LUNCH-HOW IS THIS DEFINED?

Under the Entertainment column (even though it is not entertainment), please list the reason for the expense and all the parties that were in attendance in your notebook.

Q: WHAT IF WE TAKE OUR STUDENTS TO A MOVIE OR CULTURAL EVENT -HOW IS THIS DEFINED?

Under the Entertainment column (even though it is not entertainment per se), please list the reason for the expense and all the parties that were in attendance, and the receipts that were provided for the cultural event.