

<b>Suffolk University Policies and Procedures Manual</b>	
Functional Area: <b>Finance &amp; Accounting</b>	Procedure No:
Policy/Procedure Name: <b>Travel Arrangements and Reimbursement Policy and Procedures</b>	Revision No:  <b>9-F</b>
Latest Revision Date: <b>June 1, 2018</b>	<b>Page 1 of 21</b>
Approved for Use by:	

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## **Travel & General Expense Quick Reference**

*(Policy Highlights only to be used as a Quick Reference, entire policy should be reviewed)*

<b>Type of Expense</b>	<b>Form(s)</b>	<b>Notes</b>	<b>Required (Pre) Approval(s)</b>	<b>Policy Section(s)</b>
Overnight Travel	Travel Authorization Form		<ul style="list-style-type: none"> <li>• Dept. Head must pre-approve</li> <li>• If over \$1,000 Dean or VP must also pre-approve.</li> </ul>	Section 3.1
		Travel under Sponsored Programs	Senior Grants Administrator	Section 6.1
		International Travel	<ul style="list-style-type: none"> <li>• Must register with Drum Cussac</li> <li>• If traveling to Cuba, contact Risk Management</li> </ul>	Section 3.4
Travel Advance for Overnight Travel	Travel Authorization Form	<ul style="list-style-type: none"> <li>• Minimum request \$100</li> <li>• Up to 100% of lodging and 50% of balance.</li> </ul>	Trip Pre-approval with advance request noted	Section 3.1 Section 3.2
Air/Rail Travel	Travel Authorization Form	<ul style="list-style-type: none"> <li>• May submit for reimbursement after purchase vs at conclusion of trip.</li> </ul>	Standard trip approvals	Section 4.4.x
Lodging	Travel Authorization Form	<ul style="list-style-type: none"> <li>• \$325 NYC</li> <li>• \$275 Boston, Chicago, Philadelphia, San Francisco, Washington DC, Orlando, Phoenix, Baltimore, Los Angeles</li> <li>• \$225 All others</li> <li>• See policy for additional information regarding rates</li> </ul>	Standard trip approvals	Section 4.7
Group Travel	Travel Authorization Form		Trip Pre-approval with advance request noted	Section 3.5

Type of Expense	Form(s)	Notes	Required (Pre) Approval(s)	Policy Section(s)
		Temporary University Credit Card may be requested through Purchasing Services	Purchasing Services will obtain required approvals.	Section 3.5
		Advance of meal costs if no University Credit Card is used is 85%	Trip Pre-approval with advance request noted	Section 3.5
Meal Expenses (overnight travel)	Travel Authorization Form	<ul style="list-style-type: none"> <li>• Submit for actual expenses up to \$115 per day –or-</li> <li>• Use Per Diem rate on <a href="#">GSA</a> or <a href="#">State Department</a> site</li> </ul>	Standard trip approvals	Section 4.3.x
Meal Expenses (day travel)	Employee Expense Reimbursement Form	<ul style="list-style-type: none"> <li>• Allowed only if total day exceeds 6 hours and employee is traveling during meal time</li> <li>• Limit \$40</li> </ul>	Standard approvals	Section 4.3.x
Car Rental	Travel Authorization Form	<ul style="list-style-type: none"> <li>• May use direct bill University account with Enterprise –or-</li> <li>• Pay upfront and be reimbursed</li> <li>• Waive insurance for domestic rentals</li> <li>• Must have driver records check and approved by Risk Management</li> </ul>	Standard trip approvals	Section 4.5
Personal Vehicle	Overnight-Travel Authorization Form	Reimburse at standard IRS mileage rate for excess mileage incurred	Standard approvals	Section 4.6
	Day Trip-Employee Expense Reimbursement Form	Reimburse at standard IRS mileage rate for excess mileage incurred	Standard trip approvals	Section 4.6 Section 5.0

It is the employee's responsibility to obtain approval for any exceptions prior to submitting to Accounts Payable for reimbursement.

## **1.0 POLICY & PURPOSE**

While no policy can address every scenario, this document is intended to cover the most common travel-related situations; where unusual circumstances arise, the spirit of this policy, along with good judgment, should prevail.

This policy applies to anyone who incurs travel related expenses paid by Suffolk University regardless of the source of funds, and regardless if paid by University Credit Card or with personal employee funds and submitted for reimbursement. Departments may elect to impose stricter controls over travel expenditures than those required by this policy. Available budget must be considered prior to committing University funds.

The purpose of this policy is to provide guidelines and establish a procedure for those individuals incurring and approving travel and reimbursable expenses on behalf of Suffolk University. This does not apply to the three student self-funded groups: Student Bar Association, Graduate Student Association, and Student Government Association.

The policy also describes how employees are to arrange for travel, and how to submit and be reimbursed for out of pocket expenses that they incur related to University business.

Failure to comply with these guidelines may result in a delay or denial of reimbursement or other appropriate disciplinary sanctions.

## **2.0 GENERAL OVERVIEW**

### **2.1 Traveler Responsibility**

Whenever an employee spends personal funds to participate in University business activities or travel, and the expenditures are allowable and have been pre-approved by the applicable department head and Dean or applicable Vice President, he/she is reimbursed for the expenditures by completing an Expense Reimbursement Request Form for day travel on the Business Office section of the Suffolk University website in the [Travel & Expense Reimbursement](#) section or a Travel Authorization and Expense Report for overnight travel, which may be obtained in the Business Office.

Employees are expected to use good judgment and to request reimbursement only for necessary business-related expenses. Each employee should be conscious of an obligation to spend Suffolk funds prudently. All approvals of employee-generated expenses must be made by the Department Head. If a Department Head is unavailable to approve the expenses, then the next highest-level supervisor or an approved designee must approve the expenses.

Expenses will be paid by the University if they are deemed to be reasonable, appropriately documented, properly authorized and within the guidelines of this policy. Employees who incur business travel expenses should neither gain nor lose personal funds as a result of their travel. The University assumes no obligation to reimburse employees for expenses not in compliance with this policy.

Reimbursement may be made by direct deposit. The University offers direct deposit and strongly recommends that employees use this method of payment. The form may be found on the Business Office section of the Suffolk University website in the [Travel & Expense Reimbursement](#) section. This is NOT the same form as the form used for employee payroll. If you change your banking information, you will need to complete a new form.

## 2.2 Approver Responsibility

It is the responsibility of the approvers to verify:

- Expenses are for an appropriate business purpose and noted as such
- Compliance to this policy and approve only items that adhere with the policy
- Compliance with the terms of agreements related to sponsored program funds
- Proper receipts are included
- Correct Budget Line is charged

Employees cannot approve their own expenses.

The approver plays a critical role in assuring compliance with federal regulations, Suffolk University policies and guidelines, and supporting good stewardship of Suffolk University funds.

## **3.0 PREPARING FOR OVERNIGHT UNIVERSITY TRAVEL**

### 3.1 Preapproval

Prior to making overnight travel arrangements, the traveler must submit a Travel Authorization and Expense Report with the Estimated Costs section of the form completed. The "Indicate Form of Payment" section next to the Estimated Costs section is used in determining if any travel advance is warranted (see section 3.2 Travel Advance). For employees who travel regularly on behalf of the University (e.g. admissions recruiters) a single Travel Authorization form covering multiple trips may be submitted via memorandum detailing the purpose, destination, dates of travel and total estimated trip cost. The memorandum can then be routed for the required preapproval and attached to each related travel form.

All fields in the top of the form, including Purpose of Trip must be completed. See section 4.2 for further information.

The form must be signed by the traveler and approved by the Department Head. If the total amount exceeds \$1,000, the form must also be forwarded to the appropriate Dean or Vice President for final approval. The form is then forwarded to Accounts Payable where it will be reviewed and returned less one copy to the traveler.

### 3.2 Travel Advance

In certain instances an advance may be paid to an employee to assist with out-of-pocket expenses while on business travel. The trip must be two (2) days or more and the maximum cash advance for domestic travel will be 100% of lodging and taxes and 50% of all other approved expenses, with a minimum request amount of \$100. Air and rail may be submitted for reimbursement after purchase rather than waiting for the conclusion of the trip. The advance for foreign travel may be different based upon destination. Any cash advance should be noted when completing the Travel Authorization and Expense Report for preauthorization of the travel (see section 3.1 Preapproval).

When completing the Travel Expense Report after the conclusion of the trip, the related business travel is to be reported in full. The advance is then to be entered (as a deduction) on the appropriate line on the report and deducted from the amount to be reimbursed.

If the advance exceeds the out-of-pocket expenses, the Travel Expense Report and all related documents are still to be completed and approved in accordance with this Policy. The Travel Expense Report, all backup, and a check made payable to Suffolk University (do not send cash) for the remaining amount is then to be routed for approval and forwarded to Accounts Payable within one week of the conclusion of the travel.

### 3.3 University Travel Agency

Travelers may use Carlson Wagonlit Travel ([www.carlsonwagonlit.com](http://www.carlsonwagonlit.com)) which is an online and full service travel agency for all individual business travel arrangements. This is an option and not a requirement.

Travelers should make reservations as soon as travel plans are approved to receive advance purchase discounts.

### **3.4 International Travel**

Suffolk contracts with Drum Cussac to provide employees traveling abroad on University business with travel, medical and security advice and services, including emergency evacuation services. Drum Cussac services are available to University employees during their University sponsored/approved component of travel abroad and a total of seven (7) days outside of that period. Employees traveling abroad on University business are strongly encouraged to register their international travel with Drum Cussac and utilize the Global Risk Manager app throughout their trip. To register your travel with Drum Cussac:

1. Email your travel confirmation to [suffolk@trips.drum-cussac.net](mailto:suffolk@trips.drum-cussac.net). The email must come from the person traveling and must be from a @suffolk.edu or @su.suffolk.edu domain otherwise it will be rejected.
2. If you have made several different bookings, you must send each confirmation independently. Do not attach all the confirmations to a single email.
3. If it is your first registered trip with Drum Cussac, you will receive a "Welcome to Drum Cussac" email containing a 24-hour time-sensitive link to complete your registration. You must click that link to complete your registration. Subsequent trip submissions will generate an acknowledgement email.
4. After completing your registration through the web platform, download the Drum Cussac Global Risk Manager app (instructions provided in the email).
5. Update your phone number in the Settings tab of the Global Risk Manager app.

Make sure you have the Drum Cussac 24-hour emergency support number +1 240 330 1342 saved in your phone. That number is also available through the app.

If traveling to Cuba, additional information is needed. You will need to contact Risk Management for additional requirements as they change frequently.

Travelers may not travel to a country for which the State Department has issued a Level 3 or Level 4 Travel Advisory without prior approval from the Office of Risk Management.

### **3.5 Group Travel**

When a faculty member is traveling with a group of five or more students, he/she may request a temporary University Credit Card through Purchasing Services to be used for the duration of the trip. The card may only be used for charges related to the group trip and must be returned to Purchasing Services within three days of return from trip.

Contact Purchasing Services for further instructions regarding requesting a temporary University Credit Card.

For those trips when the University credit card cannot be used for meals during the trip, a travel advance may be requested for up to 85% of the expected meal cost.

## **4.0 PROCEDURE**

### **4.1 Preparing the Overnight Travel Expense Report**

For reimbursement, expenses are to be reported on the same Travel Authorization and Expense Report form used to obtain the preapproval (see section 3.1 Preapproval).

After completing the Travel Expense Report and attaching all receipts for items paid from personal funds, the employee requesting to be reimbursed will submit the report to the applicable Department Head for approval. The approved Travel Expense Report is then forwarded to the Accounts Payable Department in the Business Office for processing. The Travel Expense Report must be submitted by the employee for approval within one week of the expenditure or return from trip.

Original hotel bills must be included with the Travel Expense Report. The only charges that should be on the hotel invoice should be actual room/lodging charges and related taxes. If other charges are included in error, these must be reported on their correct lines of the Travel Expense Report (example: meals, parking, etc.). The dates, name, and location of the hotel should be reflected on the original hotel receipt.

Employees requesting reimbursement must provide complete descriptions and purpose of trip (see section 4.2 for further information). If paying for expenses for another (such as a meal expense when more than the one person is in attendance) all persons in attendance and their company name must be listed. Avoid using abbreviations when describing the purpose or other references in the report. These notes may be written on the slips, or in the case of smaller receipts, next to the receipt on the paper to which they are attached (see previous paragraph).

If an original receipt in excess of \$25 is lost, a Lost Receipt form, which can be found on the Business Office website under [forms](#), is required to be completed. This form, if needed, is to be separately signed by the traveler AND the Department Head. The signature on the Travel Expense Report alone is not sufficient. The use of Lost Receipt forms should be an exception and the University reserves the right to restrict the repeated use of Lost Receipt forms.

#### **4.1.1 Approval of the Overnight Travel Expense Report**

**Approvers have primary responsibility for ensuring compliance with this policy.** The approver must verify that expenses and Overnight Travel Expense Report meet the following criteria:

- The travel expenses were incurred while conducting University business.
- The information contained in the Overnight Travel Expense Report and in the attached documentation is accurate.
- The expenditure is charged to the proper budget line(s).

The Authorized Approver:

- Should have authorization over the account being charged.
- Cannot be the individual seeking reimbursement.
- Should not be asked to approve the travel expenses for an individual to whom they report.

The approved Overnight Travel Expense Report is then forwarded to the Accounts Payable Department, which reviews it for completeness and approval. It is then entered into the system for reimbursement.

#### **4.2 Expense Purpose**

A valid business purpose must be noted for each receipt. One-word written purposes such as "Mileage", "Meeting", or "Travel" are not acceptable. Examples of acceptable business purposes are as follows:

- "Attending Ellucian User Group Conference"
- "Attending Project Management seminar at the Boston Consortium"

This notation is also required for expenses paid for with a University credit card.



### 4.3 Meal Expenses

The University reimburses employees for reasonable expenses for meals consumed while traveling on University business. For non-sponsored travel the employee has two options: (1) actual meal expense supported by detailed restaurant receipts only (not solely credit card receipts) up to the limits noted below; or (2) per diem rates as set by the [GSA](#) for domestic or the [State Department](#) for international. Either option is acceptable; however only one may be used for the duration of the trip. When travel is to be charged to a sponsored program (those through Office of Research and Sponsored Programs), only the detailed receipt method is acceptable.

In lieu of detailed receipts, the reimbursement may default to the Per Diem method.

Option (1) for overnight trips, expenses for three (3) meals, including beverage and tip, will be reimbursed up to \$115 per day (detail below). A traveler may “pool” these amounts and submit meal expenses on a per-day basis (Accounts Payable will still require a separate receipt for each meal). At conferences where meals are included, that portion of the \$115 must be deducted from that day’s total allowed expense. For example if breakfast and lunch are included, the traveler should spend no more than \$50 for dinner.

• Breakfast (departure from campus or residence before 7 a.m.)	\$25
• Lunch	\$40
• Dinner (return to campus or residence after 7 p.m.)	<u>\$50</u>
	\$115

If the first day of travel begins before 7am, breakfast may be included in that day’s meal total. If the last day of travel ends after 7pm, dinner may be included in that day’s meal total.

Individual day trip meal expenses are not reimbursable unless the total day exceeds six hours and the employee is traveling during a meal time. In those instances the employee may spend up to \$40 for meal expenses. Receipts must be provided as per the guidelines in section 4.3.2.

Additional restrictions may exist relating to meals for sponsored programs. Please consult section 6.1, [Travel Under Sponsored Programs](#), as well as the program documentation. Additional questions relating to program restrictions should be addressed to the Senior Grants Administrator.

These limits also apply to meals paid with a University credit card.

Option (2) For overnight trips, expenses for three (3) meals, including beverage and tip, will be reimbursed using the government posted Per Diem Meal and Incidental (M&IE) rates for all the personal meals for the entire trip. These rates are set by location and may be found on the [GSA](#) website for domestic travel. Use the [State Department](#) site for international travel. These amounts cover all meals and incidental expenses. The “IE” portion is for incidental expenses which includes any and all tips. The rate for the days of travel (first and last day) are at 75% of the daily rate. This is also detailed on the [GSA](#) site.

If an employee chooses the Per Diem method for personal meals, that method must be used for the entire trip. No meal receipts are required for those meals. A printout of the rate (example included in this policy) showing the city and rate must be included with the Travel form.

If there are entertainment meals (meals that include non-Suffolk University attendees), actual expenses must be used for those meals and detailed meal receipts included (see section 4.3.2 for further requirements). The portioned value of that meal as noted separately on the [GSA](#) or [State Department](#) sites must then be deducted from that day’s Per Diem total.

If attending a conference where a meal is provided, the portioned value of that meal as noted on the GSA or State Department site must then be deducted from that day’s Per Diem total.

### 4.3.1 Alcohol

The use of alcohol for business entertainment purposes should be kept to a minimum. Employees who are driving must NOT consume alcohol. Alcohol purchases, in lieu of meals, are not reimbursable. Alcohol during University standard business hours is not allowed or reimbursable.

### 4.3.2 Meal Receipts

The following information must be noted for all business meals when more than just the employee/traveler is in attendance.

- Purpose: Business purpose for the expense and/or the business benefit gained or expected to be gained.
- Relationships: The IRS requires: (1) names of all guests; (2) titles or affiliations of guests/business relationship to the University; and (3) the business purpose. Note: for largely attended events, an approximate number of attendees and general classification will be acceptable. For example “refreshments for approximately 20 attendees at the Political Happy Hour Event”
- When the receipt is only for the traveler, note “self” for clarification.

Detailed meal receipts must be provided. Charge receipts noting only totals or charge card statements are not acceptable substitutes. These requirements also apply to meals paid with a University credit card.

## 4.4 Air Travel

Coach/economy accommodations on commercial airlines must be used for all travel. Upgrades at the expense of the University are not permitted. Upgrades are allowed at the traveler’s personal expense and should be noted as such on the expense report. At certain times, some airlines will require an additional charge to guarantee a seat on the flight. This is reimbursable if clearly noted in supporting documentation. Suffolk does not reimburse travelers for tickets purchased with frequent flyer miles.

The traveler may book business class airfare if the total flying time exceeds seven hours, excluding layover time at connecting airports. Request for other exceptions requires preapproval by department chair or VP/Director.

International Travel - International Travel covers Puerto Rico, Virgin Islands and all destinations outside the United States. Travelers, especially faculty-led trips, should make travel arrangements well in advance, but at the very least three weeks in advance of the departure date, to take advantage of reduced fares that may be available as well as to inquire about rates during off-peak periods.

Additional restrictions may apply when flying for sponsored programs. Please consult section 6.1, Travel Under Sponsored Programs, as well as the program documentation. Additional questions relating to program restrictions should be addressed to the Senior Grants administrator.

### 4.4.1 Personal Travel/Business – Air Fare

All travel charged to the University must have a bona fide business purpose that substantially and directly benefits Suffolk. A Suffolk traveler can be reimbursed for all reasonable travel expenses on trips that are entirely business related. When personal and business travel are combined, the Department Head or Dean must determine if the trip was **primarily** for University business or personal travel. The ultimate issue is whether the primary motivation for the trip was for business or personal reasons; the amount of time spent on business activities compared to the time spent on personal activities is an important factor, but is not necessarily determinative. As a general rule, however, if more days are spent on University business than on non-University business, the trip can be deemed **primarily** for University business. When determining if a trip is related primarily to business or to personal activities, departments must consider the amount of trip time

devoted to personal activities and to business activities, and to whether any personal activities result in additional costs to the University.

If a trip was primarily for business and, while at the business destination, the traveler extended his or her stay for a vacation, made a personal side trip, or had other personal activities, the traveler will be reimbursed only for the business-related travel expenses. These expenses include the travel costs of getting to and from the business destination, lodging expenses incurred while conducting University business, and any business-related expenses at the business destination. Incremental costs that result from combining business and personal activities may not be reimbursed.

If a trip was primarily for personal reasons, such as a vacation, the cost of the trip (including travel to and from the destination, lodging, and other miscellaneous expense) is a non-reimbursable personal expense. However, a Suffolk traveler may be reimbursed for bona fide University business expenses incurred during a personal trip, such as conference fees. Per IRS regulations, the scheduling of incidental business activities during an otherwise personal trip, such as having lunch with a colleague at another University or attending one lecture during a two-week trip taken with family, will not change what is a vacation into a reimbursable business trip. Travelers and approvers are expected to exercise fiscal responsibility and good judgment; your knowledge of the particular circumstances will inform your determination.

#### **4.4.2 Change Fee**

Excess charges or change fees incurred when the traveler chooses to change flights for personal reasons other than inclement/adverse weather or business necessity are considered a personal expense and are not reimbursable. In order to be considered for reimbursement, the traveler should note the amount and the reason for the change fee on his or her Travel Expense Report.

#### **4.4.3 Excess Baggage Fees**

Employees will be reimbursed for excess baggage charges, only in the following circumstances:

- When traveling with heavy or bulky materials or equipment necessary for business.
- When charged for the first checked bag by the airline as part of the travel cost. This must be clearly noted in supporting documentation.

#### **4.4.4 Lost Luggage**

The airlines are responsible for compensating the owners of lost luggage and travelers should claim reimbursement from the carrier. The University will generally not reimburse travelers for personal items lost while traveling on business. If a University computer or cell phone is lost or stolen, refer to the [Suffolk University Information Security Policy Manual](#).

#### **4.4.5 Other Airline Charges**

The following charges are not reimbursable:

- Airline Club Memberships
- Headphones or charges to rent headphones
- Pillows
- Blankets
- Frequent Flyer Miles redeemed
- Frequent Flyer Miles program fees

## 4.5 Car Rental

The use of a personal vehicle or rental vehicle on University business is normally limited to those occasions where the use of public transportation is not available or impractical, and it has been determined that a car is the most economical/efficient alternative. Employees traveling to the same location should seek carpooling opportunities whenever possible.

Only employees of the University that have had their driver records checked and approved by Risk Management are authorized to rent and operate vehicles under the University's name. Drivers must contact Risk Management no less than one week prior to their trip to begin this process. Driver record checks are valid for a period of one year. It is the employee's responsibility to resubmit an authorization annually to the Risk Management office in order to be authorized to rent vehicles under the University's name. The form may be found on the [Risk Management web site](#).

The University has a direct billing account with Enterprise Rent-A-Car. Travelers may make reservations online using the Enterprise portal (EHI Direct). To request a log-in ID to the portal, contact Purchasing Services. A valid budget number must be provided during the reservation process.

Due to the nature of the industry, Enterprise may not always be the lowest-priced vendor. Travelers are encouraged to select the most cost-efficient rental car company that meets their needs.

When renting a vehicle, the insurance should be waived to avoid the unnecessary cost. The University has automobile liability insurance in place that covers approved rental vehicles. When signing a contract for a rental vehicle for University business, faculty/staff should sign as follows: Name of Traveler, Title, and Suffolk University. When renting cars in a foreign country, travelers should accept all insurance coverage, including insurance for liability and physical damage.

At the time of rental, the car should be inspected and any damage found should be noted on the rental agreement before the vehicle is accepted.

The designated standard University vehicle types to choose from are the compact or mid-size for one or two occupants or a full-size classification for three or more travelers. When selecting the University standard, however, the number of employees traveling, weather conditions, location, etc. will be taken into consideration should the employee decline to rent a University standard vehicle.

In case of an accident while driving a rental car, obtain the required information (if another driver is involved be sure to obtain their insurance and driver's license information as well as relevant details of the accident; take photographs when possible). Report the incident to the local police and Suffolk University's Risk Manager as soon as possible.

Employees assume the responsibility of all parking and traffic fines when using a car rental for business purposes.

## 4.6 Personal Vehicle

When an employee drives from home to a location other than their work, only excess mileage incurred by the employee will be reimbursed (the mileage above what the employee's normal commute would have been). If the alternative location is closer to the employee's home than their regular place or work, there will be no reimbursement. If the employee's normal commute to their work is by public transportation consider the normal commute miles to be zero.

The University is not responsible for the insurance deductible of a personal vehicle if the employee has an accident or other insurance loss when using his or her personal vehicle on University business. The University does not reimburse for personal belongings that are lost or stolen while the associate is traveling on University

business. If a University computer or cell phone is lost or stolen, refer to the [Suffolk University Information Security Policy Manual](#).

Employees assume the responsibility of all parking and traffic fines when using University or personal vehicles for business.

The standard mileage rate for reimbursement used by the University is in accordance with the approved allowable rate set each year per the Federal Tax Authorities. The rate typically changes once a year on January 1<sup>st</sup>. The rate will be published on the [Business Office](#) web-site at the beginning of the year and on any occasion the IRS may change the rate.

The standard mileage rate covers all vehicle expenses; therefore the following is not allowed for reimbursement:

- Gas
- Maintenance
- Repairs

The cost of tolls and parking will be reimbursed with receipt.

#### **4.7 Lodging/Hotel Arrangements**

Travelers are entitled to stay in a single room with a private bath. Upgrades to suites or executive floor rooms are permissible ONLY if there is no additional cost to the University and must be explained on the employee's Travel Expense Report.

When traveling to a conference, every effort should be made to secure economical as well as comfortable accommodations. A traveler may stay at a hotel hosting the conference even if the rate is not the most economical available when it is the most convenient and/or offers a "discount" rate. This reason must be noted on the Travel Authorization form. Additional costs are offset by eliminating the need for a car rental.

Hotel (domestic) Spending Average Maximum per Day (not including taxes):

- \$225.00 Most U.S. Cities
- \$275.00 Boston, Chicago, Philadelphia, San Francisco, Washington, DC, Orlando, Phoenix, Baltimore, Los Angeles
- \$325.00 New York City

Lodging costs beyond these levels require the prior authorization of a Vice President or Dean, and require detailed justification with clear documentation of efforts to secure lower-cost accommodations. This also applies to lodging paid with University credit card.

Please note that hotel cancellations must be made in compliance with individual hotel policy in order to avoid "no-show" charges. A cancellation reference number must be obtained from the hotel. Lodging requiring weekend stay for business reasons will be reimbursed, with prior manager approval and documentation on the employee's Travel Expense Report.

#### **4.8 Telephone Expenses**

Cell phones should be utilized for business when possible to avoid the higher hotel land-line phone usage cost.

## **4.9 Incidental Expenses**

Miscellaneous expenses that are normal and reasonable, such as non-alcoholic beverages purchased beyond the security checkpoint at the airport are reimbursable.

### **4.9.1 Laundry**

For travel assignments exceeding five days, laundry charges and valet charges are reimbursable, where necessary.

### **4.9.2 Tips**

Normal tipping for meals, taxi gratuities, and baggage handling is permissible. Unusual tipping is to be avoided. Meal tips are to be included with meal expenses. Meal tips should be based on local acceptable practice, but should not exceed 20%. When traveling under a federally sponsored program, only tips on meals are allowed to be claimed. Other tips are to be charged to the department's budget.

### **4.9.3 Internet Fees**

High Speed Access at your hotel will be reimbursed. This should be listed separately on the Travel Expense Report.

## **5.0 DAILY TRAVEL**

Travel that does not require an overnight stay is not subject to pre-approval. However, all other requirements must be followed. Requests for reimbursement for daily travel expenses can be submitted using the **Expense Reimbursement Request Form**.

## **6.0 POLICY EXCEPTIONS**

Exceptions to this policy may be approved by the Chairperson of the Board of Trustees for the President or by the President for all other employees, or as set forth in contractual arrangements approved by the Board of Trustees. It is the responsibility of the employee seeking reimbursement to obtain all approvals for exceptions prior to submitting to Accounts Payable for reimbursement.

### **6.1 Travel Under Sponsored Programs**

Any travel charged to the following funds (first two digits of the budget number) must also be approved by the Office of Research and Sponsored Programs:

- 15 Sponsored Programs

Any travel charged to the following funds (first two digits of the budget number) must also be approved by the Manager of Accounts Payable or Controller:

- 22 Non Endowed – for funds availability only
- 23 Endowed Funds – for funds availability only
- 24 True Temp Restricted – for funds availability only

When the allowed travel parameters for a sponsored trip is more restrictive than the University policy, any expenditure outside of the items allowed by the fund (sponsored program) must be charged to the department.

**Restrictions:** In addition to meeting all other policy requirements, travel costs charged to sponsored programs are subject to specific limitations and restrictions set by the sponsor. Travelers on University business trips that are funded directly or indirectly by a federal grant or contract should contact the Senior Grants Administrator with any questions.

**Open Skies Agreements:** Federally funded travelers are generally required by the “Fly America Act” to use U.S. flag air carriers for travel. An exception to this requirement is transportation provided under a unilateral or multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties and which the Department of Transportation has determined meets the requirements of the Fly America Act.

Travelers need to be aware that there are limitations to the use of non-US carriers under an Open Skies agreement.

**Fly America Act:** Before making any arrangements for travel funded by a grant or contract, departments should consult the terms and conditions of the specific award and the approved budget and review the requirements of the [Fly America Act](#).

For international air travel, federal requirements state that American carriers must be used when a traveler is flying between the United States and another country or between other countries (the Fly America Act). This requirement shall not be influenced by cost, convenience or personal travel.

**Advance Approval Required:** Grants from some federal agencies and most federal contracts require that all international travel, even if included in the award, be approved 45 to 90 days in advance by the sponsor's administrative officer. Travelers should consult with the Senior Grants Administrator for details.

**Alcohol Expenses:** Expenses for alcoholic beverages cannot be charged to a federal grant or contract. They must be coded as an unallowable expense and charged to the department's travel budget. See section 4.3.1 for further information.

**Additional restrictions:** Additional restrictions not specifically covered by this policy may apply. Questions should be addressed to the Manager of Accounts Payable.

## **7.0 NON REIMBURSABLE EXPENSES**

The following items are examples of expenses that are not reimbursable by the University. This is not an exhaustive list, but merely a representation to be used as guidance for those items not covered in the policy.

Dependent Expenses	Child care, sitter fees, or other related expenses
Personal Items	Clothes (and clothing repair), toiletries, haircuts, manicures, hotel fitness facilities, saunas, shoe shines, reading materials, hotel mini-bar or other personal entertainment items (including in-flight and hotel movies), etc.
Penalties	For legal violations (for example, traffic or parking fines)
Travel Insurance	Travel accident insurance, travel life insurance, or rental car coverage (such as Liability Insurance Supplement, Loss Damage Waiver, and Personal Accident Insurance) except where required by law or non-U.S. business practice. Contact Risk Management if there are questions or assistance is required.
Spouse/Significant Other	The University does not reimburse travel expenses incurred by a spouse or significant other. Any employee who travels with a spouse or significant other is expected to pay for all incremental costs associated with the spouse or significant other's travel including transportation costs; additional lodging expenses, if any; meal expenses; and registration fees.
Miscellaneous Expenditures	Trip expenses incurred by the employee that include charges for days not required for University business should not be included on the Travel Expense Report. The Travel Expense Report is only to include business related expenses.

Personal Credit Card Annual Fees	
Luggage and Briefcases	

## **8.0 ADDITIONAL POLICY CONSIDERATIONS**

All Suffolk University employees must have all reimbursement requests approved by a University official who does not report to the employee. For the President, that approval is provided by the Chair of the Board of Trustees or, in the Chair's absence, by the Vice Chair or the Chair of the Finance Committee. For Senior Vice Presidents, that approval is provided by the President. For Vice Presidents and Deans, approval is provided by the Senior Vice President to whom they report.

The President, Senior Vice Presidents, Vice Presidents and Deans are required to approve all overnight travel for University employees who report to them. The President, Senior Vice Presidents, Vice Presidents and Deans are not required to seek pre-approval for their University-related domestic travel and entertainment. **For Risk Management purposes, a pre-trip Travel Authorization form must be completed for foreign travel and routed to the Business Office.**





TRAVEL AUTHORIZATION AND EXPENSE REPORT

Full Name of Traveler: \_\_\_\_\_ Department: \_\_\_\_\_ Phone #: \_\_\_\_\_

Traveler Email: \_\_\_\_\_

Home Address: \_\_\_\_\_ Destination: \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Departure & Return Dates: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Coverage during your absences: \_\_\_\_\_

PLEASE ATTACH ANY PURCHASE ORDER ASSOCIATED WITH TRIP.	ESTIMATED COSTS (To be completed before the trip)	INDICATE FORM OF PAYMENT (University Purchase Order, University Charge Card or Personal Funds)	ACTUAL COSTS IN US CURRENCY (To be completed after the trip)	INDICATE HOW EACH ITEM WAS PAID FOR (Attach all original receipts including hotel bill & airline ticket)
Airfare, Train, etc...				
*Hotel				
*Meals				
Registration Fee				
Mileage				
Other (please explain)				

SAMPLE

EST. TOTAL TRIP COST \_\_\_\_\_ ACTUAL TOTAL TRIP COST \_\_\_\_\_

TOTAL Less P.O. or Corporate Card \_\_\_\_\_ Total of cash advance, PO, and/or corporate credit card charges. \_\_\_\_\_

Advance Requested \_\_\_\_\_ Amount Due Traveler \_\_\_\_\_  
No advance will be issued if left blank.

Advance Authorized \_\_\_\_\_ Amount Due University \_\_\_\_\_  
(Maximum advance authorization will be 50% personal funds) Note: Please make check payable to "Suffolk University"

Budget Line \_\_\_\_\_

ADVANCE APPROVED BY: (signature/date) \_\_\_\_\_ FINAL COSTS APPROVED BY: (signature/date) \_\_\_\_\_

Traveler \_\_\_\_\_ Date \_\_\_\_\_ Traveler \_\_\_\_\_ Date \_\_\_\_\_

Dept. Head \_\_\_\_\_ Date \_\_\_\_\_ Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

Dean/VP \_\_\_\_\_ Date \_\_\_\_\_ Dean's Office \_\_\_\_\_ Date \_\_\_\_\_

Vice President - Treasurer \_\_\_\_\_ Date \_\_\_\_\_

This form will not be processed without supplying the correct information. Instructions for filling out this form are printed on the reverse side. \* See reverse side of this form to obtain cost estimates for hotel and meals.

- Please mail to above address
- Hold for pickup

Forward entire form to Business Office. Green copy will be returned to traveler and should be resubmitted with actual expenses within 10 days of taking trip.



## LOST EXPENSE RECEIPT

EMPLOYEE NAME:

WEEK ENDING DATE OF EXPENSE REPORT:

NAME OF ESTABLISHMENT OR PAYEE:

AMOUNT (greater than \$25):

NATURE OF EXPENSE (i.e. taxi, dinner):

*(meal receipts require attendees names, purpose of dinner meeting etc.; same requirements as noted in travel policy)*

I am requesting reimbursement for the above listed expense(s) in accordance with the Suffolk University Travel Policy. I have lost the receipt(s) and I certify that these out of pocket costs have been incurred by me in the performance of my official duties with Suffolk University.

Employee signature:

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Manager signature:

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NOTE: This completed signed form must be attached to a completed Travel and Expense report to receive reimbursement.



**DIRECT DEPOSIT FORM FOR EXPENSE AND TRAVEL REIMBURSEMENT ONLY**  
**(Note: This is not for payroll)**

*Complete the section under "To Be Completed by the Employee", sign and date in the proper space at the bottom and hand deliver to Accounts Payable in the Business Office. DO NOT interoffice this form. If the Business Office is closed, you may use the locked afterhours Payroll Box just outside the Business Office.*

**TO BE COMPLETED BY THE EMPLOYEE:**

EMPLOYEE NAME:

EMPLOYEE ID#:

BANK ROUTING #:

BANK ACCOUNT #:

(Check one)

Checking:

SAVINGS:

If checking include a copy of a check with void written on it.

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I hereby authorize Suffolk University to deposit any amounts owed to me into my account at the financial institution indicated on this form. Further, I authorize my bank to accept and to credit any amounts indicated by Suffolk University to my accounts. This authorization is to remain in effect until the University and my bank have received written notice from me of its termination.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**TO BE COMPLETED BY ACCOUNTS PAYABLE:**

Employee Name:

Employee ID#:

E-CHECK PAY:

E-CHECK ADVICE:

EFFECTIVE DATE:

**Accounts Payable:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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EXAMPLE  
Per Diem print out

## FY 2016 Per Diem Rates for Boston / Cambridge Massachusetts

(October 2015 - September 2016)

Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NAACO) website (a non-Federal website).

### The following rates apply for Boston / Cambridge Massachusetts

Primary Destination (1, 2)	County (3, 4)	Max Lodging by Month (excluding taxes)												M&IE (5)
		2015						2016						
Boston / Cambridge	Suffolk, city of Cambridge	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	\$33
		\$275	\$186	\$196	\$198	\$198	\$199	\$247	\$247	\$247	\$233	\$233	\$275	

### Footnotes

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within the boundaries.
3. Per diem localities with county definitions shall include all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately).
4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Meals and incidental expenses, see Breakdown of M&IE Expenses for important information on firm and last days of travel.