

**WASHINGTON COLLEGE
BUSINESS OFFICE**

Guidelines for travel and expense reimbursement

The following is a summary of the College Policies regarding travel and entertainment expenses, including procedures for travel advances and reimbursements. A copy of the full policy may be obtained by contacting the office of the Sr. Vice President for Finance and Management.

GENERAL POLICY

In order to provide accountability for expenditures of College funds in business related travel and entertainment, the following policies and procedures have been established.

It is the policy of Washington College that all official travel shall be properly authorized and in accordance with College travel regulations. Washington College subscribes to the "Accountable Plan" system of employee reimbursement as defined by the guidelines set forth by the Internal Revenue Service for business expenses. Employees authorized to travel on College business shall be reimbursed for transportation and reasonable and necessary living expenses. Travel expenses for any travel not ultimately chargeable to the College will not be charged to, nor temporarily funded by the College.

To qualify for reimbursement, expenses should be submitted in a timely fashion within the academic term in which they are incurred, but in no case beyond the end of the fiscal year (June 30).

TRAVEL ADVANCES

A travel advance may be requested by employees for overnight travel when out of pocket cash expenses are expected to exceed \$75. Advances should be requested at least two weeks prior to departure to allow sufficient time to process paperwork and ensure that a check will be prepared in time. Generally, checks will be mailed via campus mail on the Friday prior to the date of travel.

To obtain an advance, complete a regular yellow Requisition form, including the correct ten (10) digit account number to be charged and the proper authorizing signature(s) and submit it to the Business Office for payment. If there is documentation such as a registration form, attach that information. Be sure to include all key information: dates, destination and purpose.

In order to qualify as a non-income payment, travel advances may not be given more than 30 days in advance of the travel date. Unused funds must be returned to the Business Office within ten (10) days of returning from the trip. Reports must be completed and turned in within thirty (30) days. Outstanding advances become taxable income to the employee if no report has been submitted ninety (90) days after return.

In general, an employee is allowed no more than one travel advance outstanding at one time. An outstanding advance is one for which receipts and a Travel Expense Report have not yet been submitted. Outstanding travel advances that date from a prior month are considered delinquent; further advances will not be made to that employee until documentation is submitted to clear the outstanding advance. Outstanding advances for which no accounting is made are treated as

additional taxable income, as required by IRS regulations, and will be reported on the appropriate tax form.

Employees are required to refund any advanced funds immediately when a trip is canceled or indefinitely postponed.

RECEIPTS

Original receipts are required for all expenses. Lost receipts or expenses for which no receipt was supplied must be explained on the Expense Report. Items for which neither receipt nor a reasonable explanation is provided will not be reimbursed. Please note: A credit card statement is not considered an "original receipt."

AIRFARE

Employees are responsible for making their own airline reservations. Air travel should be scheduled as far in advance as is practicable in order to take advantage of economy fares. The original airline ticket stub must be retained and submitted as a receipt for the airfare expense.

If travel plans change and a plane ticket will not be used, the reservation must be canceled. The employee is responsible for canceling reservations or getting refunds for unused tickets. Expenses for unused tickets will not be reimbursed.

LODGING

The section on the Travel Expense Report (purple form) for reporting lodging is for the cost of the room plus applicable taxes only. Do not include charges for other items (i.e., telephone, meals, etc.). These other items are to be reported in the appropriate blocks on the Travel Expense Report. Personal charges on hotel bills are not reimbursable, and should not be included in the report. The original itemized hotel bill represents the receipt for lodging.

MEALS

Reasonable and necessary expenses incurred for meals while traveling on College business will be reimbursed. Receipts for all meals are required. Optional events or expenses are not reimbursable.

Breakfast may not be claimed for trips starting after 7:00 A.M. on the first day of travel. Dinner may not be claimed for trips ending before 7:00 P.M. on the last day of travel. Departure and return times, as well as the dates traveled, must be included on the Travel Expense Report.

MILEAGE/PERSONAL VEHICLE USE

Personal vehicle use is only permitted and reimbursable when it is the least expensive ground travel or is necessary to the business mission. Mileage incurred while on a business trip is reimbursable to the extent that the mileage exceeds normal commuting mileage and costs (i.e. to and from home to customary work place). Mileage is currently reimbursed at 37 cents per mile.

The individual is responsible for all vehicle costs and any losses resulting from collision, fire, or theft when a personal vehicle is being used for College related business.

RENTAL VEHICLES

Receipts are required for rental car expenses. Please retain a copy of the rental agreement as credit card receipts are not sufficient.

Collision damage insurance is not reimbursable. Collision Damage Waiver will be covered by the College's insurance. All automobile accidents when using a rental car while on College business, are to be reported immediately in writing to the office of the Sr. Vice President for Finance & Administration.

TELEPHONE

Expenses incurred for telephone and fax for business communications while on College business are reimbursable. An explanation of the business purpose should accompany the charge.

A personal "safe arrival" call home while on a business trip is permitted.

Business telephone calls made from an employee's residence are reimbursable. A copy of the telephone bill with pertinent calls highlighted and an explanation of who was called must be submitted with the Requisition form to receive reimbursement. Business calls charged on personal phone bills while traveling may be included under "other" on the Travel Expense Report.

BUSINESS ENTERTAINMENT

The amount and type of entertainment must be commensurate with a specific and projected business benefit.

Receipts for all business-related entertainment and dining expenses must be documented with the following information.

- Date
- Timing of business discussion (prior to, during, or subsequent the entertainment)
- Purpose of outcome of the business discussion
- Names and titles of individuals in attendance
- Costs incurred

Except for reasonable and customary gratuities paid for restaurant or hotel service, the College cannot reimburse for payments made to a third party for services performed. Such payments fall under the guidelines for 1099 tax reporting, and therefore must be paid directly by the College to the individual performing the services.

NON REIMBURSABLE EXPENSES

The following are examples of non-reimbursable expenses. (*This list is meant to serve as a general guideline and is not a comprehensive listing of all such items.*)

- The cost of personal entertainment incurred while on business.
- The cost of personal care items (e.g. toiletries, hair styling, manicures, etc.) incurred while on business travel.
- Valet and laundry service is not reimbursable on business trips of less than five consecutive business days.
- Charges for in-room movies, bar supplies and other personal charges.

- Optional personal purchases made while traveling that are not related to the business purpose of the travel.

INCIDENTALS

Incidental business expenses for supplies, books or related items may be included on a travel expense report for reimbursement. For example, books or supplies purchased while at a seminar or conference can be included under "Miscellaneous" expenses and submitted on the same form as the travel

EXPENSE REPORTING

Upon completion of your trip, a signed Travel Expense Report, along with required receipts and adequate information to enable processing, as well as *proper authorizing signatures*, is submitted to the Business Office for reimbursement of qualifying expenses. Reimbursement for travel expenses not submitted on a Travel Expense Report form may not be reimbursed.

Only one Travel Expense Report should be filed for each trip. A trip that is funded from multiple sources is to be reported on one form, listing the appropriate accounts to be charged the respective amounts. If there is more than one budget manager, both signatures should be obtained prior to submitting the Travel Expense Report.

All reimbursement requests must include the *business purpose* for which the expense was incurred. Requests that do not include this information will be returned, delaying the reimbursement. The dates of travel should be included in this description. Example: "To attend Annual Conference sponsored by International Reading Association in Richmond, VA on June 19-20."

All Travel Expense Reports must be signed by the employee submitting the report and approved by the appropriate budget manager(s).

Receipts for all expenditures are to be submitted with the employee's Travel Expense Report. For credit card expenditures, the duplicate of the payment receipt is to be submitted. Photocopies of receipts are not acceptable. Credit card statements are no sufficient. Receipts for meals including entertaining other people must include the names and organization affiliations of the person(s) with whom you met.

Point(s) of origin and final destination(s) for all legs of business trips are to be indicated on the Travel Expense Report for reimbursement of mileage.

Please check the totals of the listed expenses and be sure that there is appropriate documentation and explanation attached to the request. Missing account numbers, signatures or documentation will slow the processing of your reimbursement.

TIMING

To qualify for reimbursement Travel Expense Reports must be submitted in a timely fashion within the academic term in which they were incurred. Reports for travel completed prior to the fiscal year-end of June 30 must be received in the Accounts Payable Office no later than the indicated cut-off date. Submissions received after that cutoff will not be considered eligible expenses.

In cases where the travel spans the end of the fiscal year, the Report must be filed as soon as possible upon return.

Rev 6/03