

## TRAVEL GUIDELINES AND STANDARD PROCEDURES

### Purpose:

To provide guidance and set forth procedures pertaining to College travel and related expenses.

Special Note: In addition to travel expenses, there are special legal considerations regarding wage payments when non-exempt (hourly-paid) staff members travel on College-related business. Before a non-exempt employee travels, please contact Human Resources for a description of how their travel time and out-of-town work time should be accounted for and compensated. Faculty travel for purposes of attending professional meetings or doing research which makes use of College support should follow these procedures insofar as is appropriate (e.g. travel and bookings for professional conferences may be made through the agencies provided by the professional associations.)

### General Policies:

1. The basic policy governing expense reimbursement is that an individual traveling on College business should neither gain nor lose personal funds as a result of official travel. Faculty using faculty travel funds to attend professional meetings or faculty research funds for travel related to scholarly activities are considered to be traveling on College business. The College will reimburse all employee travel and entertainment expenses that are reasonable and actually incurred for transportation, local travel, meals, lodging and other necessary business expenses. Travel reimbursements for faculty to attend professional meetings or to do research cannot exceed the stipulated amount of the grant provided by the college.
2. Individuals traveling and/or entertaining on official College business are required to submit travel expense reports (which must include the business purpose of the expenditures), completed and properly authorized as described below, to the Business Office within 30 days in order to receive reimbursement. Supporting documentation (e.g., dated original receipts) must accompany the report for all related expenses. In the rare case where a receipt for a minor expense is not available, a description of the expenditure must be attached to the form in order to receive payment.
3. Assuming a reasonable level of comfort and convenience for the traveler, every effort should be made to make business travel arrangements which keep College expenses to a minimum. When itineraries are altered to accommodate personal matters, the traveler is expected to pay any additional costs incurred.
4. The College will reimburse only those travel expenses reported by faculty, staff and other individuals which are incurred for the performance of authorized College business.
5. The College will reimburse the travel costs of students and non-employees (such as job applicants, lecturers, consultants, and other individuals) when required by authorized contractual agreement or when approved in advance by a department head or President's Staff member.

6. Employees whose travel is funded by a sponsored grant or contract must ensure that all procedures and restrictions of the sponsoring organization are followed. Sponsors may impose procedures which are more restrictive, and in some cases may deny reimbursement.

For government grants, see restrictions. (See section on Government Funded Grants)

#### Travel Agency:

The College currently has an account at Park Avenue Travel to provide travel services to employees and students traveling on official College business. Using this account does not require the use of a College credit card as the College can be billed directly for any expenses incurred. Please note, Park Avenue Travel does charge a fee for their service - ranging from \$10 to \$50 depending on the service being provided. Also, if special discounts are provided by a conference, participants can still contact Park Avenue for price comparisons. Park Avenue's telephone number is (610) 328-6666.

Employees may, however, obtain tickets for airfare, public transportation, hotel reservations and automobile rental arrangements through any travel agency *or* via the web if this would provide reduced fares (a credit card, however, will likely be necessary for transactions not processed through Park Avenue Travel).

#### Payment of Travel Expenses:

During the year it is often necessary for College personnel to travel away from home for several days or sometimes weeks to conduct College business. To cover anticipated out-of-pocket expenses while traveling, employees may charge expenses to their Corporate Card, use personal credit cards and/or cash, or obtain an advance from the College Business Office prior to the trip.

##### A. Corporate VISA Credit Card:

1. An employee may obtain a Visa Card with the approval of his or her President's Staff member. Applications for these cards are available in the Business Office. Payment of the VISA Card is the responsibility of the employee.
2. Visa Cards are intended for use for expenses incurred on official College business. Personal expenses are not to be charged on this card.
3. The College will promptly reimburse you for all reasonable and necessary business expenses upon presentation of a completed and approved expense report, whether paid with the VISA Card, personal credit cards or your own funds.
4. The Business Office and Visa should be notified immediately if a card is lost or stolen.

## B. Travel Advances:

1. The College will provide travel advances for employees traveling on College business in order to cover reasonable out-of-pocket expenses. In special circumstances, advances will also be provided to students of the College.
2. To obtain a travel advance, employees should fill out a Travel Advance/Travel Expense form and submit it to the Business Office. Please note, the individual receiving the advance must also sign the advance form. Requests should be made at least five working days prior to the date of departure. A check will be issued and can be picked up in the Business Office.
3. The College will not provide travel advances, nor make reimbursements for the travel expenses of spouses or dependents who accompany faculty or other employees on College travel except in unusual circumstances which require their presence. Each such case must be approved in advance and in writing by the President.
4. All unused travel advance funds must be returned to the Business Office within ten (10) days of the completion of a trip. The completed Travel Advance/Travel Expense form and the appropriate accounting should accompany the funds. As per IRS section 1.62-2(g), advances must be accounted for within 120 days after the expense was paid or incurred. If the advance has not been accounted for within 120 days, Payroll will withhold this amount from the traveler's next paycheck.
5. Please contact the Business Office for special instructions in the event of unusual circumstances which may require exception to the above guidelines.

### Authorization:

Authorization for a travel advance or reimbursement must be approved by the department head or supervisor having budgetary responsibilities. In some departments, the department head may designate another individual.

If the academic department head is the recipient of the advance or the reimbursement, approval by a colleague who is not a subordinate (i.e., another tenured member of the Department) will be required. All requests for advance or reimbursement should be sent to the Provost's Office for signature and forwarding to the Business Office.

The Vice President for Finance and Treasurer will approve reimbursement requests for members of the President's staff. All travel expense reimbursement requests are subject to audit.

### Reimbursable Travel Expenses:

#### A. Air Travel:

1. In order to take advantage of lower air fares, we encourage employees, if possible, to include a Saturday night stay over. When doing so results in significantly lower airfares, the College will pay the additional lodging and meal expenses as long as they are not more than the savings on the discounted ticket.
2. The class of air travel is expected to be the least costly consistent with the itinerary and with a reasonable level of comfort and convenience for the traveler. Standard accommodations should be used except under exceptional circumstances. Park Avenue Travel has been instructed to provide the lowest fare consistent with this guideline that is available within two hours of the arrival and departure times requested by the traveler.
3. For insurance purposes, air transportation is restricted to regularly scheduled and certified airlines. If travel itineraries do not conform to this, please call the Office of Occupational and Environmental Safety (ext. 8564).
4. Flight insurance purchased by employees is not a reimbursable expense.
5. Lost or stolen tickets should be reported to the agency they were purchased from as soon as possible. Most airlines will refund the full amount less a minimal processing fee.
6. The College allows employees to use the frequent flyer miles earned when traveling by air. Please consult your financial advisor regarding tax consequences of using this benefit.

#### B. Rail Travel:

1. Coach accommodations must be used for trips shorter than 150 miles. First class accommodations may be used for longer trips or overnight travel when necessary. Amtrak metroliner service should only be used in special circumstances.

#### C. Private Automobile:

1. Reimbursement for use of a private car on College business will be at the mileage rate consistent with IRS regulations. The mileage rate is 48.5 cents which includes reimbursement for gasoline and use of the vehicle. Additional reimbursement will be made for tolls and parking fees.
2. The College will not reimburse employees for parking tickets, fines for moving violations, or for vehicle towing charges.
3. Frequent business use of personal vehicles is not encouraged since no reimbursement will be made for repairs to these vehicles regardless of whether these costs result from business travel or not.
4. It is the obligation of the owner of a vehicle being used for College business to carry adequate insurance for his or her protection and for the protection of any passengers.

5. Liabilities that may arise for faculty and staff as a result of accidents which take place while transporting official College visitors in their own vehicles that exceed the faculty-staff member's own first-dollar insurance coverage will be covered by the College's second-dollar coverage. In addition, out-of-pocket expenses that may result from such accidents, such as increased insurance premiums, will normally be covered through the College's regular indemnification policy if, in the judgment of the Board or its appropriate subcommittee, the faculty member or staff member was, in fact, in the specific instance, carrying out a normal dimension of his or her employment and was not guilty of willful misconduct.

D. Commercial Rental Vehicles:

1. Rental car arrangements can be made through Park Avenue Travel. Park Avenue has negotiated corporate rates on behalf of the College with several rental car companies. A list of these agencies can be obtained from Park Avenue.
2. The least costly type of rental vehicle, such as a compact or economy car, should be used whenever possible.
3. When renting a vehicle within the United States, travelers should purchase neither Collision Damage Waiver (CDW), nor liability insurance from any rental car agency. If you are involved in an accident in a rental car while on College business, notify the Office of Occupational and Environmental Safety as soon as possible and they will follow-up. If you need further clarification, please call the Office of Occupational and Environmental Safety (ext.8564).
4. If you have been authorized to rent a vehicle for College business, you will be required to rent it in your name. In order to have protection under College insurance, you should have the College name and address on the form (e.g. - J. Smith/Swarthmore College, 500 College Ave., Swarthmore, PA 19081).
5. If an auto is being rented overseas for business use, compulsory local coverage and physical damage coverage must be purchased.

*(The information provided by VISA indicates worldwide physical damage coverage is provided, if their credit card is used to rent the vehicle - subject to local restrictions. It is necessary, therefore, that VISA be contacted by the person renting the vehicle before each rental to assure that the physical damage coverage will be provided. You should contact the VISA Program Administrator at 1-800-847-2911. If you are outside the United States, call collect at 0-410-581-9994.)*

We urge College travelers to contact the Office of Occupational and Environmental Safety (ext.8564) for further clarification of the College's rental car policy.

6. Van Rental: Because of the level of risk and liability associated with transporting numerous people within one vehicle, the College's Board of Managers have required that the College implement a program to insure safer driving practices and uniform policies and driver authorization. In keeping with this policy, when renting a van, the policies surrounding the Van Program should be followed. In part, this requires that

application for certification take place at least 10 weeks prior to driving a van. In addition, the applicant will successfully complete a brief road test demonstrating general driving skills. You may call the Office of Occupational and Environmental Safety (ext. 8564) for further information.

E. Lodging and Meals:

1. Arrangements for lodging can also be made through Park Avenue Travel which has negotiated corporate discounts at many hotels in most major cities. Even when hotel arrangements have been obtained at a reasonable group rate by the sponsor of a conference or other such event, travelers can still contact Park Avenue Travel. In some instances, a lower rate may be available through Park Avenue at the same hotel.
3. If accommodations are not available, or if the employee is traveling to a location where a discount is not available, the cost of lodging should be kept to a minimum consistent with a reasonable level of comfort, convenience and security for the traveler.
4. Reimbursement for meals will be on the basis of actual and reasonable cost. All original meal receipts should be submitted when completing the Travel Expenses Form. If meals are included in the cost of a conference or other event, the College will not reimburse for meals purchased when a meal is already provided unless there is a valid business purpose. The business purpose must be noted on the expense report. When the traveler is claiming reimbursement for meals purchased for others, detail must be provided concerning the names of the other diners and the business purpose for hosting the meal.
5. Tips and gratuities while on College business should conform to normal standards and should not under normal circumstances exceed 15%.

F. Taxis and Shuttle Services:

1. Local taxi fares and shuttles to and from airports and railroad stations are reimbursable (including tip) to the extent that such service is not included in the air or rail fare.

G. Miscellaneous Expenses:

1. Other reimbursable expenses may include, but are not limited to, business telephone calls, luggage storage, or valet and laundry service (for trips of more than five days). All such expenses must be itemized and receipts furnished for any individual items.
2. One personal telephone call home per day of reasonable length will be reimbursed. A phone credit/calling card *or* cell phone should be used whenever possible since many hotels add large surcharges. Information about obtaining a corporate phone card can be obtained from the Information Technology Services (ext. 8509).
3. Expenditures which are strictly of a personal nature such as child care, personal entertainment and recreational expenses are not eligible for reimbursement.

4. Lost luggage, clothing or other personal items are the responsibility of the traveler. Recovery for personal losses may be possible through the individual's homeowner's insurance. The College is not responsible for the loss of any of these items.
5. Expenses incurred by spouses or others who accompany employees on College business will not be reimbursed unless they have been specifically approved prior to the trip by the President.