



SUFFOLK
UNIVERSITY
BOSTON

Travel & Expense Reimbursement Policy Update



Agenda

- Recent Changes to Reimbursement Policies
- Common Reimbursement Questions
- Two New Additional Reimbursement Policies
- Communication of Changes to Reimbursement Policies
- Where to Find the Policies
- Questions





Recent Changes

- 2 different policies
 1. Travel
 2. Purchases & Local expenses
- Quick Reference guide for both policies
- HR policies for Team Recognition and Welcomes & Farewells



Reimbursement Policies

- Travel Policy
- Airline
- Hotel
- Meal options and limits
- Group Travel
- Travel Advance
- Local Travel & Expense
- Local meals
- Purchases
- Gift Cards
- Team Recognition
- Welcomes & Farewells





Common Reimbursement Questions

- Lost *detailed* meal receipt
 - Contact the restaurant
- Meals for day trip with no overnight
 - See policy, limit based on # of hours and time of day
- Per Diem meals during travel
 - 75% first and last day regardless of time of day
 - Reduce by meals provided at conference, etc.





Common Reimbursement Questions

- What is a Business Reason?
 - Something short explaining why the item or service is a University expense. It should be understood by someone NOT close to the process.
- Can I pay for an airline ticket or conference registration now and be reimbursed before the trip? Of course!





Not Reimbursable

- Services (submit purchase request)
- Flowers (see HR or Dean of Students)
- Anything IT related (requires ITS preapproval)
- Local restaurants w/ only Suffolk in attendance (exception is Team Recognition-*NEW POLICY*)





Team Recognition Policy

- Social
- Casual
- Collaborative atmosphere
- Celebrate group achievements
- Not to be used for: holiday party, personal occasions, gifts or if covered by other policies





Welcomes and Farewells

- Welcomes
 - Simple welcome reception with department
 - Work with your HR partner to organize
- Farewells
 - Budget bases on years of service
 - Work with your HR partner to organize
 - Funded through HR, no other University funds may be used





Notice of Changes

- Notice of Policy Changes are posted in the Inside Suffolk.
- Changes to forms if major will be posted in the Inside Suffolk. Minor ones will not.
- Use of FAD Managers Forum venue to review and expand on recent policy changes.



Where to Find the Policies

- Suffolk.edu
- Quick Links The icon for Quick Links is a dark blue square with a white hamburger menu icon (three horizontal lines) and the text "QUICK LINKS" in white capital letters below it.
- A-Z The icon for the A-Z Directory is a dark blue square with the text "A-Z" in large white letters and "A-Z Directory" in smaller white letters below it.
- Accounts Payable (same page as Business Office)
- Human Resources (for Team Recognition and Welcomes & Farewells)



Business Office

RAM Print & Copy Center

Approval of Purchase Orders
and Invoices

Purchase Orders

Check Requests

Gift Cards

Honorarium Payment
Request

Requests for Wire Transfer
Payments

Petty Cash Reimbursement

Travel & Expense
Reimbursement



Human Resources

Job Opportunities

Faculty & Staff Recognition
Awards

Policy Against Discrimination
and Harassment

Phased Retirement

Team Fund Policies

Welcomes and Farewells



