



# Travel and Entertainment Expense Reimbursement Policy

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### 01. Scope:

This policy applies to all individuals (faculty, staff, students, volunteers) traveling on behalf of the University. All travel and entertainment (T&E) expenses incurred on behalf of the University are subject to the approval of the department head/chair and the divisional Dean or Vice President. For those individuals or departments reporting directly to the President, the President must approve.

### 02. Purpose:

The purpose of this policy is to establish and communicate equitable standards and effective procedures for controlling travel costs, and to ensure consistent and fair treatment of all individuals traveling on University business. This policy provides guidance to travelers on cost effective management of T&E expenses, in identifying reimbursable versus non-reimbursable expenses, and in clarifying responsibility for controlling and reporting T&E expenses.

### 03. Responsibility:

Each traveler, supervisor, and divisional Dean or Vice President/President is responsible for ensuring that T&E expenditures are necessary to accomplish the University's goals and are properly controlled and

documented. Enforcement of these policies is the combined responsibility of the divisional Dean or Vice President/President and the Controller.

#### **04. Policy:**

##### **a) Reporting:**

A travel expense report should be submitted to the Controller's Office within two weeks of the completion of the trip and must have the written approval of the department head/chair authorizing the trip or the divisional Dean, Vice President/President. No one is authorized to approve his/her own expense report. The report should be filled in completely with all pertinent dates, times, and locations. The business nature of the trip should be clearly indicated. Employees completing a travel expense form, or a check request form for expense reimbursement, need to include their current mailing address to assist us in properly identifying your system record. An employee's signature on the report signifies that all expenditures listed are true and accurate, and are supported by required receipts and documentation (See paragraph on Documentation). An approval signature certifies that a review has been made by the appropriate superior and that the expenditures are in compliance with University policies.

Employees are reimbursed by ACH and need to set up banking information in Naznet Self-Service for Accounts Payable. The instructions can be found on the Accounts Payable website's Reimbursement section

All expense reports should be submitted electronically to [accountspayable@naz.edu](mailto:accountspayable@naz.edu) along with scanned receipts and/or supporting documents. The name, the date of the travel expense report, and the total amount of the reimbursement should all be included in the subject line of the email. Please submit all requests in a single PDF document containing the travel expenditure report and supporting documentation.

##### **b) Documentation:**

Necessary and reasonable expenses are allowable when properly described and documented with receipts. Original receipts are required for reimbursement. If the original receipt is not available, please provide a missing receipt form with the signature of your budget authority. This form can be found under the Reimbursement section through the link <https://www2.naz.edu/accounts-payable/purchasing-and-paying/>. The following documents are required to substantiate an expense:

- Air/Train: Original ticket coupon or receipt showing proof of payment (travel agency invoices, boarding passes, or itineraries are not acceptable)
- Hotel: Original itemized bill
- Car Rental: Original rental agreement including proof of payment
- Meals/Entertainment: Original itemized receipt (when meals are charged to a credit card, submit both the credit card and the itemized receipt)
- Other: Original itemized receipt

If an expense report is not properly completed, it will be returned to the employee by the Accounts Payable Department for proper documentation and/or completion before reimbursement is made. Unsubstantiated business expenses are subject to income tax by IRS regulation. Failure to comply with documentation requirements may result in income tax liability and the suspension of travel privileges or in disciplinary action including termination.

**c) Travel Advances:**

A cash advance may be obtained no sooner than three weeks before the first day of the trip by completing a check request approved by the department head/chair authorizing the trip. The maximum cash advance is \$5,000 unless prior approval is received from the Controller. No one may approve his/her own cash advance. The cash advance request should be submitted to Accounts Payable at least 10 days prior to the expected payment (Tuesday for the following Thursday). Account or accounts trip will be charged to should be included with the advance request. The cash advance request should include an approximate breakdown of estimated expenses (- i.e. \$600 hotel, \$200 meals, \$20 incidentals, etc.)

Cash advances are held in a travel advance receivable account until the trip is completed and an approved travel expense report is processed. At that time, the appropriate expense budget is charged for the entire cost of the trip. The receipts from the trip and travel expense form should be provided to Accounts Payable no later than 2 weeks from the last day of the trip. Travel reimbursement requirements apply to all travel advances.

A noncash travel advance paid directly by the University to a third party is accounted for in a similar fashion. Examples include airline tickets, conference registration fees, hotel deposits, etc. paid directly to a vendor. Please submit these bills for payment as you would any other invoice. Subsequent advances will not be processed if a current advance is outstanding for a completed trip. Outstanding cash advances for trips completed as of December 31 but not reported are subject to income tax liability by IRS regulation. The University is required to report this liability annually on the W-2. Individuals traveling on Nazareth business, who are not Nazareth employees, are not eligible to receive a travel advance. Failing to adhere to travel advance policy may result in loss of travel advance privilege.

**d) Corporate Charge Cards:**

Charge cards are issued to employees on a limited basis and only after approval by the Vice President for Finance. The employee is responsible for documenting all purchases made with the charge card each month upon receipt of the monthly request for completion of the Explanation Sheet from the Controller's Office. Documentation and reporting requirements are as noted in paragraphs IV (a) and (b) in this document. Sign and date the Explanation Sheet and submit all supporting documentation with original receipts to your divisional Vice President for approval. Return the approved Explanation Sheet with supporting documentation to the Controller's Office within two weeks of the statement date. Unsubstantiated business expenses are subject to income tax by IRS regulation. Failure to comply with documentation requirements or misuse of the corporate card may result in the suspension of card privileges or disciplinary action including termination.

**e) Air Travel:**

Employees should make every effort to find and purchase the lowest fare when possible. The University requires the traveler to obtain the least expensive coach class or promotional fares available. The University will reimburse charges related to baggage or seat assignment. Charges for optional air travel upgrades such as early boarding, first-class, inflight movies, etc are not reimbursable. Flight reservations should be made at least 21 days in advance whenever possible in order to ensure the best pricing. The University will reimburse for true out-of-pocket cost only, not for employee use of "miles" or other promotional programs. If unable to travel, the

employee should make every effort to receive a refund from the airline. Please save all refund documentation. No employee shall use a personally owned or personally leased aircraft on behalf of or on University business.

**f) Lodging:**

The University will reimburse for the actual reasonable expense of lodgings like standard or single room rate. When booking a room, educational or corporate discounts are often available and should be explored. Tax exemptions are available at New York hotels, and may also be honored in Pennsylvania, New Jersey, and Florida, at the hotel's discretion. Please be sure to mention the University's tax exemption in these states. If the room is billed and canceled, the University will not reimburse for room or cancellation charges if not made in a timely manner. The University will not reimburse any charges above standard room cost (in-room bar, movies, etc.)

**g) Other Forms of Travel:**

Business-related off-site travel will be reimbursed at a standard rate above normal commute. Personal vehicle miles will be reimbursed for legitimate business travel only. An employee wishing to use his/her own vehicle for University travel (non-local) must have the approval of the department head. The cost of non-local auto travel should not exceed the cost of the least expensive airfare.

When traveling more than 200 miles in a personal vehicle, please provide a cost comparison to indicate that the personal vehicle is the most cost-effective option. If two or more employees ride together, the per-mile allowance is payable only to the car owner. The per-mile allowance covers gas and all wear and tear including insurance. The owner of the car is responsible for the safety of the passengers as well as for physical damage to the vehicle. The University's insurance is secondary to that of the owner. Check with your insurance company before using your car for business purposes.

The mileage reimbursement rate for privately owned vehicles used for University business is in accordance with current IRS standards. Total automobile reimbursement is mileage reimbursed at the current IRS rate plus parking and tolls. When claiming for mileage reimbursement, employees cannot be reimbursed for gasoline. A copy of MapQuest or Google maps showing the number of miles for the trip should be submitted with the reimbursement request.

Most practical and economic modes of transport to and from the airport should be used (shuttle, train, Uber, etc.). Local auto travel reimbursements can be approved by the department head/chair for any individual under them. Dean or Vice President/President approval is required of the department head/chair.

**h) Auto Rental:**

An employee may rent a car if deemed necessary by the Dean, Vice President, or President. Rental cars should be for Nazareth business only, not for personal use. Nazareth employees should select a car suitable to their needs, general economy, or compact class. Liability and collision insurance are not needed for travel in the U.S. and Canada as the University's insurance covers rental vehicles and all deductibles. Insurance may be purchased for international travel or in Puerto Rico.

The University has a charge account with Enterprise Rent-a-Car/EAN at all locations in Rochester. Enterprise does not drop off cars. They will pick up employees and take them to the Enterprise location. Contact the East Rochester location at 585-264-9990. Be sure to identify yourself as a Nazareth University employee when setting up your reservation. EAN billing and account number provided to all department assistants but not published online and is for Nazareth employees only. Each Enterprise store in the Rochester area has our NYS Tax Exempt form. The employee should mention that the University is tax-exempt when setting up the reservation and verify the rental agreement is tax-exempt. Enterprise rental agreement does not include additional charges (satellite radio, GPS). The car should be returned with the same amount of gas as when it was picked up to avoid additional charges. Rental cars are not eligible for mileage reimbursement. Gas will be reimbursed by the University.

If you need an out-of-state auto rental, contact the East Rochester location and inquire if they can assist with the out-of-state reservation. The University has discount programs (but not billing programs) with Avis, Hertz, and Alamo. You must use your own personal credit card when making a reservation with these vendors and request reimbursement if you rent from any other auto rental company other than Enterprise Rent-A-Car.

**i) Meal Expenses:**

All personal meals while traveling on University business are reimbursable. If an employee is attending a conference and meals are provided, the University will not reimburse the cost of the meals provided at the conference. If a trip is federally funded in any way, alcohol reimbursement is not allowed. The University will reimburse one alcoholic beverage per person per day, but it must be consumed with a meal. All meal expenditures must be accompanied by a receipt and will be subject to review and approval. Original, itemized receipts are required for reimbursement. The University will not reimburse without an itemized receipt. The University will reimburse meals and incidentals up to per diem rate based on city. Per Diem rates can be found on the website <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. These guidelines should not be considered per diem allowances, and itemized receipts are required for all meals regardless of the amount. It is understood that meals with non-Nazareth employees may be necessary from time to time. When the expense is a legitimate business expense, University will reimburse for the employee and business related guest. The name of the guest and the reason should be provided, as well as department approval.

**j) Hospitality:**

Reasonable expenditures for hospitality for business reasons are permissible. Hospitality costs should be supported by a statement providing the following details:

- The name(s) of the person(s) hosted and their business affiliation
- The nature of the hospitality, e.g. meals, etc.
- The name of the restaurant
- The date and time of the hospitality
- The business reason for the hospitality

Receipts are required as above

**k) Tips:**

Receipts should be provided to back up all tips when possible. All tip amounts, including meal and incidental, are included with per diem maximum limits. If the meal includes non-

reimbursable expenses (such as a spouse), the tip should be prorated according to the amount of the meal reimbursed. The actual cost of tips (excluding meal tips which are included under meal guidelines) should be shown separately. Tipping is a part of travel but employees should be considerate of University funds. Excessive tips (more than 20%) must be explained and approved by the department head. Tips without receipts (for example hotel housekeeping) should be recorded on the incidental tip worksheet with all details included.

**l) Spousal Travel:**

Employee reimbursable expenses should be clearly separated from spouse/family. There will be no meals or lodging provided for spouses or any family members. Unless required by a University contract or business purposes, spousal travel expenditures are not reimbursable. Additional expenses related to an employee's spouse will not be reimbursed unless they are deemed necessary for business purposes and have prior approval.

**m) Group Travel:**

Purchasing group tickets through a travel agent is strongly recommended. All University-sponsored trips should have a contact person who is responsible for all reimbursement requests.

**n) International Travel:**

Before traveling internationally, all employees should register with the international travel office. Employees should submit all expense reports in US dollars with a translation and conversion for each receipt. If the length of your trip is less than one week, the employee can calculate an average currency rate. If traveling to more than one country, provide the applicable rates on a separate sheet. Travelers must use currency rates in effect at the time the expense was incurred. Conversion rates can be found on the websites <https://www.xe.com/>, <https://www.oanda.com/us-en/>

**o) Other Reimbursable Expenses:**

Reasonable business entertainment expenses (meals and beverages) provided in your home are reimbursable. Full explanations and original itemized receipts are required for reimbursement. These expenses are approved at the discretion of the divisional Dean, or Vice President/President. Reasonable non-entertainment business expenses (minor purchases made on behalf of the University) are also reimbursable. A check request may be used. A receipt must be attached. Approval of such purchases should be made by the department head/chair authorizing the purchase or the divisional Dean or Vice President/President. An individual may not approve his/her own expense reimbursement.

**p) Non-reimbursable Expenses:**

Only expenses directly related to the trip may be reimbursable. Examples of not reimbursable items are kennel charges for employee pets, personal medication, clothing, magazines, movies, hotel minibar charges, and personal grooming expenses. Additional travel insurance, entertainment, laundry, or dry cleaning are not reimbursable for trips less than one week.

**q) Sales Tax Exemption:**

The University's New York State sales tax exemption can and should be used for travel expenses within New York State. This would include hotels, restaurants, or other business-related purchases. Show the merchant a copy of our tax-exempt certificate at hotel check-in or before you make a purchase. If you pay sales tax, you will not be reimbursed unless the vendor does not accept the Nazareth Sales Tax Exempt Form. Please provide a detailed explanation if that is the case. You can contact Accounts Payable for a copy of the certificate.