

Allegheny College PERSONNEL POLICIES & BENEFITS HANDBOOK	1100 POLICY NUMBER
	9/01/02 EFFECTIVE DATE
Subject: TRAVEL POLICY	

1100 Travel Policy

1100.1 Automobile Usage Policy

The College maintains a limited number of vehicles for use by its employees while they are engaged in College business. In addition, an employee may use his/her own car for College business, if necessary, in accordance with the guidelines below.

1100.2 Automobile Usage Guidelines

A limited number of vehicles will be maintained in a motor pool for use by individual employees as needed. When no College vehicles are available, or other circumstances warrant it, an employee may use his/her own car for business purposes.

Employees are not permitted to use College vehicles for non-business purposes under normal circumstances.

Every employee who drives a vehicle on College business must be at least 18 years of age, possess a valid driver's license and, where applicable, maintain at least the minimum amount of insurance required by law. In addition, no employee is permitted, under any circumstances, to operate a College vehicle (or a personal vehicle for College business) when any physical or mental impairment because of illness, medication, or intoxication causes the employee to be unable to operate a vehicle safely or legally. Additionally, all motor pool vehicles are non-smoking.

Any employee driving on College business may claim reimbursement for parking fees and tolls actually incurred, and employees driving College vehicles may claim reimbursement for gasoline and other vehicle expenses directly incurred for business purposes. When using College vehicles, employees are to use the College gasoline credit card. An employee who uses his/her personal car for business purposes will receive a mileage allowance for such usage to cover the cost of gasoline, oil, depreciation, maintenance and insurance. Mileage driven between home and work is not reimbursable. The current IRS allowance will determine payment. Claims for mileage allowance and other travel expenses must be approved by the employee's supervisor and submitted to the Accounting Department for payment.

Employees using College vehicles are responsible for proper maintenance and must report any malfunctions or maintenance requirements to the supervisor of the motor pool. Permanently assigned vehicles must be returned to the motor pool for maintenance as scheduled. Additionally, each employee is responsible for removing personal possessions and any trash from the vehicle prior to turning the car back to the motor pool.

Employees must report to the supervisor of the motor pool any accident involving College vehicles or personal vehicles used on College business regardless of the extent of damage or injuries. Such reports

must be made as soon as possible but no later than within forty-eight hours of the accident. Employees are expected to cooperate fully with the authorities in the event of an accident.

1100.3 Travel Expense Policy – (Revised 3/22/06)

College employees are frequently called upon to travel or entertain guests on College business. Travel and entertainment budgets have been established for these purposes and we encourage faculty and staff to use them in accord with their professional judgment. The purpose of these guidelines is to ensure consistent use of funds across campus departments.

The College reserves the right to reject and deny any reimbursement requests which are unreasonable, excessive, or not properly documented.

The following guidelines show the maximum reimbursable amounts. Actual reimbursement may be less if departmental budget funds are not available. Travel expense reporting forms are available in the Accounting Office.

1100.4 Travel Expense Guidelines

A. Allowable Expenses – (Revised 4/1/09)

Airfare: Coach travel only. Utilize discount fares whenever possible and practical. Avoid using services that charge an excessive (above \$25) booking fee (such as travel agents); comparison shopping is encouraged. Include one copy of ticket and airline itinerary/receipt with expense report.

Auto Rental: When justified by economic or business purpose. Standard-size vehicles for individuals or an appropriate size for a group are covered expenses. Luxury and/or sports vehicles are not permitted. Include one copy of signed rental agreement with expense report. Prior to leaving Meadville or signing rental agreement, employee should obtain a College insurance card from the Purchasing Office (ext. 4799, Schultz: Kathy). Decline insurance coverage offered by rental companies. *NOTE:* If a rental car will be your primary means of transportation, check with the College Security department on the availability of a College motor pool car prior to renting a vehicle from an outside vendor.

Gasoline: Gasoline reimbursement is available for rental vehicles only. Submit receipts for any gasoline purchase made that is not included in rental agreement. Gasoline reimbursement for personal vehicle is included in the mileage reimbursement.

Taxi: Utilize free or discounted airport/hotel shuttles whenever practical. Include taxi, shuttle, or limousine service receipts with expense report.

Mileage, Parking, Bridge and Road Tolls: Mileage for College business is reimbursable in accord with federal guidelines. The Accounting Office will publish the current reimbursement rate. Include parking and toll receipts with expense report.

Frequent Flyer Bonuses: Miles accrued through College business travel may be used for College or personal travel, as preferred by the employee.

Lodging: College business only. Detailed receipt is mandatory and must be attached to the employee expense report.

Meals: Reasonable expense based on current costs in area of travel. Include detailed, itemized receipts with expense report. When meal expenses include individuals other than the employee, a *Report of Business Entertainment Expenses* form must be completed and submitted with the expense report.

NOTE: 1) Snacks are allowable only if consumed in place of a meal.

Business meals or other business entertainment: Reasonable expenses based upon the location of travel/entertainment. Detailed receipts are required and must accompany expense report. In addition, a *Report of Business Entertainment Expenses* must be completed and must include the following details: date, name and location of establishment where business entertainment took place, purpose and duration of business conducted, names and business relationship of guests to the College. Attach additional explanation where necessary. Omission of these details as required by the IRS will delay approval and reimbursement (where applicable) and could result in taxable income charged to the individual.

Room Service: Allowable when justified by location or time constraints.

Business Postage, telephone, fax transmission, office supplies and other miscellaneous expenses: As required to conduct College business. Receipts must accompany expense report. Good judgment is your guide.

Tips: Percentage considered reasonable for the location and quality of service provided; not to exceed 20%.

Traveler's Checks: Cost of purchase. Receipt must be provided and accompany expense report.

Credit Cards: Personal credit card bills will not be paid directly by the College, even if charges are for College business. The employee must submit a request for reimbursement for business expenses charged on personal credit cards, and payment to the credit card company is the responsibility of the employee.

Travel Insurance: The College carries travel (death and dismemberment) accident insurance for all College employees while traveling on behalf of the College. Additional coverage purchased by the employee is not an allowable expense.

Personal Telephone Calls: The College will reimburse employees for 2 personal calls home, of up to 10 minutes each, for each 3-day College business trip away from home.

Employee Entertainment: College- or department-wide activities may be held from time to time to recognize employees for their work. AEC members should approve all such expenditures.

Expenditures without supporting receipts: Receipts are required for all expenses. If receipts are missing, please attach an explanation to the expense report. The College reserves the right to reject expenses not documented by a receipt.

Travel Advances: Travel advances need to be cleared with a report of expenses prior to receiving the next travel advance, whenever possible. Students will not receive an advance except through an

employee who is responsible for obtaining itemized receipts or student signatures, where meal allowances are given by the advisor-employee or coach.

Approvals: All expense reimbursement and payment requests must include approval signatures of immediate supervisors as well as the individual employee along with the account(s) to be charged.

B. Non-Allowable Expenses

Personal entertainment and other personal expenses: examples include movies, headset rental, personal reading materials, laundry or dry cleaning services, shoe shining, medications, between-meal snacks/beverages, water dispenser refills (except as allowable as noted above under “Business meals or other business entertainment”).

Airline or other trip insurance (including automobile rental)

Employee Spouse/Partner or other non-employee expenses: Generally not acceptable. Exceptions must be approved by the employee’s supervisor or department head prior to travel or event. A brief explanation, signed by the employee and supervisor/department head must accompany the expense report.

Theft, loss, or damage to any personal effects or luggage

Traffic and parking fines

Employee gifts: Examples include (but are not limited to) employee thank-you gifts, birthday or holiday celebrations/gifts, Administrative Professional Day gifts/meals, gifts for retiring or departing employees, flowers or plants given in acknowledgement of the death or illness of an employee or employee’s family member, and mileage to attend a funeral or visit an ill employee. Employees generally use personal funds for non-business matters. Exceptional circumstances should be discussed with the supervisor or department head in advance.

Clothing: In general, employees should not use College funds to purchase clothing, unless Allegheny clothing is required as part of the employee’s position (e.g. Security Officers, coaches).

C. Travel Arrangements

The College does not have an in-house travel department. An employee planning a trip will need to make his or her own arrangements including airline, hotel and rental car arrangements. Some local travel agents may be willing to bill the College directly for airline tickets, etc. Advance payment or deposits on hotel rooms may be made by requesting a check from the Accounting Office (allow 7-10 days for processing).

D. Travel Advances

An employee may request a travel advance check from the Accounting Office if needed. Please request travel advance checks 7-10 days in advance of date of the business trip. A maximum advance of \$500 is allowed. All prior advances and travel expenses must be cleared before a new travel advance can be obtained. Special exceptions will be made for frequent travelers.

A regular travel expense report needs to be completed at the end of each trip even if an advance has been made to cover the travel expenses. Excess funds advanced must be repaid to the College when the travel expense report is submitted.

All outstanding advances must be cleared or refunded to the College before December 31st of each year to avoid the outstanding advance from being included in the employee's taxable income.