



Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Travel Policy</b>  <b>Policy 3.469</b>	
<b>Business Management Policies</b>		Effective date: November 1, 2011	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
	Chancellor	N/A	September 6, 2011
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of University Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1304	All Antioch employees

## I. Introduction and Purpose

As a distributed, multi-campus university, travel is a function critical to achieving Antioch's institutional goals. This policy outlines the basic rules for expenses incurred while employees, faculty and staff are on travel. As an Antioch employee, faculty member, board member or student, we expect that you will exercise professional integrity, common sense and good judgment while seeking out the least expensive options available. When in doubt, consider that each expense incurred while on travel must advance the mission and goals of the university, and the university-related tasks which take you on the road.

In general, the policies and procedures in this document represent the minimum level of controls each campus should provide over travel expenses. Individual campuses may elect to have more strict travel rules than those set forth here.

These policies and procedures apply to all sources of funds expended by the university, including gifts, sponsored programs (grants), designated income, released funds and university appropriations.

IRS requirements undergird most of this policy; and the business office must have prompt reconciliations and itemized receipts to substantiate these expenses for audit purposes. The university reserves the right to deny payment or reimbursement of travel related expenses for failure to comply with these guidelines, policies and procedures.

## **II. Definitions**

### **A. University Approved Travel**

University approved travel is generally defined as transportation on university business *in excess* of one's normal commute. If in excess of one's normal commute, the university will reimburse you for movement on official university business from home or the primary work location to another destination, and return to your home or primary work location. This is important because if we reimburse you for travel that includes your ordinary commute mileage, it is considered compensation to you by the IRS, and we must account for it as such.

### **B. Receipts**

A receipt is:

- (a) Original, *itemized* receipt from the vendor, restaurant, airline, etc.
- (b) Showing the time, date, place of meal or other travel expense
- (c) Includes a note from the traveler regarding the business purpose of the expense
- (d) Provides a list of attendees, if other than you.

A credit card statement is not a receipt.

## **III. Reimbursement Procedures**

### **A. Getting Travel Approved**

The first step in getting reimbursed for travel is the approval process.

1. Approval for travel must be obtained in advance from the traveler's supervisor when the traveler is a university employee. Travel by campus presidents or Vice Chancellors' does not require pre-approval, but expenditures are reviewed by the Chancellor.
2. If you are arranging for travel for candidates for employment, students, speakers, entertainers, or guests, you must obtain approval from the head of the organizational unit paying for the travel, and the traveler's arrangements must conform to these policies.
3. Any international travel on university business must be preapproved by the campus president or chancellor (presidents must receive approval from the chancellor). Request for international travel must include the business purpose, justification and rationale within the organizational program, department or budget supporting that travel.

## **B. Getting Your Reimbursement**

Within 60 days of completing the trip, the traveller must submit an "Expense Reimbursement Request" to your supervisor. This form must include a statement of business purpose, the program to which the travel will be charged, as well as original receipts from the vendor to support your expenses. Credit card statements or vouchers do not constitute "receipts".

Procrastinators, please note: Travel reimbursements submitted after 60 days of completing the trip will be approved only at the discretion of the supervisor and the CFO.

## **IV. Special Situations**

### **A. Travelling on a Sponsored Program**

If you are travelling on a sponsored program, please use Antioch University travel guidelines, unless the sponsored program guidelines are more restrictive than university policy. Make yourself familiar with the allowable cost provisions of your sponsored program. Travel expenses that do not conform to this policy and the sponsored program guidelines will not be reimbursed to the traveler nor will they be allowed as an expense to the sponsored program.

For example, in accordance with the Fly America Act, commercial air travel on certain federally sponsored grants must use US flag air carrier service except under certain circumstances. Travelers using federal grant funds must check with their assigned grant administrator before booking flights to ensure travel arrangements are in compliance.

### **B. Travelling to another Antioch Campus that has Different Travel Rules than My Home Campus.**

There may be minor differences between campuses, however, if your travel expenses are being paid by another campus, it is your responsibility to know and abide by the rules of your paying, host campus. When these arrangements are made, the paying, host campus should make visiting faculty and staff aware of any differences in their reimbursement policies from this university-wide policy.

## **V. Employees without a Personal Credit Card and Without a University-issued Credit Card**

For regular university business travellers, our preference is to issue university credit cards to ease recordkeeping and keep processing costs as low as possible. Otherwise, we ask you to use your personal credit card, and get reimbursed. If this represents a hardship, then the university or campus CFO may advance funds for individual travel purposes on a case-by-case basis.

## **VI. Choosing Whether to Fly or Drive**

Travelers are encouraged to compare all the costs associated with each mode of transportation and select the one that is the most cost effective and efficient. In comparing driving costs versus air travel, please remember to consider added expenses such as airport parking, airport shuttle to/from the hotel, mileage to/from the local airport, hotel parking costs, etc. Also, please be aware that in today's environment for extended driving trips, using a rental car is often cheaper than driving your own personal car, and doing so limits the wear and tear on your vehicle. The university will not reimburse you for driving expenses that exceed the cost of air travel to the same destination.

## **VII. Getting the Lowest Airfares**

We encourage you to use a website, such as Expedia or Orbitz to compare flight costs to get low cost flights. The university will pay only for "coach fares". If you have a medical or physical condition requiring accommodation that necessitates travel in first or business class, we will approve and reimburse you for expenses with the appropriate medical certification.

## **VIII. Getting to the Airport and Around**

In general, we prefer that you use the most cost-effective mode of transportation from your home or campus to and from the airport. In some cases, taking a taxi to the airport might be cheaper than driving and leaving your car for a long period of time. However, if you use a taxi to get to the airport, be aware that we will reimburse you only for the cost of the standard mileage rate and the long-term parking fees.

While you are on your trip, transportation and transfers between airports, at a destination or related to overnight lodging will be reimbursed. If you decide to rent a car, be sure to see the sections below for guidance regarding rental vehicles.

## **IX. Renting a Vehicle**

In today's environment for extended driving trips, using a rental car is often cheaper than driving your own personal car, and doing so limits the wear and tear on your vehicle. Rental vehicles may be used when you need a vehicle to move from place to place at your destination or the overall cost of the rental is less than the cost of other means of transportation, such as airport shuttles, jitneys or taxis.

Use common sense. If you are travelling by yourself, the university will only reimburse you for an "intermediate" or smaller size car. If you are travelling as part of a large group, then feel free to rent a full-size vehicle or van so you can fit everyone in.

The university has a discount plan with Enterprise Rent a Car. Please contact your CFO or administrator for more details.

Please note: Only university employees are authorized to drive rental vehicles on university business. And the university will not pay for speeding tickets or parking violations.

## **X. Car Rental Insurance**

To assure that you are covered with insurance when you rent a vehicle for university business, you must meet the liability insurance requirements of the motor vehicle financial responsibility laws of the state in which you are employed. For this reason, please complete the “Request for Driver Information” and sign the “AU Requirements for Drivers of AU Vehicles and Employees who Rent Cars for Business Travel” forms and submit them to the appropriate office on your campus before you rent any vehicle.

When you get to the car rental counter, be sure you decline the collision and liability insurance offered by the rental agency. The university’s blanket auto insurance policy automatically covers all other rental car insurance needs. If you have an accident, and an insurance claim must be made, a copy of the signed vehicle rental agreement must be provided to the CFO’s office. However, when traveling overseas, the collision damage waiver must be purchased.

## **XI. Add-on trips, Vacation Time and Personal Use of Vehicles**

The university will reimburse travel expenses only when they are incurred at locations specific to the university’s business purpose. For this reason, travel to and from alternate vacation destinations while on business travel is not eligible for payment. When vacation time is added to a business trip, clear documentation must be provided to fairly allocate personal and business expenses.

Occasionally, travelers add on personal trips or use rental vehicles for personal purposes while on university travel. Because most car rental agreements have unlimited mileage, this is not a problem. However, if the car rental agreement includes a mileage charge, please be sure to back out your personal mileage, and attach a check to reimburse the university for personal usage when you request reimbursement for the trip.

NOTE: Please be aware that our insurance coverage requires that only the university employee may drive the rental car.

## **XII. Using Your Personal Vehicle for University Business.**

The university will reimburse you for personal vehicle use for extended trips at the current IRS standard mileage rate. However, car rental rates may be cheaper for these types of day trips, and our insurance coverage will protect you while on travel. Additionally, the university will not reimburse you for any deductible or damages incurred while using your personal vehicle for university business.

The IRS mileage rate is intended to reimburse you for wear and tear, fuel, oil changes, insurance, maintenance, etc. The IRS rate does not include parking fees and tolls, so be sure to include those expenses as well. Receipts are required for anything over \$5.00.

Please complete the “Request for Driver Information” and sign the “AU Requirements for Drivers of AU Vehicles and Employees who Rent Cars for Business Travel” forms and submit them to the appropriate office on your campus before you drive your personal vehicle for business purposes.

### **XIII. Working at a Temporary Location and Driving a Personal Car to that Location**

Under IRS rules, we may reimburse you for mileage only if the distance from your home to the temporary work location exceeds the distance between your home and your usual place of work. This is because any reimbursement in excess of this amount must be treated as additional taxable compensation to you.

Example 1: You drive to your usual place of work (5 miles), then to a temporary work place for the afternoon (3), and then drive home from the temporary workplace (4). You will need to calculate the total miles driven that day (12), and then deduct your normal round-trip commute miles (10) to your usual place of work. The difference is the reimbursable amount (2 miles).

Example 2: Your round-trip drive to your usual place of work is 10 miles. You drive straight to the temporary site and home from there—round-trip 8 miles. No reimbursement would be made as the total miles traveled are less than your normal round-trip commute.

### **XIV. Staying at Hotels.**

Accommodations should be prudently planned so that the best interests of the university are served at the most reasonable cost. Be sure to ask for the best corporate, academic, or nonprofit rate. Travelers on university business will be reimbursed at the lodging facility’s standard single room rate, including applicable taxes. The lodging facility must be at least fifty (50) miles from the traveler’s home or headquarters.

#### **A. Here are Some Common Items Antioch will not Reimburse you For:**

1. The value of a room you have obtained free of charge under a frequent flyer program or other incentive program
2. Non-business expenses including movies, fitness classes, games and other personal expenses
3. Room cancellation charges. Often, if you do not cancel a hotel reservation before 6 PM, they will charge your credit card. It is the traveller’s responsibility to cancel these reservations if they are not going to be used

#### **B. Special Rules for Conferences and Conventions**

Occasionally, a convention or conference is held in a luxurious facility that doesn’t meet Antioch University guidelines and budget restrictions. Luxury accommodations (defined as those exceeding 150% of the federal per diem) may be approved by your supervisor when you are attending a meeting, conference, convention, or training session

where you expect to have business interaction with other participants in addition to scheduled events. If the trip or conference has not been approved by your supervisor, then the university will not reimburse these costs. It is the supervisor's responsibility to monitor the efficacy of these expenditures and their contribution to the overall goals of the program paying the bill, and to Antioch University as a whole.

## **XV. Meals, Tips and Incidental Expenses**

While you are on travel overnight, you eat out more often than if you were at home. You must provide receipts for these expenditures, but your campus may give you the option of using a per diem allowance if you do not want to collect and provide receipts for these expenses. If your campus is not following per diem, you should use professional judgment regarding the reasonableness of the cost of your meals and alcohol. Dinner expenses should be kept reasonable, but not exceed \$60 per person. The discussion below is meant to provide guidelines for reimbursement of actual meals, tips and incidental expenses. In general, we ask that integrity and common sense guide your actions in this regard.

### **A. Here's a List of Things Antioch Won't Reimburse You For:**

1. Meals provided as part of a conference registration fee.
2. Meals paid for by other parties.
3. Meals you've eaten prior to or after you have returned from your trip
4. Tips in excess of 20%, no matter how good the service was

### **B. Business Meals**

Business meals are those meals over which you discuss university business. Again, professional integrity and common sense should guide your actions. Meals should be in a professional setting, conducive to a business conversation. Alcoholic beverages consumed in conjunction with or as an integral part of a business meeting will be reimbursed. These expenses, like all travel expenses, should be approved by your supervisor or the individual whose budget to which you anticipate charging these expenses.

## **XVI. What If I Want to Travel With My Spouse, Child or Partner?**

Again, we ask that professional integrity and common sense guide your actions. In general, the university will not reimburse a spouse's, children's or partner's travel expenses. Expenses for an employee's spouse, child or partner may be reimbursed if they play a significant role in the proceedings or are involved in activities that constitute a valid university business purpose. Reimbursement of these expenses requires approval of the president/chancellor or the president's/chancellor's designee.

Personal expenses should be covered and paid for using your personal credit card to the extent that is practical. If this is impossible (for example, purchasing airline tickets), it is up to you

to divide up the costs for personal and work travel in a way that is fair to the university. The university reserves the right to determine the fairness of the allocation you have made.

*A check for the amount of personal travel expenses paid for using a university issued purchasing card must be attached to the credit card statement when it is turned into the business office.*

## **XVII. What if I want to extend my trip by a day or two so I can grab that low airfare?**

Employees who extend their travel a day or two in order to take advantage of lower airfares can do so, as long as the lower fare, plus reimbursable meal and lodging expenses incurred as a result of the longer stay results in overall savings. Accordingly, these savings should be documented and attached to the travel reimbursement for approval.

## **XVIII. What if my luggage is lost?**

If while traveling by air, the traveler's luggage is lost by the airline on the way to the business destination, reasonable expenses may be reimbursed to replace toiletries, clothes and other items necessary to complete the business purpose of the trip. No reimbursement will be made by the university for replacement of items in luggage lost by the airline on the return trip to the traveler's home or personal destination.

## **XIX. Accountability**

Many parts of the university are responsible for implementing the travel policy and assuring that we are administering these procedures fairly, equitably and in the spirit of advancing the university's mission and goals. Below are outlined the roles and responsibilities of each part of the university enterprise that plays a part in strong implementation and enforcement of this policy.

### **A. Employees**

Every Antioch employee who travels on university business is responsible for knowing the university's travel policy, and any additional restrictions on that policy imposed by their campus or program administration. The employee has a duty to ensure that expenditures are kept within these guidelines, travel policy is followed and all applicable itemized receipts and other documentation is completed and returned to the appropriate supervisor within 60 days of completing the travel. If the employee is not in compliance, the employee will have to personally cover the excess expenditures or expenditures which were not approved appropriately. Repeated abuses of these travel guidelines represents a disregard by the employee for appropriate fiscal controls and may be noted in the employee's annual review by their supervisor.

### **B. Supervisors**

The supervisor's or program director's responsibility is to review the completed documentation and reimbursement requests and ensure they are complete and within the guidelines of this policy before signing off on them. If an approver believes an employee



has violated the policy, they have the *responsibility* to reject, in whole or part, the reimbursement request. Failure to fulfill this responsibility represents a disregard by the supervisor of their responsibility to carry out appropriate fiscal controls and may be noted in the supervisor’s own annual performance review.

**C. Campus Business Offices**

Once forwarded to the campus business office with the signature of the supervisor and all required receipts and other documentation attached, the campus business office will process the reimbursement. If the business office determines the proper documentation has not been completed, they must return the request to the employee or supervisor. It is NOT the responsibility of the business office to review the individual’s travel request to ensure compliance with the policy, or to collect required receipts and documentation. That responsibility lies with the supervisor or program director. If, however, the business office notices egregious or frequent violations from a particular program, they may report it to the campus or unit CFO.

The campus CFO is responsible for monitoring expenses and trends related to travel and may determine their campus or unit requires stricter guidelines than those set forth in this university policy. They also have the responsibility to ensure there are no egregious or frequent violations of the policy. If they determine there are such violations, they may choose to have stricter review or travel guidelines for departments or programs as they feel necessary.

**D. University CFO’s Office**

The finance department of the Chancellor’s Office and its internal audit capacity will monitor university-wide implementation of this policy to assure compliance and to ensure it is consistent with the mission of the university and the ability of the university to meet that mission. It will also be available to answer questions regarding the policy as they arise. If a campus CFO and/or President determine that they have frequent or egregious violations of the policy at their campus, they may also request to have an internal auditor come and review the campus procedures and documentation. This review would result in a report on findings and recommendations that would be provided to the campus President and CFO to implement as they determine is necessary.

**Policy Cross Reference**

Use of University Vehicles	Policy # 4.905
Mobile Technology Use Policy	Policy # 4.613

**Forms Cross Reference**

Travel Authorization Form	Form # 3.469:01
Common Expense Reimbursement Form	Form # 3.469:02
Request for Driver Information (Policy #4.905)	Form # 4.905:01
Requirements for Drivers of AU Vehicles & Employees who Rent Cars for Business Travel (Policy #4.905)	Form # 4.905:02

