

**TRAVEL AND
BUSINESS EXPENSE POLICIES AND
PROCEDURES**

February 1, 2018

Contents

reports are processed in CERTIFY by Financial Services for integration into Banner.

For more information or to apply for a purchasing card, please contact Financial Services (Schedule C).
The purchasing card policy can be found at:

[X:\share\Credit Cards\0 - Forms for New Card Holders\2021.03 New Chase Credit Card Policy and procedures.doc](#)

Minnesota (does not apply to meals and/or lodging)

New York

Colorado

Kentucky

Ohio

Michigan

Texas (does not apply to lodging)

Contact Financial Services if you require documentation for the other states sales tax exemptions or any

expenses clearly fall within the approved purpose; and (3) a copy of the written or emailed pre-approval is attached with the supporting documentation for the payment or expense reimbursement.

Please contact Financial Services for assistance to assign a delegate in CERTIFY to approve CERTIFY expense or credit card reports on your behalf. 792 reW n rtifCSO CS.04 SCN9 031 o1.34 4 r7IT17lei4r

AIR TRAVEL

Booking

Faculty and staff traveling on business have the option of booking airfare with Travel Leaders or making their own arrangements. Airline tickets will be charged directly to a department or sponsored project through Travel Leaders, using the account string provided by the traveler.

If making your own arrangements, approved employees should use their LU purchasing card. As a last resort, employees may pay for their own expenses and submit an Expense Reimbursement request in CERTIFY. The higher administrative burden for reimbursements, as well as the inconvenience to the traveler of having to wait for reimbursement until after the travel has occurred, make reimbursement a less-desirable option than use of an LU purchasing card or Travel Leaders.

Frequent Flyer program benefits should not be the deciding factor when selecting flights.

Travel Classes (excluding Sponsored Travel)

Employees are encouraged to book the lowest price economy coach class airfare available that reasonably meets the traveler's schedule. Many airlines include a 'basic economy' status that may not allow changes or be refundable, or cover baggage and other charges. Please use this when acceptable for your travel. If the traveler wishes to maximize comfort and convenience for domestic travel (i.e., utilize Economy Plus, Business or First Class), the traveler will pay the difference between the lowest price nonstop (when available) coach class fare and the final fare. Appropriate documentation of such arrangements should be submitted to the university.

Sponsored Travel

Employees on trips sponsored by federal funding outside the C

If Travel Leaders was used to secure the reservations, contact them directly to understand whether a refund can be granted or a credit can be granted and be applied to future business needs for LU.

If the unused ticket was purchased with personal funds and a full refund is provided to the employee, no Expense Reimbursement request would be submitted. If there is a cancellation fee or any portion of the ticket cannot be refunded, and the authorizer agrees it is appropriate for Lawrence to bear the cost of the cancelled trip, an Expense Reimbursement request should be submitted in CERTIFY. Supporting documentation should include: the passenger receipt showing which ticket(s) were unused; correspondence related to the cancellation showing any partial refund or credit allowed; and documentation of the net cost that should be reimbursed to the employee. If credits for future travel are granted and the employee is reimbursed for the cost of the ticket, the employee's department is responsible for tracking the proper use of credits for LU business.

Note: Any un-refundable, unused airline tickets initially charged to a sponsored grant must be reversed (refunded to the grant) and charged to a department in the LU operating budget. Consult with the Office of Corporate, Foundation, and Sponsored Research for more information (Schedule C).

LODGING

Booking

Hotel arrangements may be made through Travel Leaders or employees can make their own arrangements. Rooms can be guaranteed to the employee's purchasing card or, as a last resort, a personal credit card. Again, use of Travel Leaders or LU purchasing card is encouraged. There is no additional fee for using Travel Leaders for hotel arrangements.

Reimbursements will not be made until after the travel dates have occurred. The employee should make every effort to avoid cancellation fees and their supervisor must approve the cancellation fee.

LU Preferred Rates & Discounts

Through ACM (Associated Colleges of the Midwest), LU has access to discounts with Club Quarters Hotels.

Hotel / Room Selection

LU will pay actual room costs, as substantiated by the detailed hotel bill, for each day that lodging away from home is required for business reasons. This generally means the night before the start of morning sessions, any intervening nights prior to adjournment, and the following night only if convenient transportation is not available.

Employees should choose convenient, safe, and reasonably-priced business-appropriate accommodations whenever practical. However, when attending a conference, employees may stay at the conference hotel even if it is not the most economical option available. Please note that departments may, at their discretion, be more restrictive than LU guidelines.

For hotels in Wisconsin or other states that will honor LU's tax exempt status, employees should provide the hotel with a tax-exempt form (available from Financial Services) upon arrival and request that sales taxes be removed from the bill before paying it. The Wisconsin certificate is found at:

http://www.lawrence.edu/info/offices/financial_services/accounts_payable/accounts_payable_forms

Many hotels have frequent guest programs that reward employees with free accommodations in exchange for a specified number of paid room nights at the hotel. LU will not reimburse employees for the value of free accommodations used for business travel.

Room service is discouraged due to the high cost. If meals are charged to the hotel, the associated costs should be included within the appropriate meal line item on the CERTIFY Expense Reimbursement Report. Employees will not be reimbursed for "no show" charges unless extenuating circumstances occur and are adequately explained.

Gifts for Hosts

Lodging will not be reimbursed for staying in personal residences while on business travel. When a friend or relative provides lodging to the traveler without charge, it may be appropriate to furnish the host a gift as a token of appreciation. A gift with a value of up to \$75 per trip is allowable. The trip must have a minimum of a two-night stay for LU to reimburse the gift. A receipt for the gift is required and a note should be made on the CERTIFY expense report that the gift is in lieu of more expensive lodging charges. The gift must be a non-cash item only, such as flowers or a meal.

VEHICLES

LU has a Vehicle Policy that outlines use of vehicles for university business. This policy should be referred to for additional details. A link to the policy can be found here.

https://www.lawrence.edu/s/warch_campus_center/vehicles

The general guidelines are summarized below. See Schedule C for Vehicle Policy contact information.

Vehicle Options

Employees are encouraged to use LU fleet vehicles as a first option, as this is generally most cost effective for Lawrence. The cost associated with use of the LU Fleet is not charged to the employee in accordance with the LU Policy on Vehicle Use (LU-POL-0.7.003).

Carpooling

Carpooling is required

CAR RENTAL

Rental of up to a mid-

PERSONAL AUTOMOBILE

Use of the traveler's personal automobile will be reimbursed at \$0.50/mile up to 250 miles per trip. The mileage rate is designed to cover gas, oil, and fixed costs such as insurance and depreciation. The departure and end location for determining the mileage for reimbursement will be LU or the employee's primary worksite. Tolls and parking fees are reimbursable. Car wash expenses are not reimbursable.

The LU's auto liability coverage may extend to te

Daily dining expenses for business travel

LU has established a recommended maximum daily amount for employees and authorizers to use. This maximum amount is \$60/day and includes **all food, beverages, and meal related tips**. The \$60 amount is allocated below for guidance, but it is the employee's discretion to allocate the \$60 among meals.

Actual reimbursements will require itemized receipts.

\$10 Breakfast

\$15 Lunch

\$30 Dinner

\$5 Miscellaneous Snacks and Beverages

This maximum assumes a full day of business travel and that no meals are provided at conferences, included in lodging rates, or paid for by another party. Less than a full day of travel (or conferences with meals provided or sponsors providing meals) should have the appropriate meal allowances deducted. For example, if an employee returning from a business trip arrives at LU at 3pm, the allowance for that day would be \$30 (\$60 daily allowance minus the \$30 dinner allowance).

Exceptions

It is understood that there may be exceptions to the maximum dollar amount. If an employee seeks reimbursement for a meal at an amount greater than the recommended threshold, a policy exception will be noted in CERTIFY when completing their expense report. Employees must justify the exception on in

Meals: 15% – 20%

Housekeeping: \$2 to \$3 / night

Valet: \$3-\$5 when vehicle is returned to you

Taxi / Ride Share: 10% - 15%

Bellman / Porter: \$1 to \$2/bag

Meal tips are included in the daily maximum meal expense of \$60.

PER DIEMS

LU recognizes that use of a per diem may be preferable in exceptional circumstances. The use of a per diem could be both an exception to the requirement of receipts and, potentially, to the daily maximum meal allowance. When authorized, per diem rates can be provided to cover lodging, meals and incidental expenses, or meals and incidental expenses only.

In these circumstances, the per diem use must be authorized in writing and in advance by the Provost or a cabinet member and by the Controller. When proposing a per diem for travel expenses, the requestor must include an attachment provided by Financial Services that outlines the following:

- a justification for the use of a per diem;
- the basis for determining the proposed per diem rate that will not exceed the federal per diem rate for the location of travel
- the specific days to be worked away from home;
- the location of where the services will be performed;
- the business purpose of the travel, and,

reimbursed for applicable passport/visa fees, required immunizations, airport taxes, exchange rate fees, and other items necessary for conducting LU business in connection with university travel.

Expense reports must be submitted in U.S. dollars with an explanation and translation of the foreign receipts and their conversions. Employees must use the currency rates that were in effect on the date(s) the expense was incurred. An average rate for the time spent in any country will suffice. Purchasing or

when it is approved in advance and serves a business purpose, the cost of spouse or partner travel may be treated by the IRS as taxable compensation to the employee, subject to required payroll tax withholding and reported on the employee's Form W-2. Employees are encouraged to consult with Payroll in advance to determine whether a spouse, partner, or family's members approved travel will be considered reportable income and what documentation may be required for a determination of non-taxable status.

Note that for federal and state sponsored projects, travel expenses for a spouse, domestic partner, or family member are never allowed.

MEMBERSHIPS

Memberships in professional societies, organizations, or institutions that are a requirement of the employee's job and approved by their department are reimbursable and not taxable.

Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are generally not reimbursable. If an exception is approved (by a Vice President or their authorized representative), the reimbursement will be excludable from taxable income only to the extent that the employee meets the substantiation requirements of the Internal Revenue Code. It is TIPS

paying for candidate's lodging and vehicle. Travel Leaders can make flight, hotel, and vehicle arrangements on behalf of LU for candidates. Lodging at Red Lion Hotel Paper Valley or Copper Leaf may not require a rental vehicle.

If a candidate chooses to drive and select their own lodging, managers should use the following to limit the maximum reimbursement amount:

Lodging of \$121/night; Copper Leaf Hotel standard rate of \$105 + 15% tax = \$121/night

Car rental of \$34/day; Enterprise rental of intermediate size vehicle is \$29.98/day + tax = \$33.72

Once an offer of employment has been accepted, travel expenses are considered to be "Moving Expenses". LU is required to report all reimbursements for moving expenses to the Internal Revenue Service

SCHEDULE A

Expense

SCHEDULE B

Reimbursable Expenses Allowed and Not Allowed

The following list is presented only as a guide and is not intended to be a complete list of expenses, which are or are not reimbursable by LU:

Category	ALLOWABLE Expenses	UNALLOWABLE Expenses
Air Transportation	Lowest price coach fare that reasonably meets the needs of the employee and business One checked bag	Airline clubs Seat Upgrades Lost baggage Additional travel insurance (beyond that provided by LU) Portion of travel that is personal Excessive parking fees (use taxi as appropriate)
Ground Transportation <i>(Refer to Vehicle Policy for details)</i>		
Personal Vehicle	Mileage up to 250 miles round trip Tolls Parking	Gas receipts (part of mileage) Mileage oi1 (a)-01 Tc 0.001 Tw 9.96 -0 0 scn-0.002

HUMAN RESOURCES / PAYROLL

Questions regarding payments to foreign visitors:

Anne DeLain, Payroll Coordinator (920) 832-6539

Questions regarding employee injuries and workers compensation, vehicle and travel insurance, and other benefits:

Director of Human Resources, (920) 832-6511

GRANTS AND SPONSORED PROJECTS

Questions regarding a federal, state, or privately sponsored projects, please contact:

Grants & Special Gifts Coordinator, (920) 832-6764

LU VEHICLE POLICY

Questions regarding LU vehicle policy:

Jodie Bonikowski, Assistant Director of Campus Services - Warch Campus Center
(920) 832-6654

