

Memo

DATE: July 22, 2019

TO: All Employees

FROM: Shawn M. Connolly, Office of the Vice President

SUBJECT: Business Travel and Expense Policy Addendum

EFFECTIVE: July 22, 2019

As we all know, training is a major expenditure of our program and is an area that the Department must continue to review, especially in these economic times. Facilities has budgetary constraints beyond those of the University.

- There must be a business reason for the expenses.
- The individual must substantiate the expenses.

All receipts (except GSA meals) must be submitted to Learning & Development within 30 days of completion of the travel, but not to exceed 60 days.

Responsibilities of Travelers:

University funds must be spent prudently. Travel and conference/training expenses will be paid or reimbursed by the University if they are necessary, reasonable, appropriately documented, properly authorized and within the guidelines.

I. TRAVEL

All business travel **must be approved** and reasonable expenses discussed with the immediate AVP in advance of travel and prior to incurring expenses. The Vice President will review all travel-associated costs and determine if travel is approved. If individuals make travel arrangements prior to approval, all incurred expenses will be the responsibility of the employee.

A. *Travel Arrangements*

Every effort should be made to make advance travel arrangements to minimize costs to the University. Whenever possible, employees are to arrange transportation in the least expensive way possible. In addition, reservations for conference registrations should be made as early as possible to receive early bird discounts. All travel arrangements, including registrations for training/conferences are to be done by Learning & Development regardless of the budget account being used.

B. *Travel by Air*

Airline tickets should be purchased at the lowest available commercial rate. Twenty-one day advance booking is recommended to secure lower fares. Employees may select the lowest fare from among any of the major airline carriers and need not select a discount carrier. The Company will not reimburse for first-class travel unless there are extenuating circumstances or health reasons that prohibit travel in coach. If an employee chooses to fly first-class, the difference between first-class fare and the lowest available commercial fare must be segregated and will not be reimbursed.

An original airline ticket, itinerary, or receipt must be attached to the Travel Expense voucher. The documentation must clearly show the date, points of departure and arrival, and the total amount paid.

To minimize travel costs, all baggage should be a carry on for trips of 3 nights or less. If your travel requires overnight stay for 3 nights or more, you may check in your luggage for an additional fee. Please note if you decide to check in your luggage and your trip is for 3 nights or less you will **be responsible for paying the airline luggage fees.**

Baggage Fees:

Any change fees incurred by employee, **shall be the responsibility of the employee.**

Preferred seating:

The University will not reimburse for any preferred seating request (i.e., aisle seat, wing area, first class etc.)

Change in ticket:

Airlines are now charging for a change in ticket and charging a fee to do the recalculation of a new ticket – sometimes up to or over \$200. The University will not reimburse for ticket changes or recalculations of tickets, so please be sure of your travel plans.