



Policy: Travel Expenses & Reimbursement
Effective July 11, 2013
Updated June 18, 2014

General Information

Expenditure of University funds for travel is supported by the Board of Regents and is intended to help the University achieve its mission and vision. Each person responsible for making travel expenditure decisions should always determine whether the intended expense supports the University's mission and vision. The following policies apply to employees of the University, Board members seeking travel reimbursement from the University and others traveling at university expense.

The traveler should never submit travel expenses that cover a travel period greater than the reasonable time required traveling to the destination, performing the work related activity and traveling home. Reasonable travel time around the work related activity should be no greater than an additional two days, one day to travel to the destination and one day to travel home.

For employees, ALL online travel arrangements (air fare, hotels, car rentals, etc.) must be made using their Concordia University network email address.

Airfares and Airlines Fees

University approved air travel with scheduled flight times, including stopovers and change of planes of 12 hours or less, must be at the most reasonable and economical rate. All travelers should use the least expensive airfare including non-refundable and penalty fares, based on a two-hour window on either side of their preferred departure and arrival time. Air carrier selection cannot be based upon the traveler's frequent flyer affiliation. The lowest cost airfare should take precedence.

Availability of lower airfares is greater when one makes their reservations well in advance; though the optimum advanced booking time will vary for each destination, the best practice is to reserve as far ahead as feasible when travel plans become firm.

Please use e-tickets when available. Most airlines impose a fee for paper tickets and their related shipping costs.

Reasonable and actual add-on airline fees, within the fare class for which the traveler is authorized, are reimbursable. Such add-on airline fees include, but are not limited to, checked baggage fees and advance seat selection fees. Add-on airline fees should be paid by the traveler and submitted for reimbursement with an original detailed receipt.

If part of the business trip is leisure and requires extra bags (e.g., golf clubs), the cost is personal.

When travel plans must be changed due to unforeseen circumstances, the traveler is responsible for notifying the airline or travel agency that booked the ticket. Request a refund (when a refundable ticket was issued) or apply the unused ticket to the next business trip. Penalties for changes to an airline ticket for business reasons or circumstances beyond the traveler's control will be reimbursed.

The University does not pay dues for memberships in airline clubs.

Frequent Flyer Programs and Upgrades

The University allows travelers to accrue their own frequent flier mileage for trips taken on University business. The University does not reimburse travelers for tickets purchased with frequent flyer miles.

Travelers may use their airline miles to upgrade as long as the airfare purchased is the lowest available economy class airfare. Travelers purchasing a more expensive airfare to obtain the upgrade must pay the difference between the lowest fare available and the fare purchased. The source of the upgrade must be noted on the expense report.

Mileage Reimbursement

A traveler may request mileage reimbursement when the traveler is using a personal vehicle for University business. The mileage reimbursement rate will be the standard mileage reimbursement rate as published by the Internal Revenue Service.

To qualify for reimbursement, the employee must document the following:

Date of Travel
Beginning Location
Ending Location
Purpose of Travel

The beginning and ending location and mileage amounts must be supported by a MapQuest/Google Maps directions print out.

Daily travel to and from home, even if the employee is called in to work on a non-scheduled work day, is not eligible for the mileage reimbursement.

Incidental travel within the metro area (normally within 15 miles of campus) should not be submitted for reimbursement unless local travel is mandated as part of the employee's job description.

In cases of more extended travel, the mileage reimbursement amount will be reduced by the daily commute mileage from the employee's home to campus. Similarly, the mileage reimbursement amount should never be greater than the cost of a coach class airfare to the same location. If these instances occur, the actual reimbursement amount will be the lesser of the two modes of transportation.

Parking fees associated with business related travel will be reimbursed at the rate incurred during the business travel period.

Lodging

The University policy is to reimburse reasonable costs for lodging expenses. Hotels of moderate and reasonable comfort should be sought, rather than deluxe or luxury hotels. Each traveler should use their best judgment in selecting a location and hotel, recognizing that their health and safety are of paramount importance.

The Federal Per Diem rate authorized for lodging at a location should be used as a benchmark or guideline for what constitutes reasonable costs. Travelers will be reimbursed for the actual cost of their lodging costs plus taxes. A receipt must be obtained and submitted with the Expense Form in order to be reimbursed for lodging expenses.

Meals

Reasonable guidelines for meal expenses while travelling are \$10.00-15.00 for breakfast, \$15.00-\$18.00 for lunch, and \$25.00-\$40.00 for dinner. The University will reimburse only one breakfast, one lunch, and one dinner per day.

Acceptable documentation submission to Accounts Payable must include both a summary receipt and a detailed receipt, showing the name of the payee, date, and detail of items purchased. A summary receipt or credit card charge slip only is not sufficient documentation of such expenses. If a detailed receipt is not available, please note this on the receipt prior to submission to Accounts Payable.

Documentation from the vendor to substantiate the expenditure for a meal must include: names of attendees, cost, date, place, and business purpose. Detailed and summary receipts are required regardless of amount for local meals and entertainment.

Per Diem

Information relating to federally established per diem rates for lodging and meal expenses can be found at the following link. This information is intended to provide guidance with regard to the level of reasonable travel expenditures.

<http://www.gsa.gov/>

Spousal or Other Dependent Expenses

Incremental cost of travel, lodging, meals, or other travel expenses for spouses or other dependents will not be reimbursed. Although spousal travel is not generally allowed, exceptions are made when the University requires the spouse to attend an event as a condition of one's work assignment. These should be infrequent. IRS regulations outline the requirements for reimbursements for spousal travel and failure to meet this test can result in the determination of additional taxable income to the employee.

Car Rental

Employees may rent economy-class vehicles (i.e., less than or equal to mid-size). When three or more travelers share a vehicle, rental of a full-size sedan is authorized. When renting a car in the U.S., the collision damage coverage should be waived since University insurance provides specific coverage for rented vehicles. Expenses incurred for a collision damage waiver will not be reimbursed.

Ticketed moving violations or parking violations incurred while renting a car are the responsibility of the employee and will not be reimbursed.

If an employee uses a rental car for personal use and, as a consequence, additional costs are incurred (e.g., fuel, mileage charge, etc.), these costs are the responsibility of the employee.

If a rental car accident occurs, travelers must submit a written accident report to the rental company keeping a copy for University records, contacting local authorities as required. Contact either the Controller or the CFO to report the accident if there are extenuating circumstances or injuries.

Advances

In extremely rare instances, the University will provide a traveler a cash advance for travel. In these cases the traveler assumes responsibility for the full accounting of the cash advance. Should the traveler fail to properly and fully account for the cash advance within 60 days from the completion of their travel, the University will recover the outstanding advance amount through payroll deduction.

Processing Travel Expenses

As a general rule, employees should submit their travel expense reimbursement vouchers immediately upon their return, but no later than 30 days from their last day of travel. Travel vouchers that are delinquent in submission may not receive reimbursement.

Please do not use *highlighters on receipts*. Most stores use a heat sensitive paper. A highlighter is "cold" and will effectively erase the important information that you have highlighted. Along the same lines, please be mindful of leaving said receipts in any extreme temperature as heat will darken the receipt.

To facilitate the scanning and digitizing of documents, all receipts should be submitted taped to 8.5 x 11 white paper.

Business Travel Injuries

Any injury incurred by a University employee during business travel must be reported immediately to the employee's supervisor and the Human Resources Department. In the event of an emergency, the injured employee should first obtain medical assistance and then notify his or her supervisor and the Human Resources Department as soon as possible. The Human Resources Department will document the situation and immediately notify the University's worker's compensation representative.