



# GOODWIN COLLEGE POLICY AND PROCEDURE

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**TITLE:** Travel & Expense Policy

**POLICY STATEMENT:**

This travel policy applies to all employees of Goodwin College and Subsidiaries, and others traveling on behalf of the College (e.g. consultants or invited guests). Individual subsidiaries may have their own travel policies so long as they are no less stringent than the College policy.

**Objectives**

- Ensure all employees, and others traveling on behalf of the College, have a clear and consistent understanding of policies for business travel and entertainment.
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost.
- Maintain the safety of employees and others traveling on College business.

**PROCEDURE DETAILS:**

Please see Appendix below.

**PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):**

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

**DEFINITIONS:**

N/A

**EXCLUSIONS:**

N/A

**OFFICES DIRECTLY AFFECTED BY THE POLICY:**

Goodwin College, Inc. and Subsidiaries

**HISTORY:** Policy Creation Date: April 2016; Policy Approval Date: May 2016; Policy Effective Date: June 2016;  
Date of Last Review: January 2018

**EFFECTIVE DATE:** June 1, 2016

**RESPONSIBLE OFFICE** Finance (Controller & Accounts Payable)

**(ONLY ONE):**

**REVIEW DATE:** December, annually

## **APPENDIX: GOODWIN COLLEGE TRAVEL AND EXPENSE POLICY**

### **Responsibility**

The traveler is responsible for complying with the travel and expense policy. The traveler's department head (or other approving manager as dictated in the policy) is responsible for reviewing expense reports to ensure they are consistent with this policy.

Consistent with this Policy, the College will reimburse employees, and others traveling on behalf of the College, for all reasonable and necessary expenses while traveling on authorized College business.

Any travel that includes an overnight stay must have documented preapproval from the traveler's department Vice President (copy of an email noting approval is recommended). If no documented preapproval is submitted to Finance, then the department Vice President must sign-off on the traveler's expense report.

The College assumes no obligation to reimburse employees, and others traveling on behalf of the College, for expenses that are not in compliance with any aspect of this policy.

### **Travel Decision**

Prior to making travel arrangements, employees and their supervisors should consider whether their goals can be achieved by utilizing conference call(s), video conferencing or other means. In addition, employees and supervisors should consider the necessity of the requested travel if another member of the College is making the same trip.

### **Reservation Procedures**

Travelers may use a website or travel agency of their preference when booking travel, however paying agency fees for travel is discouraged and may be subject to review for necessity. If a traveler is able to utilize discounts, such as AAA, it is strongly encouraged, as College resources should be treated as the employee would treat their own resources.

Anyone booking area hotels for guests of the College are strongly encouraged to utilize the Hilton Garden Inn in Glastonbury, as the College has a contracted rate with that hotel based on expected annual volume.

Goodwin College is a tax-exempt organization. Sales taxes should never be paid on any transactions except where it is not feasible to provide a tax exempt form to the vendor in advance. Please contact the Finance Department to obtain a State Sales Tax Exemption form if sales taxes are included in any advance purchases. Occupancy taxes on hotels in Connecticut should be avoided at all times. This exemption requires the approval of a hotel-specific form that is certified by the State of Connecticut. Currently, the Hilton-Garden Inn in Glastonbury has this form on file and the person making the reservation must ensure this exemption is properly applied. Any traveler staying in Connecticut at a different location should contact Finance at least three weeks prior to the reservation being booked so that this form can be completed and submitted. Occupancy taxes are a significant cost so all non-compliance with this policy will require justification before reimbursement.

Changes to travel schedules that result in expensive change fees should be avoided where possible.

### **Spouse/Companion Travel**

A spouse or other individual may accompany an employee on a business trip at the employee's expense. It is the responsibility of the employee to clearly separate their companion's travel expenses, including meals. The College will not reimburse travel and entertainment expenses incurred by a spouse or other individual accompanying an employee on business unless there is a bona-fide business purpose for taking the spouse or other individual, which must be approved in advance by the College President or Provost.

## Reimbursement for Personal Car Usage

Travelers will be reimbursed for business usage of personal cars on a fixed scale based on current IRS guidelines (currently 54 cents).

Mileage is only reimbursable above an employee's normal commute. Employees must complete the mileage section of the expense reimbursement form and indicate their hometown and normal round-trip commute to their office location. If travel occurs on a non-business day (based on that employee's normal work schedule), or on a day in which their normal work schedule would not call for being on-campus, then the full distance traveled is reimbursable. Mileage to/from the Commencement ceremony and related activities is non-reimbursable.

Employees will not be reimbursed for any repairs to their personal car even if these costs result from business travel. In addition, costs incurred related to accidents occurring while on business travel are not the responsibility of the College. Employees are expected to carry legally-required insurance for such incidents. To be reimbursed for use of their personal car for business, travelers must provide the following on their expense report:

- purpose of the trip
- date and location
- receipts for tolls and parking
- mileage reimbursement section of form

Travelers should also consider whether it is more economical to rent a car rather than taking one's personal vehicle.

## Payment for Travel and Entertainment

Employees are expected to use their personal credit cards (or College-issued card in the cases where the employee has one) to pay for reimbursable expenses. The College will process reimbursement to the employee via check within 10 business days of the properly approved expense report being submitted to Finance. All credit cards offer grace periods extending beyond 10 business days, so this policy should require no employee to use their own funds to pay for expenses.

When more than one employee is present at a business meal, the senior level employee must pay and expense the bill. In the rare circumstance where this is not feasible, the expense report must still be approved by the person who would have approved the expense had the most senior level employee paid the bill.

In the event that an employee is unable to pay via their own credit card, a request for use of a company American Express card can be made. These requests should be directed via email to the Controller. A request for petty cash may also be made. See the Petty Cash Requests section below.

## Petty Cash Requests

When possible, the College asks that employees request the use of a College credit card for miscellaneous expenses, and utilize their personal credit cards when traveling (if they do not have a College credit card issued in their name). If petty cash (cash advance) is needed, a request must be sent to the Controller 2 full business days prior to the need for cash. Once the request is properly approved by the Department Head and Controller, arrangements will be made for the employee to retrieve the cash. Upon completion of the activity incurring the expense, receipts and excess funds must be returned to Finance within 5 business days. ***The \$10 threshold for receipts does not apply to expenses paid with petty cash – every penny must be accounted for with receipts, and all excess funds must be returned. (See below for receipt requirements under normal circumstances)***

## Expense Reporting:

### Timing for Expense Report Submission and Reimbursement

*Travelers should file expense reports at their earliest convenience after returning from their trip but in no event later than 3 weeks after the trip is completed. Failure to do so may result in disciplinary action.* Frequent travelers may hold an expense report totaling under \$25 beyond the 3-week requirement, and combine it with other expenses. Once the expenses total more than \$25, the 3-week time frame begins.

### Approval /Authorization Process

All expense reports must be approved by the department head of the department to which the expenses will be charged. Department heads must have their expenses approved by the next level of authority within their department, usually a Vice President.

Vice Presidents and above must have their expense reports approved by the Provost or CFO.

All departmentally approved expense reports must be approved by the Finance department prior to payment. Those that are over \$500 require the approval of the Controller (Director of Finance or CFO in that person's absence).

***No employee is authorized to approve their own, a peer's or a supervisor's expense report.***

### Documentation Requirements

Travelers must provide the following information in order to be reimbursed for expenditures:

- business purpose
- names of individuals present
- name and location of where the meal or event took place
- exact amount and date of the expense
- business topic discussed
- in the case of entertainment events, the time the business discussion took place (i.e., before, during or after the event)

**College policy requires receipts for all expenses in excess of \$10.00.**

Submission of receipts for items less than or equal to \$10.00 is strongly encouraged but not required. Receipts must include the name of the vendor, location, date and dollar amount.

**When a receipt is not available**, a written explanation of the expense and the reason for the missing receipt are required for items greater than \$10.00.

All documentation should accompany the Travel and Expense Reimbursement Form to ensure timely reimbursement.

### Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete will be returned to the traveler for corrective action and may result in delay or denial of reimbursement of specific items.

Disregard for College policy or altering of receipts may result in disciplinary action and referral to Human Resources.

### Reimbursable Expenses

**Employees will be reimbursed for the reasonable cost of the following while conducting College business:**

- airfare on commercial airlines (coach class unless an international flight with flying times on any one leg of  $\geq 5$  hours and approved in advance by President or Provost)
- early bird seating (up to \$25 each way)
- baggage fees for one checked bag unless business purpose requires more (when away for more than 2 nights or when necessary to transport business materials)

- train tickets (coach class unless approved in advance by President or Provost)
- hotel accommodations
- internet connection fees while traveling, up to \$15 per day (Employees are encouraged to ask IT if a hotspot is available)
- air freight for business purposes
- business office expenses (fax, copy services, etc.)
- business phone calls
- cell phone use (up to \$5 per day) with documentation of business-specific charges in excess of normal billing
- car rental (up to intermediate size unless a larger vehicle is needed to transport several travelers and/or business materials)
- currency conversion fees
- fare penalty (non-peak ticket for peak travel)
- food and beverages while official College business is being conducted
- gasoline for rental vehicle
- ground transportation
- laundry/dry cleaning/suit pressing for trips (when trip is > 3 days)
- health club fees at travel destination (up to \$10 per day)
- overnight delivery/postage for business documents
- parking
- personal car/leased car mileage
- room service charges (for meals & tips only)
- seminar fees (with advance approval via purchase order)
- customary tips (valet, etc.)
- tolls (with documentation) – fees/penalties for tolls are not reimbursable
- travel arrangement change costs
- visa/passport/consulate fees
- expenses for travel companions/family members (only if approved in advance by President or Provost)
- expenses for team building events within departments in compliance with budgetary restraints are permitted, but require documented approval from the Department Vice President **before** the expense is incurred. This documented approval must be present when the expense report is submitted to Finance.

### **Non-Reimbursable Expenses**

#### **Travelers will NOT be reimbursed for the following expenses:**

- airline club membership dues
- fees for personal charge or credit cards
- baby-sitting
- barbers and hairdressers
- car washes (personal vehicles)
- clothing
- excessive baggage charges (other than those listed above as reimbursable)
- expenses related to vacation or personal days while on a business trip
- golf fees (when not part of pre-approved College entertainment)
- helicopter services for airport transfers
- loss/theft of cash advance money
- loss/theft of personal funds or property
- lost baggage
- ATM or cash advance fees

- luggage and briefcases
- medical bills incurred during domestic travel (excluding work-related injuries)
- mini-bar refreshments (except for bottled water)
- movies (including in-flight and hotel in-room movies)
- optional travel or baggage insurance
- parking or traffic tickets
- personal entertainment, including sporting events
- personal toiletries
- pet care
- repairs due to accidents
- personal vehicle expenses other than those listed above as reimbursable
- shoeshine
- souvenirs/personal gifts
- tobacco products
- miscellaneous newspapers / magazines
- illegal activities or gambling
- cancelation charges or costs to change travel arrangements for personal reasons (unless approved by Department Vice President or above)

### **Rental Car Insurance**

Rental car insurance should be purchased if renting a car with a personal credit card. For those travelers renting cars with a College-issued American Express card, coverage should be declined as the card carries vehicle rental insurance.

### **Expense Amount Limitations**

All employees are expected to spend the College's money as they would their own. All expenses are expected to be viewed as "reasonable." While the definition of reasonable is fluid, the list below provides some clear definitions in common circumstances:

- Food expenses should be below \$75 per person, per day in total. If the traveler believes this amount is not feasible due to the location or type of event, permission may be granted to exceed this amount by the Department Vice President or Controller (or higher level of authority). These requests should be made in advance with approval documented via email. This limit does not apply when conducting business development activities, which will be viewed in the context of the activity's budget by the appropriate reviewer.
- The College allows travelers to use their own judgment when booking a hotel, however the cost should be in line with the cost of a Courtyard by Marriott, Hampton Inn, or Hilton Garden Inn in the specific location of the stay. If a traveler wishes to stay at a more costly hotel, he or she may do so, but must provide documentation of the cost of a standard hotel, and will only be reimbursed up to that cost.
- Similarly, if a traveler wishes to fly first class, they can provide support for the cost of a coach/economy grade ticket on the same flight and be reimbursed for that amount, paying the difference themselves.
- When buying food for a group of employees working overtime or on a special project, within budgetary constraints, it is recommended that the average price of refreshments not be more than \$15 per person.

### **Meals and Entertainment:**

#### **Business Meals with Other Employees**

Employees will be reimbursed for business-related meals with other employees only in the following circumstances (one or more):

- when a client is present
- when, for confidentiality reasons, business must be conducted off College premises
- when authorized by a Department Chair or higher for testimonial reward, recognition or other appropriate business purpose

Meal and gift costs for recurring social occasions, such as employee birthdays, administrative professional's day, etc. are not appropriate business expenses and will not be reimbursed. Expenses related to certain non-recurring events may be reimbursed if approved in advance by the department Vice President or higher level of authority. Expenses of this nature are expected to be kept reasonable at all times.

### **Entertainment and Business Development**

**Entertainment expenses** include events such as theater and sporting events, wherein a business discussion takes place during, immediately before, or immediately after the event.

Employees will be reimbursed for entertaining business partners or potential business partners:

- if the person entertained has a potential or actual business relationship with the College, and/or
- if the expenditure directly precedes, includes or follows a business discussion that would benefit the College

The following entertainment expenses are reimbursable:

- concert and theater tickets
- sporting event tickets
- tennis court fees
- golfing green and cart fees
- transportation to and from the event
- meals and beverages consumed at the event

Employees are expected to exhibit sound judgment regarding the amount of College funds expended on alcoholic beverages, and it is the employee's responsibility to ensure that when costs are being reimbursed from grant funds that have restrictions around alcoholic beverage costs, that all rules are followed.

### **Tipping for Meals**

As a general rule, one should tip up to 25% of charges for good service with lesser percentages for lower levels of service. Employees should not tip more than they would on a personal trip.

### **Hourly & Non-Exempt Employees: Travel time during normal work hours**

Any portion of authorized travel time that takes place within normal work hours (defined as 8:30 a.m. to 5:30 p.m.) on any day of the week, including Saturday and Sunday, is considered work hours. Therefore, the employee will be paid at the employee's regular hourly rate and should be entered into Paycom as regular work hours. If an employee's travel plan extends outside of their normal working hours they will not be compensated for the travel time.

The normal commute to and from work should be deducted from the amount of travel time recorded. An employee will not be paid for the time it takes to commute to and from work under any circumstances. Employees are responsible for accurately tracking, calculating and reporting travel time on their timesheets in accordance with this policy.

When an employee travels between two or more time zones, the time zone associated with the point of departure should be used to determine whether the travel falls outside of normal work hours.

Meal periods should be deducted from all travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

Employees are expected to choose the mode of travel that is most expedient and cost effective. The College reserves the right to limit the amount of travel time paid based on the most efficient mode of travel available. If an employee has questions regarding whether or not their time spent on travel will be paid for, they are advised to speak with their supervisor or the Finance Department (Controller).