

SANTA CLARA UNIVERSITY
TRAVEL & REIMBURSEMENT POLICIES & PROCEDURES

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Instructions and forms are on the University Finance Office Web site at

<http://www.scu.edu/finance/forms/>

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By: Office of the Associate Vice President for Finance

Santa Clara University
Travel & Reimbursement Policies & Procedures

I. Purpose

To establish policies and procedures for the reimbursement of expenses incurred while traveling on University business.

II. Scope

These policies apply to all University employees and other persons seeking reimbursement from Santa Clara University for travel expenditures (including those traveling on grant- or contract-related business) regardless of the funding source.

III. General

Santa Clara University will reimburse employees and non-employees for all necessary and appropriate transportation, entertainment and travel-related costs incurred by Santa Clara faculty, staff and others in connection with approved University activities.

While traveling on University business, travelers should expect to receive service and accommodations that are both safe and comfortable, but not lavish or extravagant. Individuals should neither gain nor lose personal funds as a result of official travel.

These policies represent the normal business approach that should be taken by individual employees when they incur travel-related expenses. Employees are expected to minimize travel-related expenses by making selections that result in the least expense to the University, providing this does not result in ineffective use of the employees' working time or excessive inconvenience. Employees should take advantage of all significant savings opportunities that may not be explicitly described by these policies.

IV. Special Travel Circumstances

Team Travel: Athletic team travel and travel by coaches and athletic staff is subject to NCAA rules and regulations. Therefore, any athletic-related travel must be authorized by a designated staff member in the Athletic Department.

Sponsored Projects and Grant Travel: Travel funded through sponsored projects or grants is subject to federal regulations and/or the terms and conditions of the agreement. All such travel arrangements must be coordinated through the Office of Sponsored Projects.

Personal Travel: Travelers may combine personal travel with University travel as long as the official trip serves a valid and authorized University purpose. The basic rule is that the traveler pays all additional costs for the personal portion of the trip. The traveler also has full responsibility and liability for any events that occur during personal portions of the trip.

Student Travel: Students traveling on behalf of the University and incurring reimbursable expenses shall adhere to these Travel & Reimbursement Policies and Procedures.

Consultants: Arrangements for travel by University-retained consultants can be made using either of the University's travel agencies. It also is possible for travel expenses incurred by University retained consultants to be reimbursed directly if the consultant's travel arrangements are not made with either University-designated travel agency.

Interview Travel: Travel expenses in connection with employment interviews are authorized when necessary to acquire key personnel for employment at the University. In general, expenses incurred should not exceed the limits described herein and should be consistent with these policies and procedures. Travel arrangements can be made using either of the University's travel agencies, or travel expenditures can be reimbursed directly.

Departmental Travel Policies: While these Travel & Reimbursement Policies and Procedures are applicable to the entire University community, specific departments may, as a matter of departmental business, have policies that are more restrictive. Travelers in those departments are expected to adhere to departmental travel guidelines when traveling on behalf of their department. In no case should departmental travel policies be less restrictive than those outlined in this document.

V. Travel Authorization

Travelers must (1) secure approval for University-related travel from their immediate supervisor and (2) obtain authorization for the expenditure of funds for University business travel from the Budget Manager of the fund and organization to which the travel is to be charged. If the traveler is the Budget Manager, approval from their next level manager or supervisor must be obtained.

VI. University Travel Agencies, Travel Advances, and Travel Reimbursement

Deregulation of the airline industry, increased competition, and technological advances have created many opportunities for dollar savings and improved services in some situations. In addition to the ability to purchasing airfare and book hotel registrations on-line, Santa Clara has entered into agreements with two travel agencies for comprehensive business travel services. It is the goal of the University to provide the most cost effective means for business travel.

Attachment A contains detailed information about the agencies, their services, and how to make travel arrangements using either of them. The University's agreements with the agencies allow all air travel to be charged directly to departmental budgets, thereby eliminating the need for travelers to pay for air travel and seek reimbursement.

There may be instances where travel advances are appropriate, particularly for Athletic Department team travel daily allowances (*per diems*). In those instances, travelers or travel managers may request a travel advance, which should be initiated using a Quick Voucher and should be cleared within 10 days following the end of the trip. A copy of the Quick Voucher is to be sent to the responsible accounting staff in General Accounting for tracking purposes. Only

one advance should be requested on each Quick Voucher. www.scu.edu/finance contains specific instructions and links to sample forms for requesting and clearing travel advances.

For employees whose positions involve periodic travel, it is possible to obtain a credit card for travel expenses. Please contact the Accounting Manager for details.

VII. Transportation

A. Commercial Air Travel

Commercial air travel expenses are reimbursed on the basis of the actual cost incurred by the traveler using normally traveled routes. All University business travel will be at the most economical class of service. For international flights only, when it appears appropriate, business class tickets may be approved by the requestor's Dean or Director. In many cases, a traveler can save hundreds of dollars by purchasing tickets on special or promotional flights that may require advance booking, entail one stop, or depart and/or arrive at a slightly less convenient time.

Frequent Flier Programs: Air carrier selection cannot be biased by any traveler's frequent flier affiliation. The lowest cost air travel will take precedence over frequent flier programs. However, frequent flier bonuses, upgrades or bonus awards may be retained by the employee. The University will not reimburse travelers for the value of air travel obtained using frequent flier miles.

Saturday Stay Over: Often a significant savings on air fare will result from booking a flight with a Saturday stay over. Many conferences and meetings begin on Sunday or Monday to take advantage of this factor. It is University policy to authorize Saturday stay over to the extent that resulting savings in airfare are greater than the additional costs incurred for hotels, car rentals, etc.

B. Foreign Commercial Air Travel – Federally Funded Projects and Grants

Federal regulations require the use of U.S. airlines for all travel abroad when federal funds are used to pay travel expenses. Any air transportation to, from, between, or within a country other than the U.S., part or all of which will be paid with federal funds, must be done on a U.S. airline if service is available. A U.S. airline must be used even if foreign airline service is cheaper and more convenient. If you are using grant or project funds for your travel expenses, please consult with the Sponsored Projects Office (x4408) to ensure compliance with all regulations.

C. Charters (Aircraft and Boats)

Persons contemplating University travel using aircraft or boats owned by or rented and operated by the traveler, or as a guest, should submit their written plans to the Associate Vice President for Finance, who must provide written authorization prior to the start of travel and before any reimbursement will be made. Significant risk management issues may be involved in such arrangements.

D. Rail

The University will reimburse the cost of first class railroad fare plus the lowest priced available Pullman facilities not to exceed the cost of coach air fare.

E. Vehicle Rental

Travelers may rent vehicles when other transportation is not available or when doing so will result in savings of cost and time. Travelers are encouraged to choose compact or mid-sized cars whenever possible. The University travel agencies have negotiated discounts with major car rental agencies and will make rental reservations in the University's name at the corporate discount rate established for the University, which may be the most economical rates available. However, promotional rates for these agencies or other agencies may offer greater savings. Travelers should seek the best rental rate available at the time of booking. Employees forced to rent without prior reservations always should request the best currently available rate.

Domestic: Rental agencies may ask the renter either to purchase or to decline liability and/or collision insurance. The University carries both liability and collision insurance, so the University-authorized renter should **decline** any insurance offered by the agency.

Foreign: Travelers renting vehicles in foreign countries **SHOULD purchase the insurance** offered by the rental agency. In some instances, such coverage is required by their laws. Travelers taking vehicles into Mexico must purchase Mexican insurance before crossing the border.

F. Use of Personal Vehicle

Travel by personal vehicle may be desirable to save time, to transport equipment, to reduce costs when a number of persons are traveling to the same destination together, or for convenience. The current mileage reimbursement rate, commensurate with the IRS deductible mileage rate, is issued annually by the University Finance Office. This rate is intended to cover all transportation and operating costs, including auto insurance. Your request for reimbursement should include the following: (1) starting point(s), (2) destination(s), and (3) computation of the reimbursable amount. The University will reimburse for mileage only to the extent of costs associated with the reasonable cost of airfare and shuttle and or taxi service to and from the airports and the destinations.

Do not include the cost of buying gas when you request reimbursement from the University for mileage when using a personal vehicle. Reimbursement will only be made for actual gasoline costs when using rental cars. No reimbursement is made for the cost of repairs to the vehicle or other similar costs whether they result from the traveler's acts or the action of others. Tolls and reasonable parking charges will be reimbursed in addition to the mileage allowance (see XI Miscellaneous Expenses, below).

Private vehicles used on University business must be covered with the owner's insurance as required by law. The insurance covering the private vehicle used on University business pays first and if that insurance is exhausted, the University insurance pays second to the extent of the policy. Claims paid by private

insurance for accidents occurring from the operation of privately owned vehicles on University business are not reimbursable from University funds or University insurance.

G. Local Transportation

Charges for public transportation, airport buses and limousines, taxis (including reasonable trips) are reimbursable for service to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Receipts should be obtained whenever possible, but they are required for expenses exceeding \$75 per trip.

VIII. Lodging

Travelers should use standard accommodations at reasonably priced commercial class hotels and motels when making reservations. In many locations, special rates have been negotiated by either the University, sponsoring organizations, or our travel agents. Employees should be aware of and use these special discounts where appropriate. Seminars and conferences often offer favorable rates at particular hotels for attendees, and employees attending conferences at specific hotels should request a room at the minimum rate offered. The University will pay for the cost of a single room unless (1) a larger room is shared with another employee on University business or (2) special circumstances (such as a room booked for an “open house” business discussion) warrant a larger room or suite of rooms. Documentation of such situations should accompany the hotel receipt. Expanded accommodations for family members and/or guests are the responsibility of the employee, and they are not reimbursable.

Normally reservations will guarantee a late arrival. If you are unable to honor the reservation, it is your responsibility to ensure that the room is cancelled in compliance with the cancellation terms established by the hotel. You may do this by contacting the University travel agency that booked the reservation, or by calling the hotel directly. If you call the hotel directly, be sure to obtain the name of the hotel staff member handling the transaction and the cancellation number.

IX. Meals

Employees will be reimbursed for meal expenses while traveling on University business. Travelers may select to be reimbursed on the basis of (1) actual expenses or (2) *per diem*. For each trip, one method or the other is to be used – they cannot be combined.

A. Actual Expenses

Because the costs of meals may vary significantly, there are no set dollar limitations. However, employees are expected to keep meal costs reasonable. Receipts should be provided for meals exceeding \$75. Receipts are not required for meals that cost less than \$75, and they may be included with expense reimbursement requests. Original receipts should document the (1) date, (2) place, (3) meal (breakfast, lunch, dinner), and (4) cost, including tip.

B. Per Diem

Individual: In place of reimbursement for actual meal expenses, some departments may choose to distribute flat meal allowances (*per diems*) to traveling employees. The use and amount of such *per diems* is at the discretion of the department head but should be reasonable, and should not exceed \$50 per day for domestic travel. *Per diems* do not need to be supported by meal receipts.

International Travel: Due to extreme variations in the cost of international travel, the University uses the U.S. government military *per diem* rates, which can be found at http://aoprals.state.gov/content.asp?content_id=184&menu_id=78.

Group: *Per diems* are advantageous when a group of people is traveling together on a University-related function (e.g., athletes). Please use the following procedure:

- (1) Obtain an advance for the total amount needed (see VI. University Travel Agencies, Travel Advances, and Travel Reimbursement)
- (2) Distribute *per diems* to each traveler.
- (3) Prepare a log, and have everyone who receives a *per diem* sign the log sheet.
- (4) Submit the log sheet and a copy of the Payment Request Form from which the advance was requested to General Accounting. The log sheet, as opposed to receipts, serves as the documentation to “clear” the advance.

X. Expenses on Behalf of Others

Ordinary and necessary business expenses directly related to University business incurred on behalf of others, including but not limited to food, beverages, refreshments and social or recreational activities will be reimbursed. Expenses for personal entertainment are not reimbursable. To be considered nontaxable, the Internal Revenues Service requires that the names of persons entertained and the business purpose be shown on expense reports requesting reimbursement. Original receipts must be provided to document the following:

- (1) Date
- (2) Location
- (3) Event
- (4) Cost
- (5) General business purpose
- (6) Names and affiliations of persons in attendance

XI. Miscellaneous Expenses

An employee will be reimbursed for miscellaneous expenses associated with business travel not specifically addressed in any of the categories above. Examples include parking, tolls, tips, currency conversion fees, and expenses associated with baggage handling and storage. Receipts should be obtained whenever possible and are required for expenses exceeding \$75.

The University understands the need for employees to communicate with their home while away on business, and thus this type of expense is reimbursable. However, personal calls are expected to be brief and should be limited unless there is reasonable cause.

An employee is personally responsible for payment of the following travel expenses:

Non-Reimbursable Expenses

- Business expenses not substantiated by original receipts/documentation required by University policy
- First class travel, or other seating, above the coach level (except as stated in Section VIIA for International Travel)
- Purchase of flight insurance
- Personal entertainment
- Personal purchases of goods and services
- Airline clubs
- Rental car mileage for personal use
- Rental of luxury or sport car models
- Haircuts
- Child care
- Pet care
- SCU Parking Permits
- Traffic fines
- Hotel laundry service (for stays less than five days)
- Hotel valet service
- Excessive personal phone calls
- Hotel amenities (in-room movies, exercise facilities)
- Travel expenses of spouse or other non-business related travelers
- Costs incurred by failure to cancel reservations (hotel or transportation) except in emergencies
- Credit card late fees

XII. Business Expense Report

A Business Expense Report must be completed when requesting reimbursement of travel-related expenses. Two variations of the form are available, one detail and one summary for multiple occasions. These forms are available on the University Finance Office Web site located at

<http://www.scu.edu/finance/forms/>.

The forms must be accompanied by a copy of the Quick Voucher and the Business Expense Report which has been approved by the next level supervisor or manager of the employee requesting reimbursement. Under no circumstances may an employee approve his/her own reimbursement form or that of a person to whom they report (either directly or indirectly). The approval signature can be applied to either the Business Expense Report or the Quick Voucher.

Each continuous trip should be reported separately by the end of each month or within 10 business days upon returning if travel occurs at the end of the month. .

NOTE: Reimbursements will NOT be made for any type of service. Payment for services to an external vendor requires 1099-Misc Nonemployee Compensation reporting to IRS.

Required Documents:

- All reimbursements require dated, original itemized receipts and proof of payment. Credit card payment forms or statements alone are not considered itemized receipts for transportation tickets, car rental, lodging and meals.
- All reimbursement requests must include a statement of business purpose.
- Examples of acceptable documents:
 - . For Airline tickets: itinerary/invoice or e-receipt, showing proof of payment
 - . For Car Rental: contract, itemizing all charges, and proof of payment
 - . For Lodging: Itemized bill showing all charges and proof of payment
 - . For Business Meals: Receipts itemizing charges, names of attendees, and proof of payment such as the signed credit card receipt (for charges of more than \$75).
 - . For Mileage: A log of travel miles destination and business purpose
- What To Do If A Receipt Isn't Available
 When an original receipt is required but has been lost, a copy of the receipt may be submitted with an explanation in writing. If a copy cannot be obtained, a statement by the payee providing the reason must be included with the Quick Voucher. Without a satisfactory explanation, the amount will not be reimbursed.

To expedite the review and reimbursement of expenses, please group together and staple or tape to a sheet of paper original expense receipts together by category. Expenses for less than \$75 for which receipts are not available (such as taxi fared or tips) do not require receipts.

If your airfare has been charged to your departmental account by the University Travel agents, **DO NOT** include this as a reimbursable expense on the Business Expense Report. Instead, please indicate that the cost had been charged to your departmental budget, and enter the amount of \$0.00 on the Business Expense Report. If subsequent airline charges are incurred by the traveler, e.g., a processing fee for a schedule change, the traveler must obtain a receipt from the airline. The amount of the expense should be entered on the Business Expense Report form as an air transportation expense.

ATTACHMENT A: University Travel Agencies and Making Travel Arrangements

1. University Travel Agencies

Deregulation of the airline industry, increased competition, and technological advances have created many opportunities for dollar savings and improved services in some situations. In addition to the ability to purchasing airfare and book hotel registrations on-line, Santa Clara has entered into agreements with two travel agencies for comprehensive business travel services. It is the goal of the University to provide the most cost effective means for business travel.

Travel With Me:

Account Representatives: Nancy Ganz Lindley
Ph: (408) 559-8331
FAX: (408) 364-7399
24 Hr #: (see itinerary for number)
950 South Bascom, Suite #3120
San José, CA 95128

Travel Advisors of Los Gatos

Account Representatives: Linda Campbell
Ph: (408) 354-6531
Fax: (408) 354-3871
24 Hr #: (800) 434-4268 ID#IB5
56 North Santa Cruz Ave.
Los Gatos, CA 95030

Both agencies charge a \$20 service fee for each ticket issued. The agreements between Santa Clara University and these two agencies provide for significantly enhanced services for the lowest airfares and special discounted lodging and car rental rates, such as:

- 1) Guaranteed lowest airfares available that meet the requirements of the traveler.
- 2) Scheduling, booking, and the ticketing of all air and ground transportation at the most economical cost that meets the requirements of the traveler.
- 3) Monitoring ticketed airfares on a scheduled basis and reissuing tickets where rates have decreased.
- 4) Scheduling and arranging lodging accommodations and car rental reservations at the most economical cost that meets the requirements of the traveler, using University negotiated rates or other special discount rates.

- 5) Delivering tickets to designated campus locations and making emergency ticket deliveries when required.
- 6) Maintaining traveler profile forms so that seat preferences, credit card information, special requirements, frequent flier numbers, etc. are available on-line, eliminating the need to repeat similar information for each reservation.
- 7) A 24-hour toll-free number for emergency after-hours service. After-hours agents have access to traveler profiles and University travel policies, and they can assist with new reservation changes or emergency situations when travelers in route require assistance.
- 8) A customer service department is available for comments and for problem resolution involving University travel agents, airlines, hotel, or car rental companies.

2. Making Travel Arrangements

A. Reservations and Ticketing

To Make A Reservation: BEFORE YOU CALL OR FAX your travel request be sure you have all the pertinent information: destination city/cities, date and time of departure, hotel reservation needs, vehicle rental reservation needs, date and time of return, and any special requests.

You also should have a University department account number (for air fare charges) and a credit card number (for auto and hotel reservations, as required) to charge for the reservations you are about to make. Call the agency and speak to one of the designated agents or fax your request to the agency. The feasibility of e-mail reservation capability is being explored for possible future implementation.

Tickets will be issued after reservations have been made. Boarding passes will be issued within 30 days of your travel date. The tickets and boarding passes will be delivered directly to you on campus.

You will receive a packet of documents which will include all your tickets and an itinerary showing your entire travel plan. When you receive this packet, immediately review all the documents carefully. Check to ensure that the tickets, itinerary, hotel, and rental car vouchers are enclosed and accurate. Make sure that there is a flight coupon for each flight segment. Verify that all the information on the itinerary is correct. If you have any questions, or if there is a problem, contact the agent **IMMEDIATELY**.

Both agencies have a 24-hour reservation service that can assist you if you have a change in plans or need to make reservation after hours. Each agency has an access code (listed above) which must be provided in order to receive service.

If you are a frequent flier, you may ask the agency to establish a traveler profile for you. This will eliminate the need to provide similar information (seat preference, credit card number, frequent flier number, etc.) each time you make a reservation.

B. Account and Billing Information

The university has established a master billing account for air fare charges. This allows travelers to provide the travel agent with their departmental account numbers and have air fare charges billed directly to the University by the agency. **PLEASE NOTE:** The master billing account (BTA- Business Travel Agreement, Exhibit 1) is only for University-approved and funded travel. After the airline ticket has been ordered, please complete the “SCU/American Express Business Travel Account Approval Form” located on the University Finance Office Web site at

<http://www.scu.edu/finance/forms/upload/Travel-Authorization-form.pdf>

and mail or fax it to the Accounting Manager in General Accounting. If your only travel expense is airfare, no further documentation is necessary. (Since these charges are made directly to the departmental budget without further documentation, it is the responsibility of department budget managers to verify and monitor these charges and notify Accounts Payable if there are problems.) If you have any other trip-related travel expenses, you will need to complete a Business Expense Report and Quick Voucher.

Other: For expenses other than air fare charges, travelers should continue to follow current policies for travel expenditures, which allow travelers to be reimbursed for expenditures, or to receive travel advances in appropriate circumstances. For those individuals whose job responsibilities involve extensive travel, the University can arrange to have a credit card issued to the traveler (contact the Accounting Manager in General Accounting at x2757).