

TRAVEL POLICY & PROCEDURES

A. INTRODUCTION

Le Moyne College will reimburse faculty, staff and students for necessary and reasonable expenses incurred in connection with approved business travel under the following conditions:

1. The traveler has adhered to Financial Services' policies and procedures.
2. The travel expenses are allowable.
3. The expenses are supported by appropriate documentation.
4. The check request/check advance for travel reimbursement is approved by the department administrator, designated individual, or Divisional Vice President.
5. Faculty travel is approved by Dean of Management or Dean of Arts & Sciences.
6. Check requests for reimbursement and check advances must be submitted to the Accounts Payable office in accordance with the dates and times listed on the check request and check advance forms. Check advances should be closed within 1 week of the traveler's return.
7. When a trip spans 2 budget years (e.g. departure at the end of May and return at the beginning of June), the expenses associated with the travel will be charged against departments' previous years' budgets.

Faculty conference travel is administered through the deans' offices. See Section IV, C,1 of the Faculty Handbook at http://lemoyne.edu/faculty_senate/handbook.pdf for more specific details of conference participation and reimbursement policies.

Employees are responsible for using discretion when expending college funds and for ensuring all expenditures are necessary and appropriate for business travel. Employees must be familiar with and follow policies and procedures specified in this manual and, if applicable, the policies of their special programs, grants, departments or divisions.

Each program, college department and division is responsible for designating an appropriate individual to approve (or pre-approve, in the case of certain departments) travel expenditures and communicating this information to Financial Services. This individual or budget officer must verify that:

1. All expenditures have a legitimate business purpose and are supported by adequate documentation as described in the policies outlined herein.
2. All expenditures are reasonable.
3. All expenditures are charged to the appropriate LMC General Ledger accounts.

All travel expense reimbursements must be signed by the employee and immediate supervisor. Vice Presidents and the President must have their travel expense reimbursements approved by the Vice President of Finance and Administration or the Controller and Director of Finance.

B. DEPARTMENT DIRECTORY

The Following Departments are responsible for various aspects of the travel expense process:

1. **Financial Services Office – Extension # 4176** - Accounts Payable will assist you with questions regarding the Check Request/Check Advance forms, use of LMC state tax exemption forms and the status of travel reimbursements. The Accounts Payable office is located in the Grewen Hall, Room 209.
2. **Bursar – Extension # 4350** – Return unspent funds from travel advances to the Cashier’s Window with a copy of the Check Advance form and original supporting documentation. The Bursar’s Office is located in Grewen Hall, Room 209.
3. **Purchasing - Extension # 4510, #4511** – Employees may direct travel questions regarding car rental to the Purchasing Department. Purchasing is located in the Physical Plant Building.

C. TRAVEL POLICIES

Travel policies pertaining to LMC approved business travel are summarized below.

1. CHECK ADVANCES

Requests for travel expenses in advance must be made by completing a Check Advance form. The form must be submitted to Accounts Payable by 11:00 AM 3 days prior to the scheduled check runs, which occur on Tuesdays and Thursdays. The Check Advance form must include all required information. All check advances must be cleared within 1 week of the traveler’s return. Non-employees traveling on LMC business are not eligible to receive a travel advance.

Students requesting a check advance are limited to \$300.00 at a time and will not be issued subsequent to 3 weeks before the end of each semester, unless the budget officer or employee makes specific arrangements with Financial Services.

Employees and students cannot have more than one check advance outstanding. In special circumstances, Financial Services will allow multiple check advances based on the needs of the department or program making the

request. Generally, reimbursement for other business expenditures will not be made until prior check advances have been closed.

2. AIRFARE

Only economy, coach and promotional fares will be paid by LMC. First class air travel is not an allowable expense.

3. APPROVAL FOR TRAVEL RELATED EXPENSES

All reimbursements to employees for travel expenses must be approved by the budget officer or designated individual for the respective department. Travel expenses for Directors and Department Chairpersons must bear the signature of an individual one level above him or her. Check requests/check advances for Vice Presidents must bear the signature of the Vice President for Finance Administration and Treasurer or the Associate VP for Finance and Controller.

4. DOCUMENTATION

Original receipts for all expenses must be submitted with the Check Request form and at the time of closing Check Advances. In the case of lost receipts, the employee must submit a written explanation and itemized list of the expenses approved by the budget officer for his or her department or program.

5. MILEAGE REIMBURSEMENT

The mileage reimbursement allowance for personal vehicle use is established by the College. Mileage reimbursement is meant to cover only those miles incurred above and beyond the employees' normal commute to his/her place of business. The current rate at which the college will reimburse mileage is \$0.50/mile. Employees must evaluate the cost of personal vehicle use against the cost of air travel. The cost of personal vehicle use cannot exceed the cost of airfare.

6. NON- REMBURSABLE EXPENSES

Travel expenditures that are not reimbursable to you include:

- a. Additional travel insurance, travel accident insurance and rental car insurance
- b. Additional expenses associated with the cost of first class airfare
- c. Cost of commuting between your home and the LMC campus.
- d. Cost of personal medications

- e. Cost incurred by your failure to cancel transportation or hotel reservations
- f. Lost luggage and its contents¹
- g. Cost incurred by your spouse or other dependents traveling with you
- h. Entertainment expenses, including movies in your hotel room
- i. Alcohol purchases including gifts, cocktails and drinks at mealtimes
- j. Gasoline expenses when the personal automobile mileage reimbursement rate is claimed
- k. Gifts for hosts in lieu of meals and lodging when the cost of such gifts exceeds what meal or lodging expense would have been
- l. Hairstyling and haircut expenses
- m. Magazines, books or newspaper expenses
- n. Parking or speeding tickets
- o. Personal phone calls in excess of one call per day (Google offers free Directory Assistance by calling 1-800-466-4411)
- p. Childcare and babysitting
- q. Other expenses not directly related to the business purpose of the trip

7. REIMBURSABLE EXPENSES

- a. Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with one's LMC office, conduct college business, and 1 personal call per day to your immediate family
- b. Reasonable meals including tips (the business purpose and names of attendees must be documented); receipts submitted must be detailed showing the breakdown of meals purchased
- c. Maps
- d. Expenses associated with baggage handling and storage

¹ Some major credit card companies offer protection against the loss of personal property while traveling. If the airline ticket purchase was made with a major credit card, check with your credit card company to determine if reimbursement is available.

- e. Fax, modem or other high-speed Internet line charges incurred in connection with LMC business
- f. Laundry expenses
- g. Transportation costs
- h. Car rentals

NOTE: Specific questions concerning reimbursable expenses for faculty travel should be directed to the respective dean's office.

8. SALES TAX EXEMPTION

Employees making purchases at the local stores and restaurants for the Le Moyne College business should always use New York State Sales Tax Exempt Certificate.

Employees may not use Le Moyne's sales tax exemption in New York or any other state. Personal purchases made by employees of LMC are subject to the sales tax. The misuse of the exempt certificate may result in the revocation of the exemption granted by the state.

The college maintains exempt status for sales tax in New York, Massachusetts, Virginia and Florida. However, special circumstances in each state govern the use of Le Moyne's sales tax exemption while traveling on college business. Florida will grant the exempt status only for the purchases of goods and services if the bill is paid directly by the organization. Purchases made by an individual on behalf of the organization are taxable, even if the individual is reimbursed by the organization. In Massachusetts the exempt certificate can be used for purchasing meals but not at hotels/motels.

Please contact Financial Services with any questions prior to travel. Sales tax exemption certificates are available from Financial Services upon request.

TRAVEL PROCEDURES

1. AIR TRAVEL

There are 2 methods to arrange air transportation when traveling on Le Moyne College business.

A convenient method of booking airfare is through the College's designated travel agency BTI. The phone number for BTI is 315-472-7737. An agent will work closely with the traveler to obtain the lowest airfare, hotel and/or rental car rates. This may mean taking advantage of special conference rates

which are only available through the travel agency. First class air travel is not an allowable expense.

- a. If you are a faculty member, your travel must be approved by the appropriate Dean prior to making arrangements.
- b. Book flights on the normally traveled route to your destination.
- c. BTI will bill Le Moyne College directly for the cost of the tickets. Please provide the agent with your GL Account number for appropriate chargeback to your department or program.

Employees may also book air travel directly with the airline, on-line through airline's web site, or through another online travel web site. Travelers are urged to obtain the lowest airfare available.

- a. If air travel is booked in advance and the employee would like to be reimbursed immediately, please submit for reimbursement a Check Advance form with documentation showing evidence of payment. Upon completion of the trip, the employee will close the advance with airline boarding passes for each flight segment.
- b. If the employee chooses to be reimbursed upon returning from his or her trip, the employee may submit a Check Request form with the original receipt of payment and airline boarding passes for each flight segment. Acceptable documentation for receipt of payment would include an online invoice that is printed as well as a paper receipt.

2. USE OF PERSONAL VEHICLES

The College recommends employees use a privately-owned vehicle for local business travel only. The vehicle owner must have appropriate automobile insurance coverage. When an employee chooses to use his or her personal vehicle for travel versus a rental car or other commercial transportation in order to save time or to reduce cost when a number of people are traveling together to the same destination, reimbursement to the traveler is made on a per-mile basis at the College's established rate. The mileage should be calculated for the shortest direct route between any two points of destination in a day's travel. The College does not reimburse employees for the daily commute from home to work.

- a. The mileage reimbursement established by the College is currently \$.50/mile.
- b. The allowance is intended to cover all vehicle operating expenses such as gasoline, oil, tire repair/replacement, mechanical repairs and insurance. The cost of tolls/parking fees will be reimbursed separately.
- c. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions, are not reimbursable.

3. RENTAL CARS

Rental vehicles should not be used if less expensive transportation is available. Economy, compact or subcompact vehicles should be rented unless special circumstances justify a larger vehicle.

There are 2 methods to secure car rentals when traveling on Le Moyne College business:

1. Employees may choose to contact the Purchasing Department to make car rental arrangements. Purchasing will contact the major car rental agencies to negotiate the best rate for the college based on the employee's travel needs. The employee will need to complete a Purchase Requisition including dates of travel, destination, pick-up and drop off locations. The college will be billed directly by the rental car company.
2. Employees may choose to make rental car arrangements personally. Acceptable documentation for reimbursement will include original receipt from the rental car company showing method payment.

Do not purchase additional insurance from the rental car company as coverage is already provided through the College's automobile insurance policy.

Always return the rental car with a full gas tank to avoid expensive refueling charges.

4. LODGING

The original hotel/motel bill and proof of payment are required for documentation. In addition, employees should submit original detailed receipts for hotel meals charged to their hotel rooms. Travelers should use their best judgment in selecting accommodations which are safe,

convenient and economical. All guests visiting the LMC campus, where the College is paying for the hotel accommodations, should have hotel arrangements made by the college.

Gifts in Lieu of Lodging

In general, travelers may be reimbursed for modest gestures of appreciation to individuals who gratuitously provide lodging while on official LMC business travel. An original receipt for the purchase must be submitted with the request for reimbursement.

5. REGISTRATION FEES

Registration fees are normally paid directly to the sponsoring organization upon submission of a properly completed check request with documentation.

6. MISCELLANEOUS TRANSPORTATION EXPENSE

Reasonable expenditures for limousine service, taxi and public transportation for service to and from airport, between appointments, meetings, etc. are reimbursable. Reasonable gratuities associated with these services are also reimbursable.

7. FREQUENT TRAVELER PROGRAMS

Employees are encouraged to enroll in frequent flier and other travel reward programs, and are allowed to redeem rewards earned for personal use.

8. WRIGHT EXPRESS PURCHASING CARD (MasterCard)

Le Moyne College has entered into an agreement with the Wright Express MasterCard Purchasing Card, which provides a credit card (P-Card) to eligible employees to procure selected goods and services on behalf of the College.

The card may be used only for official college business; personal expenses are not allowed.

- a. Application forms for eligible applicants can be obtained in the Financial Services Office, ext. **4175**.
- b. Changes in the employment status which eliminate the need for a card should be communicated and the card returned to the Financial Services Office.

- c. In the event a card is lost or stolen, the cardholder should immediately inform the Program Administrator at the Financial Services Office.
- d. Original receipts for all Corporate Card (P-Card) charges should be forwarded to the Accounts Payable office within five (5) business days from the date of the statement. Please refer to Le Moyne College Purchasing Card (P-Card) Program Policies & Procedures.