

# SOUTHEASTERN UNIVERSITY

## GENERAL ADMINISTRATIVE POLICY

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**TITLE:** Travel Expense Reimbursement Policy

**POLICY NUMBER:**

**EFFECTIVE DATE:**

**REVISION DATE:** December 3, 2010

**ACCREDITATION STANDARDS:**

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**POLICY:**

The University will reimburse those who spend personal funds for authorized University-related business travel.

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**PURPOSE:**

To give reimbursement guidance for those who spend personal funds for University-related business travel.

To define authorized expenses.

To prevent reimbursing personal expenses.

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**SCOPE:**

All employees and non-employees who are authorized by the University to spend University funds for travel on behalf of the University.

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**DEFINITIONS:**

"...those who spend..." - refers to any person who is authorized to travel for the University or spend funds on behalf of the University - this includes non-employees.

Supporting receipts - refers to the ORIGINAL expense receipts

Securely taped - tape all of the receipts to letter-sized paper (8-1/2" x 11") - do not overlap receipts or tape over any pertinent data (name of business, date of receipt, amount for each item, and total amount due). Do not highlight any information on receipt. Do not fold receipts.

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**FORMS AND APPLICABLE DOCUMENTS:**

Travel Expense Voucher form (available on the Intranet under "Campus Services, Business Office, Travel Expense Voucher")

Expense/Advance Reimbursement Voucher.

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**PROCEDURES:**

Those who spend personal funds for University-related travel shall fill out and submit a Travel Expense Voucher form within fourteen (14) days after the trip.

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COMPLETE the form by including your Name, Employee ID Number, Purpose of Trip, Account Number, and all totals.

ORIGINAL RECEIPTS ARE REQUIRED. Attach all receipts for travel, car rentals, hotel bills, group meals, etc. For international travel, all receipts must be converted to U.S. dollars as of the date of purchase.

If receipts are smaller than letter-size paper then they must be securely taped to a letter-sized piece of paper - attach receipts to ONE side of the paper only. Do not overlap receipts when taping them down so that all receipts are exposed and no dollar amounts are covered. Do not tape over any pertinent data (name of business, date of receipt, amount for each item, and total amount due). Do not staple the receipts to the paper.

When submitting a meal receipt for reimbursement, the detailed receipt must be included, with the tip amount written under the total and added together for the grand total. When meal receipts include more than the person submitting the reimbursement, names of all attendees, their position, the company they work for, and the reason for the meal must be included with the original, detailed receipt.

Please follow instructions outlined in the "Gift Giving Policy" for procedures when purchasing gift cards as prizes/giveaways.

Do not highlight or tape over amounts on the receipts because quite often the ink disappears and the receipts are useless.

TRAVEL BY COMMON CARRIER (airplane, train, bus, boat, etc.) will be reimbursed at the NORMAL ECONOMY RATE or actual cost, whichever is less, plus the necessary expense to and from the place of departure of the common carrier. First class airfare is at the employee's expense unless authorized by the President before the ticket is reserved.

PERSONAL AUTOMOBILE usage, if requested, is authorized at the current IRS rate per mile by the most direct route. The current rate is posted on SFNET under "Campus Services, Business Office, Mileage Rate." The maximum allowable reimbursement may not exceed the published tourist airfare to and from the site of the meeting, plus round-trip mileage to the airport, plus parking at the airport.

HOTEL reimbursement is for the double-occupancy cost of a standard room. Travelers should always select a hotel that is the most economical for their business trip. When traveling to a conference, it is appropriate to stay at the hotel hosting the conference, assuming the daily rate is not unreasonably expensive relative to other convenient alternatives. The additional cost of room upgrades (e.g. suite, executive floor, room with view, etc.) is not reimbursable and must be reflected on the receipt for non-

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reimbursement. Original receipts for all lodging must be attached to the expense report. Business travelers will not be reimbursed for free accommodations awarded in connection with hotel frequent guest programs or points earned from using their credit card.

UNREIMBURSED EXPENSES include items not directly related to Southeastern University business, such as personal telephone calls, lodging and meals for family members and non-business guests, entertainment, etc. If you are authorized to sign the hotel bill when checking out, pay for unreimbursed expenses at that time and have the hotel deduct them from the final bill sent to Southeastern University. In other cases, unreimbursable expenses are to be deducted on the Travel Expense Voucher. Travelers will be reimbursed for reasonable and actual expenses for laundry services that are necessary due to an extended absence from home (5 or more days) or when unusual and documented circumstances mandate these services. These exceptional circumstances must be included on the receipt when submitting the expense report.

Submit signed Travel Expense Voucher forms with supporting receipts to the supervisor for approval. Cross reference receipts to the amounts listed on the Travel Expense Voucher form.

The supervisor (or other person responsible for approval of expenses) must review the Travel Expense Voucher and attached documentation before approving (by signing) the Travel Expense Voucher.

The supervisor must send the approved Travel Expense Voucher to the appropriate vice president for signature, and then submit the signed voucher to the Business Office Administrative Assistant for auditing.

Once a Travel Expense Voucher has been audited and approved by the Business Office Administrative Assistant, it will be processed for payment. The Business Office shall prepare checks (or issue petty cash) for the amount owed to those who have spent personal funds for University-related business.

If an accounts payable check advance was used for travel, deduct the amount from the travel reimbursement on the "Check Advance" field on the Travel Expense Voucher form and write the check number on the line provided. Any funds remaining from a check advance must be deposited with the Cashier in the Business Office. The receipt from the Cashier should be submitted along with expense receipts as part of the expense report.

If a petty cash advance was used for travel, deduct the amount from the travel reimbursement on the "Petty Cash Advance" field on the Travel Expense Voucher form.

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If a University credit card was used for travel, deduct the amount from the travel reimbursement on the "Less Items Charged to University" field on the Travel Expense Voucher form.

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**APPROVAL:**

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**DISTRIBUTION:**

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**AUTHOR:** Controller