



## TRAVEL POLICY AND PROCEDURES

### **Travel Policy Draft Changes for e-mail. Effective Oct 24, 2016 Final updated version will appear on our new Web Site in November**

1. Clarke will not pay for purchase of airline upgrades, awards or copays associated with the use of upgrade awards.
2. Clarke will pay for main cabin upgrades for flights over 2.5 hours.
3. Personal mileage will be reimbursed up to 200 rt miles from 160.
4. Anderson Weber will no longer rent cars after October. Reserve early, 3+weeks out to receive the best rates. Code to use for Hertz CDP #1881823.
5. New maximum meal rates increased to
  - a. Breakfast \$10
  - b. Lunch \$15
  - c. Dinner \$23
6. No meal reimbursement for breakfast when leaving from home
7. No meal reimbursement for dinner when arriving home prior to 8pm
8. Reimbursements must be presented within 30 days of travel or no reimbursement.
9. Reimbursements must be direct deposited.
10. Reminder that most of our students take out loans for attending Clarke, **all expenses reflect on our students loan debt.**



## **TRAVEL POLICY AND PROCEDURES**

### **Policy**

Clarke University provides for reimbursement of reasonable expenses for authorized official travel in accordance with the guidelines set forth in this policy. These guidelines are intended for the individual employee traveling on official University business.

It is expected that employees will exercise the same judgment and control in incurring University expenses that a prudent person would exercise while traveling for personal purposes. The use of teleconferencing or carpooling to meetings is strongly encouraged. The extent of business travel and professional development is contingent upon budgeted funds and the availability of funds. This policy applies to all University funds regardless of source. Government-funded programs may have more restrictive travel requirements. In case of a discrepancy, the more restrictive of the applicable policies will prevail.

Entertainment and meal expenses incurred by nonemployees, such as in the case of donor solicitation or recruitment, must identify the business purpose of the event and names of those included. Employees will not be reimbursed for meals or lodging for days of early arrival or extended stay for personal enjoyment. University employees may not be reimbursed for travel expenses incurred by anyone who is not a Clarke University employee, including family members. Additional expenses for such accompanied persons are not to be included in the Travel Reimbursement Request Form. Fraudulent expense reports may result in disciplinary action, including termination of employment.

### **Conference/Seminar Registration Fees**

Registration fees should be paid with the University corporate credit card or through Accounts Payable by submitting a Check Request with a completed registration form and a photocopy attached.

### **Travel Advance**

Travel Advance Request should be submitted in sufficient time to allow for normal processing and will be paid in the week preceding travel. Travel advances must be settled by submitting itemized receipts and remaining funds to accounts payable within 10 business days of completing travel.

### **Arranging Travel**

Travel arrangements and accommodations are the responsibility of the employee. Air and rail travel arrangements should be made and booked as far in advance as possible. The most economical fare within the employee's time constraints is a priority. Travel reimbursement will be at the most economical rate of mileage, rental vehicle plus gas or coach airfare.

**Allowable Travel Expenses** include the following.

- Airline, bus or train fare,
- Auto rental and gasoline or mileage up to 160 miles round-trip for the use of a personal vehicle
- Parking fees and tolls,
- Lodging
- Meals (Meals served at the event or conference are not reimbursable).

**Reimbursement of Incidental Expenses**

If the employee is claiming reimbursement for incidental expenses, this should be included on the Travel Reimbursement Request Form. Tips for meals are included in the meal maximum daily rate. Tips (taxi, luggage, bellpersons, etc.) incurred while entertaining prospective donors or prospective students are reimbursable to \$5 per day.

**Procedure for Submitting the Travel Expense Reimbursement Form**

The Travel Reimbursement Request Form is found on the internet under Faculty & Staff/Business & Finance/Accounts Payable Forms. Information should be typed into the form prior to printing. Calculations will be made automatically. Handwritten reports will not be accepted and will be returned. Meal maximum daily rates are provided on the form.

The Travel Reimbursement Request Form must be completed and sent to Accounts Payable within 10 business days after travel is completed. Reports submitted later than 10 business days require a vice president's signature with an explanation for the delay. The Travel Reimbursement Request Form must account for all travel expenses for which the traveler should be reimbursed.

A complete Travel Reimbursement Request Form will have the signatures of the traveler, and the Account Manager/Supervisor. The President will sign the Travel Reimbursement Request Form for Vice Presidents.

**Documentation**

- Original documentation must be attached. Payment will not be made for requests without proper receipt documentation.
- Attendance at a conference requires a copy of the conference agenda to be attached. If the agenda is more than a few pages long, please provide a representative sample.
- Accounts Payable will review the Travel Reimbursement Request Form for accuracy and completeness prior to payment. Failure to submit proper documentation will result in delay of processing.

**Air and Rail Travel**

- Clarke encourages the use of the Dubuque Airport whenever possible.
- Book airfare online at the airlines website whenever possible to avoid additional fees.
- Use corporate credit cards for reservations. Alternatively, request a travel advance from the Accounts Payable office. Reimbursement of personal funds requires a travel itinerary and proof of payment indicating the employee's name, destination, dates of travel, cost of ticket, and proof/verification of payment.
- Reimbursement is at the rate of coach airfare. First class and business class travel is reimbursable only in extreme instances and must be approved by the President in advance of purchasing a ticket. Employees are reimbursed for actual expenses and are not reimbursed for use of frequent flyer miles. Costs associated with using frequent flyer miles to upgrade to First Class travel is not reimbursable.
- The University will reimburse employees for the cost of one checked bag if the airline charges a fee for

checking luggage.

## **Automobile Travel**

### **Rental Vehicles**

A rental car should be used for trips exceeding 160 round trip miles. Rental cars should be returned to the agency with a full tank of gas. Employees with a Clarke University Credit Card are encouraged to use it to pay for rental vehicles. Rental of an auto for purposes of personal convenience is not allowed and will not be reimbursed. Currently we use Anderson Weber, (563)556-3281 to rent cars. If they do not have a car available, please contact Accounts Payable for contact information and account numbers with other national companies.

**Please note that if you are renting a vehicle, you must contact the administrative assistant in the Business and Finance Office at least 1 day prior to your trip to pick up an insurance card and University Fleet card to purchase gas for the rental vehicle.**

The University insurance policy provides coverage for rented vehicles, and therefore will not reimburse employees for additional liability coverage on rental vehicles. The comprehensive and collision damage protection insurance should be waived. The University insurance does not apply to nonemployees or students unless the Volunteer Waiver (obtained from the Business Office) has been signed. Drivers under 25 years of age will need to check with the rental agency as to their policy on driver age requirements.

### **Personal Vehicles**

- **160 mile limit**-The use of a personal vehicle for travel purposes will be limited to 160 miles round trip and is calculated to and from the University. Employees choosing to drive their personal vehicle for trips greater than 160 miles may do so, but will only receive reimbursement for 160 miles.
- **42 cents per mile** will be reimbursed for use of a personal vehicle. This covers all transportation and operating costs including fuel and oil. **The University does not reimburse employees for gasoline expenses, but rather for mileage; therefore, DO NOT use the University credit card or fleet card to pay for gas in your personal vehicle.** The University also does not reimburse for mechanical repairs incurred during travel or for items considered vehicle maintenance.
- **Proof of insurance must be on file at Accounts Payable prior to departure**, showing the effective dates of coverage and a minimum liability of 100,000/300,000. Usually this can be found on the Declarations Page.

**Multiple Destinations:** Travel to multiple destinations requires a chronological mileage log to be attached to the TER.

**Tolls and Parking Fees:** Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance. Original receipts for tolls and parking must be submitted with the Travel Reimbursement Request Form.

**Other Transportation:** Taxi, hotel airport shuttle, or bus service will be reimbursed between the employee's departure point, such as an airport, and the location of the event, meeting or conference. Hotel airport shuttles or complimentary transportation services must be used whenever available. Receipts are necessary for all ground transportation for which reimbursement is requested.

### **Lodging**

**Standard Accommodations:** Actual and reasonable costs of lodging incurred while on University business are reimbursable. Clarke University will reimburse employees for "standard" accommodations at hotels. Employees are expected to utilize commercial rates and discounts whenever possible.

**Deluxe Accommodations:** Reimbursement for deluxe accommodations (e.g., suites) is not allowed unless the business purpose requires such an accommodation or it is less than the standard room rate. Description of the business activity, which necessitates rental of deluxe accommodations, must be included in the TER.

**Guaranteeing Reservations:** To guarantee a hotel reservation, the employee should use the University credit card. If an employee does not have a University credit card, a personal card should be used to guarantee the hotel reservation. Should the room(s) need to be cancelled for any reason, it is the responsibility of the employee to make appropriate arrangements.

**Receiving Reimbursement:** The original hotel bill must document all lodging expenses and must be included with the Travel Reimbursement Request Form to receive reimbursement. Charges for personal items (such as movies, laundry, babysitting, personal phone calls etc.) are not reimbursable.

### **Meal Allowance**

**Maximum Daily Allowances:** All meals are reimbursed based on actual receipts up to a daily maximum per meal rate. The current maximum per meal rates are: Breakfast \$7, Lunch \$14, and Dinner \$21.

**Receipts** are required for all meal reimbursements. A copy of the event schedule/agenda must be attached to the Travel Reimbursement Request Form. Reimbursement of qualifying meal expenses without appropriate documentation will be delayed until the schedule/agenda is received.

**Non-reimbursable Meal Expenses:** Meals, or food provided at meal time, that are provided *as part of an event* will not be reimbursed.

**Eligibility for Meal Reimbursement:** To be eligible for breakfast reimbursement, departure for out-of-town travel must occur prior to 7:00 a.m. To be eligible for lunch reimbursement, departure for out-of-town travel must occur prior to 11:30 a.m., and arrival from out-of-town travel must occur after 12:30 p.m. To be eligible for dinner reimbursement, departure for out-of-town travel must occur prior to 6:00 p.m., and arrival from out-of-town travel must occur after 7:00 p.m. If items are purchased at a convenience or grocery store in lieu of a restaurant, reimbursement will be for individual servings.

**Recruiting/Potential Donor Meal Expenses:** Meals for recruiting or potential donors are not subject to the daily maximum per meal rules (as approved by the appropriate Vice President) and must have itemized receipts. If the cost of the meal includes official business with other personnel, the IRS requires that person(s) be identified and the business purpose of the meal to be indicated.

### **Receipts**

IRS regulations require original itemized receipts and documentation. Receipts submitted with the TER cannot be returned to the employee. Smaller receipts should be taped (several to a page) onto a full size (8 1/2" x 11") piece of paper to guard against loss. Do not fold receipts or tape over the print on the receipts. All details on each receipt should be visible once taped to a larger piece of paper.

For international travel, note currency conversion rates for all receipts and charges. When travel involves multiple locations and currencies, note for each individual receipt the currency used for

the specific charge. The backup documentation, either on the individual receipts or in an attached schedule, should clearly show how the U.S. dollar amount was calculated for reimbursement.

If original receipts or a copy are not available, the "Missing Receipt Affidavit" should accompany the Travel Reimbursement Request Form, detailing the nature of the expense, date, amount, and reason original receipts are not available.

### **Miscellaneous Expenses**

**Reimbursable** miscellaneous expenses include postage, storage, stationery supplies, duplicating services, and reasonable expenses for laundry, if the stay is in excess of ten (10) business days. A written explanation and original receipt must accompany any such claims. Expenses for reasonable Internet access will also be reimbursed. The expenses for these items should be reported on the Travel Reimbursement Request Form using the appropriate accounting sub-codes.

**Non-reimbursable** miscellaneous expenses include personal entertainment, alcohol (except for donor meals or with VP approval), babysitting, valet services, parking tickets, losses from theft, or costs incurred by failure to cancel transportation, hotel reservations, or conference registrations.

### **Items Not Covered in Travel Procedures**

The use of prudent judgment by the employee is expected in matters not covered in these procedures. All travel costs should be reasonable, necessary, and appropriate to the account charged. Any questions concerning reimbursement of travel expense should be directed to Accounts Payable at (563)588-6413.