

Xavier University

Travel Policy and Procedures

I. Purpose:

Travel plays an important role in accomplishing the University's educational mission, the professional enhancement of its faculty, staff, and students, and in carrying out administrative responsibilities. Good judgment and ethical practices on the part of each traveler remain the most important factors in controlling travel expenses.

Control of travel authorization is the responsibility of each dean, department head, and/or cost center manager. Approval of expense reports indicate that expenses submitted have been reviewed and have been found to comply with University and federal regulations regarding travel and authorized business expenses.

Xavier University personnel traveling or incurring business expenses on behalf of the University, and those responsible for the approval of these expenses, are expected to use the following measures to assist in maintaining control over travel expenditures. The policies detailed here apply to all funds under University control and are superseded only in those instances where funding agencies apply specific and more restrictive rules and rates.

II. Travel Authorization:

It is University policy that all travel reimbursements must be reviewed and approved by the individual traveler's cost center manager, department head, dean or vice-president. Additionally, the appropriate cost center manager, dean, or vice president must approve all travel outside the United States. As a matter of budget control, administrators of various organizational units may develop internal procedures for the approval of travel requests before travel commences and the allocation of financial resources to be used.

A traveler prior to making arrangements with the designated travel agency must obtain approval from their designated cost center manager, department head, dean or vice-president. One of the considerations to such approval should be a review of the related budget (unrestricted or grants) to verify that sufficient funds are available for such travel. If a traveler is still uncertain about available budgeted funds, please contact the Travel Specialist (Office of Fiscal Services), for assistance.

III. Travel Arrangements

The University will designate preferred travel agencies, hotel, and car rental companies through which it has access to negotiated rates in accordance with its service and purchasing goals. Travel arrangements should be made using these resources whenever possible. Travel arrangements (air, hotel) made by sponsors of conferences are acceptable provided the costs are reasonable.

III. Travel Arrangements Continued:

It will be the responsibility of the traveler to ensure that charges are allocated to the appropriate funding source, to collect and retain all receipts, and to obtain the approval of the department administrator. The Travel Specialist will review all travel expenditures to be certain that departments are complying with University policies and procedures.

IV. Approved Forms of Payment:

1. The University's American Express card (AMEX card) is the preferred method of payment and whenever possible travel is to be charged to that card. If you are an AMEX card holder with travel charging privileges, your University's AMEX card should be used before any other type of credit card (e.g. personal credit cards) for travel related expenditures. The use of the University's AMEX card helps reduce the volume of travel advance requests which is critical in gaining cost efficiencies from the card's use.

2. Personal credit cards – The travel expense report accompanied by the original itemized receipts are required to be submitted to the Travel Specialist to receive reimbursement.

3. The University has a designated travel agency who is able to provide travel information to expedite the completion of a travel requisition in which the related cost is to be charged directly to a cost center/grant. A travel requisition form must be completed after arrangements have been made, and submitted with the proper management approval, to the Travel Specialist to ensure charges are allocated to the correct department.

4. Travel Advance- A travel advance may be requested by completing a Travel Advance Requisition Form.

V. Air Travel:

The University prefers that its travelers use our preferred small business travel vendor, who has access to any negotiated and preferred rates. The contact information for the travel vendor is:

**USA Travel Agency
1212 St. Charles Avenue
New Orleans, LA 70130
(504) 523-7818
Attn: Julie Heather**

However, approval is provided to the University personnel who can obtain a competitive price for travel. In order to take advantage of available discounted fares, travelers are requested to make reasonable adjustments in their travel plans. Travelers should make air travel arrangements as far in advance as possible to take advantage of special fare savings.

V. Air Travel Continued:

Travelers should be aware that some discounts have travel restrictions and cancellation penalties, and therefore good business judgment should be exercised to obtain the most economical airfare.

In some circumstances staying over an additional night will make the traveler eligible for special airfare that will decrease the overall cost of the trip. In this situation, the University will reimburse the traveler for costs such as hotels and meals associated with the additional night, provided that these costs are less than the reduction in the airfare.

First class travel is normally not reimbursable unless approved by the University's Senior Vice President for Administration or Chief Financial Officer.

The noted general travel guidelines will be provided to the Travel Agency to ensure travel arrangements are consistent with University Policy.

Charter travel may be necessary under special circumstances. Charter travel must have prior approval of the University's Senior Vice President for Administration.

VI. Frequent Flyer Programs:

Most major airlines now offer one or more forms of bonus awards for frequent flight on their own or affiliated carriers. The University has no objection to travelers enrolling in such programs, as long as travel arrangements are made in accordance with established University policies and procedures. However, please note the following:

A. Certain grant and external funding agencies may require that awards earned for travel from the agency be used for related travel. It is the responsibility of the principal investigator to monitor compliance.

B. Extra costs incurred for the purpose of accumulating frequent flyer credits for personal awards are not reimbursable.

VII. Ground Transportation:

It is expected that each employee use the most effective ground transportation available, considering cost, time, and availability and scheduling.

• Public Transportation: (Public Buses, Public Trains, etc.)

The cost of public transportation is reimbursable and does not require a receipt.

• Taxi and Airport Transportation:

Whenever practical, airport or hotel shuttles should be the preferred method of transportation to hotels or meeting sites.

VII. Ground Transportation Continued:

A taxi is usually the most available and least time consuming and should be considered as conditions warrant. A receipt is required for reimbursement for such expenses including documentation of tips

• Rental Passenger Automobiles:

Rental automobiles are utilized in the following conditions:

- 1) Personal vehicles are not available.
- 2) Out-of-town transportation for travelers who utilize air travel.

Xavier University has negotiated a preferred vendor arrangement with the following companies.

<u>Company</u>	<u>Contract Number</u>
Enterprise Rent A Car	# DC1379
Avis	# B916100
National	# 5452880

Beside each vendor is our contract number with that vendor. You can use these contract numbers to check the corporate rate, however it may or may not be cheaper than the regular rate. In the event that the regular rate is cheaper, you should book it without the contract number.

Luxury cars or Sport Utility Vehicles are not allowable vehicles approved by the University or Federal Funding Agencies for vehicle rental. Also, travelers should be aware of the various refueling charges offered by car rental agencies.

Insurance coverage for rental cars

Faculty and Staff who rent vehicles in the course of conducting University business, should obtain liability/physical damage insurance offered through the rental company. Generally, the liability coverage is up to \$1,000,000 and the physical damage will cover replacing the automobile if necessary. Insurance coverage for rentals is not provided through the University's vehicle insurance policy.

Any incident/accident involving a rental vehicle should be reported to the Campus Police as soon as possible. **However, in the event of an accident resulting in bodily injury, the traveler must immediately report the incident to either the Senior Vice-President for Administration or the Chief Financial Officer.**

Also, when renting a vehicle outside of the United States, **insurance coverage should be purchased.**

VII. Ground Transportation Continued:

• Personal Vehicles:

Expenses of travel by automobile are reimbursable at the IRS authorized rate in effect as of January 1 of each year. The 2007 mileage rate is 48.5 cents per mile. The mileage reimbursement allowance covers all automobile related costs; gasoline, insurance, maintenance etc. Toll charges and parking fees when supported by receipts, are reimbursable in addition to mileage allowance. Travelers must submit map quest support to document mileage. The total personal automobile expenses shall not exceed the lowest available airfare. The University assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official University business. It is recommended that travelers using personal vehicles on University business have adequate automobile coverage including liability, physical damage, uninsured motorist etc. Travelers must carry at least the minimum legal limit of liability insurance as specified in the state where the vehicle is registered. Travelers should be aware that liability insurance coverage for automobile accidents follows the ownership of the vehicle.

VIII. Meals and Incidental Expenses:

For meals and incidental expense reimbursements for individual employees, the University will utilize a per diem rate that will be established as of July 1 of each fiscal year. The per diem rate for the fiscal year commencing July 1, 2007 will be \$54.00

If the per diem meal and incidental expense allowance is elected by the traveler, then itemized receipts are not required.

Incidental expenses are defined as transportation to and from meals, tips, personal phone calls, and laundry.

Rules for per diem Meals and Incidental Expense reimbursement (M&IE):

<u>1. If Official Travel is:</u>	<u>Your meals and incidental expense allowance is:</u>
12 hours or less	0
More than 12 hours but less than 24 hours	75% of the applicable meals and incidental expense rate (M&IE)
24 hours or more on the day of departure	75% of the applicable M&IE rate
24 hours or more on full days of travel	100% of the applicable M&IE rate
24 hours or more on the last day of travel	75% of the applicable M&IE rate

The date of departure and arrival must be documented and provided to the Travel Specialist when travel is more than 12 hours but not greater than 24 hours.

VIII. Meals and Incidental Expenses Continued:

The per diem M&IE rate must be adjusted if a meal is furnished by the sponsoring agency or is included in the registration fee. The Travel Specialist will calculate the appropriate deduction and provide the related information to the traveler. However, a meal provided by a Common Carrier (i.e. airline, train, bus) or a complimentary meal provided by a hotel/motel does not affect your per diem.

Rules for Actual Meal and Incidental Expenses

1. An actual expense reimbursement is warranted:

- a.) When meals are procured at a prearranged place, such as a hotel where a meeting, conference or training session is held.
- b.) Costs have escalated because of special events and meal costs within prescribed allowances cannot be readily obtained.
- c.) When meals include a group of individuals who are business guests, and the costs exceed \$54 per person. The names of the parties involved and their organization must be provided.
- d.) For individual employee's meal costs related to local seminars, conferences, etc. if meals are not provided in conjunction with the event. However, the maximum individual allowance for local meals will be \$15 per day.

All requests for reimbursement of actual expenses must be itemized on the expense report and accompanied by actual receipts.

IX. Hotels:

Travelers are expected to make reasonably priced hotel reservations. Travelers should always ask for academic or corporate rates when making reservations or registering. Also, see section **X.** for hotels whereby the University has special rates and billing arrangements.

X. Arranging for Visitor Hotel Accommodations:

For visitor or University group hotel accommodations that will be charged to a University Department, the sponsoring department can confirm those reservations under their applicable American Express Card. However, the University has arranged special rates and billing arrangements with the following hotels.

International

Local

Holiday Inn
Corporate # - 100192613
Rate Category ILJ2D
1-800-635-7001
Select (Option 3)

Maison St. Charles/Quality Inn
1319 St. Charles Avenue
New Orleans, LA 70130
(504) 522-0187

If direct billing has been arranged with the hotel, the Office of Fiscal Services will submit a purchase order to the respective hotel after processing a purchase requisition.

For visitor or university groups requiring hotel accommodations that exceed credit card capabilities, the requisitioner should process a purchase requisition to allow a purchase order to be issued to the hotel.

Hotel arrangements which include the rental of conference facilities/meeting room space (both local and out of town) are generally governed by a Hotel Banquet Agreement. Such agreements are subject to University legal review and require an authorized signature. The appropriate procurement method for these arrangements is to complete a Banner requisition accompanied by the corresponding agreement. Upon receipt and approval of the requisition and agreement, a purchase order will be issued to the hotel/conference center. All applicable deposits will be processed by Purchasing/Accounts Payable. The final invoice from the hotel/conference center will be processed against the assigned purchase order.

XI. Spouse Accompaniment:

As a general rule, Xavier University does not reimburse for spousal accompaniment unless the spouse fulfills a necessary business function. Under no circumstances will expenses for spouse travel be reimbursed unless approval was obtained in advance from the Senior Vice President for Administration or the Chief Financial Officer. Should the traveler's spouse accompany the traveler for personal purposes, the net amount of the traveler's own expenses may be reimbursed.

XII. Combined Business/Personal Travel:

Whenever a traveler, for his/her convenience, travels by an indirect route or interrupts University travel for personal travel, the additional expenses are the responsibility of the traveler.

XIII. Conference Registrations:

Conference registrations should be paid in advance by utilizing the University's AMEX card (if available) with the subsequent reimbursement of the charges being processed with the travel requisition. This is the quickest, most effective, form of payment in order to assure that registration deadlines are met. If the individual pays the conference registration, an official receipt must be obtained from the conference/professional organization in order to be reimbursed. A generic receipt (any receipt that does not have preprinted or stamped conference/vendor name) is not sufficient as proof of payment.

XIV. Non-Allowable Expenses:

The University's policy is to reimburse its employee for all reasonable and necessary expenses incurred while transacting the affairs of the University. **However, there are specific types of expenses, which are considered to be personal, and are therefore not reimbursable.** This includes:

- a) Personal expenses (movies, spas, valet services, flowers)
- b) Airline and other trip insurance.
- c) Barber, manicurist and shoe shine.
- d) Repairs on personal automobiles damaged while on company business.
- e) Traffic violations and court costs.
- f) Membership fees in airline clubs.
- g) Hotel accommodations prior to the commencement of any meeting or conference.
- h) Alcoholic beverages
- i) Any other item not considered to be official University business.

Telephone calls to family members are included in the incidental expense per diem reimbursement.

XV. Advances:

In lieu of requesting travel advances, travelers who are issued the University's AMEX card are required to utilize the card to charge University-related travel. It will be the responsibility of the relevant administrator to ensure that credit card charges are allocated to the appropriate account or grant when preparing a travel reimbursement request. Also, credit card receipts are to be retained and submitted to the Travel Specialist with the travel reimbursement request.

It is requested that reimbursement requests for credit card charges be received ten (10) working days prior to the date the credit card payment is due.

If the traveler does not have access to the University Corporate American Express card, a travel advance may be issued for an amount that is reasonable and will be maintained subject to timely reporting of all travel expenses. **A travel advance will not be issued if any prior advance is outstanding. A payroll deduction will be processed for any travel advance outstanding greater than 30 days after completion of travel.**

A travel advance may be requested by completing the Travel Requisition request form at least two weeks prior to the planned travel of the trip.

The following information will be needed on the form:

A. Date check needed - not more than 30 days prior to the beginning date of the trip.

B. Return Check to: Location where the check is to be sent. (Hold for pickup at Cashier's Office or mail to traveler if a mailing address is provided)

C. Vendor (traveler)

If vendor is not found, please complete the [New Vendor Form on the web](#).

D. Total Amount

E. Documentation for Request

This should include:

- Destination
- Purpose of the trip.
- Beginning and ending dates of the trip.

F. Traveler's signature

G. Approval signature

If any one of these items is missing, processing will be delayed until all information is provided.

XV. Advances Continued:

Another important rule to keep in mind is that no one may approve his or her own form, no matter which form it is. Even the dean or administrative officer of a department will need to obtain an approval signature from his or her superior. The traveler must reconcile the travel advance by submission of the travel expense report within ten (10) working days after completion of travel. (See Section XVI). **Travelers that continue to have outstanding advances 30 days after completion of travel will be notified by e-mail that a payroll deduction is being processed.**

XVI. Expense Reporting:

The Travel Expense Report must be submitted to the Travel Specialist within ten (10) working days of the related travel with the agenda of the trip provided. (See Attachment II for the Travel Expense Report). The timely submission of travel reports allows the Travel Specialist to immediately process reimbursements to travelers and to clear any outstanding liabilities to the University. **The failure to submit a travel expense report within the required submission period will result in the traveler being denied any subsequent travel advances until the expense report is submitted**

Travelers should provide as much detailed information of expenses on this statement as possible. Original receipts must be included except when it is impractical to do so or when specifically exempted by this policy (i.e. cost of public transportation, meal expenses incurred under the allowance, bellman tips, parking meters etc.) **For travel reimbursements to faculty candidates, a New Vendor form must be completed before the processing of any travel reimbursement, since there is no prior information on the individual in Banner.**

Receipts are required for the following items when requesting reimbursement:

- Lodging (itemized receipt)
- Commercial Airfare (including a copy of complete itinerary showing passenger name along with ticket stub)
- Conference Registration
- Car Rental
- Taxi
- Parking
- Communication expenses

The Travel Expense Report must be submitted to the Travel Specialist **within ten (10) working** days after completion of the travel. Any unused travel advance money must accompany this statement in the form of a check or money order payable to Xavier University.

XVI. Expense Reporting Continued:

All expense reports for foreign travel should be reported in U.S. dollars. Exchange rates should be documented at the time of the trip. If rates are not commented, the market rate at the time the expense report is received by the Travel Specialist will be used. Certain grants may have additional foreign travel restrictions.

XVII. Students:

Students traveling on University business/activities shall adhere where applicable, to the travel policy.