



UNIVERSITY POLICY

SUBJECT:	FINANCIAL AFFAIRS	TITLE:	TRAVEL RELATED EXPENSE REIMBURSEMENTS		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	Presidential <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Senior Vice President for Finance		Responsible Office:	University Finance	
CODING:	00-01-50-10:00	ADOPTED:	07/01/87	AMENDED:	09/28/10
				LAST REVIEWED: 09/28/10	

I. PURPOSE

To establish policy governing reimbursable expenses for transportation, meals, lodging, registration fees, and miscellaneous items while on official University business.

II. ACCOUNTABILITY

Under the direction of the Senior Vice President for Finance, the Vice President for Finance and Treasurer shall ensure compliance and implementation of this policy.

III. DEFINITIONS

- A. Conventions and Conferences - A convention or conference is defined as a formal scheduled meeting of a recognized organization in which the University or Department maintains a membership or has an active area of interest.
- B. Staff Training and Development Seminars, Continuing Education - Includes all regularly scheduled training and development functions, conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility.
- C. Official University Business - All business travel, including attendance at meetings and any other gatherings which are not covered by the definitions above but has been approved by the appropriate authority regardless of source of funds. Board of Trustees meetings and board committee attendance are included in this category.
- D. International Travel - Official University Business outside of the United States.
- E. Unit Administrator/Department Head - Faculty or staff member with fiscal and administrative responsibility for the unit or department.
- F. Personal Expense – An expense for personal items such as clothing, luggage, toiletries, newspapers, magazines, movies, or other entertainment.
- G. Receipts –An original receipt or proof of payment may take many forms (i.e., cash register receipt, copy of an order form, web receipt or confirmation, cancelled check or credit card receipt). **A receipt must identify:**
 - The date of purchase

- The vendor name
- Itemized list and unit price of the purchased items
- The total amount paid

H. Traveler – All faculty and staff members, students, housestaff (residents and postdoctoral fellows), members of the Board of Trustees, volunteer faculty and other volunteers.

IV. REFERENCES

- | | | |
|----|---|--------------------------------|
| A. | Approving Payment Transactions | 00-01-50-10:10 |
| B. | Incident Reporting: Non-Clinical | 00-01-50-87:00 |
| C. | University Transportation – Motor Vehicle Fleet | 00-01-55-60:00 |
| D. | Risk Management and Risk Financing for Motor Pool | 00-01-90-60:02 |

V. POLICY

A. Requirements:

1. General

Travelers on official University business should spend University funds prudently. Travelers should be as conservative as circumstances permit in the expenditure of funds while traveling on official University business. The limits on travel expenses established herein are not to be construed as an indication of amounts that should be spent. These are maximum amounts above which reimbursement cannot be made without prior approval. Due to budgetary constraints, some university departments have instituted more restrictive reimbursement department-specific guidelines. In cases where there is a discrepancy between this policy and a department, granting agency or donor policy, the more restrictive policy will apply.

Any traveler who deliberately falsifies a Travel Expense Report is subject to disciplinary action including termination of employment and possible filing of civil or criminal charges.

2. Reimbursable Expenses

a. Official University Business

Only the actual and necessary expenses (as outlined in this policy) incidental to the performance of official duties shall be reimbursed. Appropriate original receipts must be submitted for all travel expenditure reimbursements over \$25.

Gratuities are permitted at the reasonable market rate. (Meal tips should be included in the meal allowances.)

b. Sales Tax Reimbursement

Sales tax included in all meals is reimbursable as long as the total cost does not exceed the maximum meal allowance.

Sales tax included in all out of state lodging, airfare and all automobile rentals is reimbursable.

Sales tax for lodging in the state of New Jersey is not reimbursable. UMDNJ is exempt from this tax. Sales tax exemption certificate is available at <http://www.umdnj.edu/cntrlweb/taxstatusltrf11.pdf>. This certificate is to be used only for University business. Misuse of this form for personal business is in violation of the laws of the State of New Jersey.

3. Non-Reimbursable Expenses

The following miscellaneous expenses are **non-reimbursable**. University policy considers these expenses to be either personal, unnecessary or avoidable expenses incurred during travel. As a result, there may be tax consequences to the travelers if reimbursed.

These non-reimbursable expenses include:

- Airline or VIP club membership dues or one-day admission fees
- Airline/car rental upgrades
- Airphone usage
- Baby-sitting or childcare costs
- Barbers and hairdressers
- Car repairs/routine maintenance or locksmith charges
- Clothing or toiletry items
- Credit card delinquency fees/finance charges/annual fees
- Excess baggage costs related to personal property
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Frequent flyer mile (airline tickets purchased, partially purchased or accommodations and upgrades obtained using frequent flyer miles)
- Helicopter services for local travel/entertainment
- Laundry or cleaning expenses
- Loss or theft of cash advance money or airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Alcoholic refreshments
- More than one (1) personal call each day of moderate duration
- Movies
- Optional travel or baggage insurance
- “No show” for hotel or car service
- Parking or traffic violations
- Personal accident or property insurance
- Personal entertainment
- Pet care
- Recreational expenses
- Saunas, massages, spa visits
- Shoe shines
- Souvenirs or personal gifts
- Trip cancellation insurance

4. Approvals

The Attendance at Events (AAE), Travel Advance (TA), and Travel Expense (TE), forms are all now available via the University portal (my.umdj.edu). You must first complete the AAE form in order to access the TA/TE forms.

The Travel Approval/Advance Report and Travel Expenditure Report must be approved in accordance with the UMDNJ policy Approving Payment Transactions, 00-01-50-10:10. The Travel Approval/Advance Report must be approved for any of the following circumstances prior to departure except for those situations specifically authorized by the President or the Senior Vice Presidents.

- a. Overnight stays.

- b. All requests involving \$150 or more per day for lodging and meals.
- c. Travel outside the New Jersey, Metropolitan New York City or the greater Philadelphia areas.

Exceptions to the advance approval may be granted for those situations specifically authorized by the President or the Senior Vice Presidents or for travel related to attendance at Board of Trustees meetings or board committee meetings.

5. Travel Advances

All travelers are eligible for cash advances. A cash advance of up to 75% of anticipated expenditures over \$250 may be authorized on the Travel Approval/Advance Report.

- a. If a trip is cancelled, the unused advance must be returned immediately and deposited to the travel advance account. You may not use the advance expenses associated with other trips.
- b. Travelers should account for their travel expenses and return any unused funds to the University within 10 business days after the trip completion date. **According to IRS regulations, a cash advance becomes taxable income if a traveler fails to account for the entire cash advance amount within 120 days of the trip completion date. There are no exceptions to this IRS regulation. Failure to properly account for actual expenses within the time period may disallow any additional advances.**

6. Corporate Travel Agency

It is recommended that a traveler make arrangements for travel through the University designated travel agency. This agency is aware of University travel policies and reimbursement guidelines and will help select air carriers and hotels that conform to the policy. http://www.umdj.edu/cntrlweb/accounts_payable/travelagent.html

If traveling to a group meeting or conference, inform the University preferred travel agency about any available discount air and hotel rates offered by the conference or association meeting. If the travel agency is restricted from booking at the special discount rate, the agent will inform the traveler how to make the booking.

7. Transportation

a. Air

Reimbursement for commercial air travel shall be limited to the lowest fare available with a reasonable amount of advance planning. Reservations should be made sufficiently in advance to obtain the lowest or most reasonable airfare. Reimbursement may exceed the lowest fare only if seats are unavailable at the lowest fare or if air travel at a higher fare will result in a clear cost savings to the University. A documented medical condition will be considered for an exception to these rules.

Expenses for necessary additional days may be requested if the total cost of the reduced fare plus the additional days' expenses are less than the lowest available airfare would have been without the additional days of travel. An explanation for the cost savings to the University must be clearly noted on the Travel Expense Report.

b. Train

If the journey is less than 200 miles from the border of the State, rail tickets should be purchased at the lowest available fare. When more than 200 miles, a higher class of service may be authorized, if available.

Express trains may be used if such transportation is advantageous for conducting University business.

c. Taxicabs and Limousine Service

All requests for (taxicabs/limousines) transportation while traveling in NJ, Metropolitan New York City or the greater Philadelphia area should be coordinated through Logistical Services.

Charges for taxi and airline limousines, including tips at a reasonable market rate of the charge, are reimbursable when other modes of travel are not available or practical.

Unless properly justified, claims for taxi or limousine service should be limited to the rate for the regularly scheduled airport or limousine shuttle service.

d. Privately Owned Vehicles (Mileage Basis)

Travel reimbursement will be made at the prevailing IRS rate which can be found at: http://www.umdnj.edu/cntrlweb/accounts_payable/index.htm. Reimbursement for travel outside of the State shall be permitted when such arrangements prove to be more efficient and economical than other forms of public transportation.

All travelers using privately owned vehicles on University business must provide to their supervisor a copy of their valid driver's license, valid registration, and current automobile liability insurance. The automobile liability insurance must meet at least the minimum requirements established by the State of New Jersey. The University will automatically assume that the employee and supervisor have prudently satisfied themselves that the driver's license, registration, and automobile liability insurance are current, and that both the interests of the individual and the University are protected.

In the event that a faculty or staff member is involved in an automobile accident within the scope of his/her UMDNJ employment, he/she should report the accident as soon as possible in accordance with the University policy, Incident Reporting: Non-Clinical, 00-01-50-87:00. Since the University has certain legal responsibilities under the provisions of the Workers Compensation Act, each supervisor and faculty/staff member should make every effort to complete and forward the necessary forms to the Office of Risk and Claims Management within 24 hours of the occurrence. However, should a faculty/staff member become severely injured in the accident, his/her supervisor or other individual knowledgeable of the circumstances surrounding the accident must make an oral report to the Office of Risk and Claims Management as soon as possible.

The University does not pay for any damages to an employee's automobile including the deductible.

e. Automobile Rental

Rental automobiles may be used when the overall cost of the rental is less than the cost of other reasonably convenient means of transportation such as taxicabs, or when there is no other means of transportation. If the anticipated use of a rental will be sufficiently long enough to justify a weekly rate over a daily rate, then a weekly rate should be taken. Travelers must select the least expensive car available, with only the features necessary to perform one's duties adequately. Inquiries should be made of automobile rental agencies as to whether they offer discounts to state agencies or University employees. Employees authorized to obtain rented automobiles should not decline the rental agency's collision damage waiver (CDW). The cost for this additional insurance is minimal and in

the event of an accident, the rental agency's policy will cover the collision damages. UMDNJ will reimburse for this expense.

f. University Owned Vehicles

Travelers are responsible for payment of fines for parking or moving motor vehicle violations while using University owned vehicles. Such fines shall not under any circumstances be reimbursed by the University. Only University faculty and staff members are permitted to drive the vehicle while on University business. Operators of University owned vehicles must comply with all guidelines set forth in University policy, Transportation - Motor Vehicle Fleet, 00-01-55-60:00. More information can be found at: <http://www.umdnj.edu/transweb>.

Faculty or staff members are to report any accidents involving University owned vehicles immediately to their Department Head, and to the Office of Risk and Claims Management within 24 hours.

The Office of Risk and Claims Management shall report accidents involving University owned vehicles to the Bureau of Security Responsibility of the Division of Motor Vehicles. (Refer to University policy Risk Management and Risk Financing for Motor Pool, 00-01-90-60:02 for specific information on reporting accidents).

g. Transportation to Temporary Official Work Stations or Work Sites shall be reimbursable under one of the following travel assignments:

i. If such assignment is infrequent or irregular, reimbursement shall be on the basis of total travel cost from home to the temporary work station, less total normal travel costs from home to the official work station. Faculty or staff members who normally use mass transit facilities on weekly or monthly commutation tickets or car pools as a daily means of commuting to work will be reimbursed for total costs from home to the temporary work station.

ii. Where such assignments are on a regularly recurring basis, and it is inappropriate to designate the faculty or staff member's home as the official work station, reimbursement shall be on the basis of total travel cost from home to the temporary work station or from the official work station to the temporary work station, whichever is less.

iii. In certain cases, where faculty or staff members normally work on field assignments, but do have regular or periodic requirements to report to an official work station, it may be appropriate to designate the faculty or staff member's home as an alternate official work station for all travel except to the primary official station. In such instances, the faculty or staff member will be reimbursed on the basis of total travel cost from home, except that travel from home to the primary official work station shall not be reimbursable.

iv. Travel on weekends or holidays to a temporary official work station is reimbursable from the faculty or staff member's home.

8. Meals and Lodging

a. Daily reimbursement for meals and lodging expenses is limited as follows:

i. For all official business travel, daily allowable reimbursement for lodging and meals will be the actual costs incurred subject to the

limitations set forth in this policy. Meals may be reimbursed on a per diem basis as set forth in this policy.

- ii. Travelers attending official meetings and conventions are authorized to stay and to be reimbursed for the official convention lodging rate at the officially designated headquarters hotel of the convention or meeting. However, more moderately priced accommodations must be requested wherever a reasonable alternative choice is available. All such requests must be approved as stipulated in University policy Approving Purchasing and Payment Transactions, 00-01-10-135:00. Whenever possible, travelers shall take advantage of special lodging rates afforded to state agencies and University faculty and staff by hotels.
- iii. For travel other than to official meetings and conventions, referenced above, the daily maximum travel expenditures allowed for meals and lodging is \$150 when supported by original receipts for individual expenditures over \$25. Travelers should inquire as to whether hotel offers discounts to state agencies or university employees. Daily travel expenses which exceed \$150 shall be considered to be in excess of actual approved expenditures. Exceptions to the \$150 daily limit for travel expenses may only be obtained by requesting the appropriate authorization on the Travel Approval/Advance Report.
- iv. The \$150 is allowed as follows:

\$100 for lodging and \$50 for meals per day. Spending less on lodging does not constitute justification for spending more on meals and vice versa. Meal reimbursement may be done on a per diem basis.

The following guidelines should be used in determining when the cost of a meal is reimbursable.

- (a) Breakfast - \$10.00 is the guideline for breakfast when an overnight stay is approved.
- (b) Lunch - under the following circumstances, \$13.00 is reimbursable:
 - (i) overnight stay; and
 - (ii) on University business away from University property (i.e., at an all day training seminar)

Lunch is not permitted when traveling to another campus for the day.

- (c) Dinner - Under the following circumstances, \$27.00 for dinner is reimbursable:
 - (i) overnight stay; and
 - (ii) departure after 3 p.m.

Reimbursement is allowed for the full cost of an official convention meal where such a meal is scheduled as an integral part of the convention or conference proceedings. Any meal included in the registration fee will not be reimbursed separately. No allowance is made for meals served as part of the transportation accommodations when the cost is included in the transportation charge.

- v. Personal charges appearing on a hotel bill should be deducted before submitting the reimbursement. SEE SECTION V-3.

9. Miscellaneous Expenses

a. Telephone/Internet

Charges for telephone calls on official business are allowed. Long distance calls must be itemized in the "other" section on the Travel Expense Report indicating the date and cost of the call. One personal telephone call of moderate duration, not to exceed 10 minutes, to immediate family for each out of town travel day is reimbursable. Reasonable internet charges are reimbursable.

b. Other Miscellaneous Expenses

Registration fees required for attendance at conventions, conferences, and official meetings are allowable expenses. Charges for handling, storage, and checking baggage at stations are allowable expenses.

c. Overnight/Non-Local Travel

All travel requiring an overnight stay requires prior approval, with the exception of travel related to Board of Trustees meetings or related board committee meetings. All travel for which a Travel Approval/Advance Report has been submitted, a Travel Expense Report must be completed and submitted within 10 working days of completion of the trip.

d. Processing/Documentation

The Travel Approval/Advance Report, the Request for Check form and the Travel Expense Report shall be filled out completely and each expense item shall be listed chronologically and in the proper column and with the totals carried forward as required. All Travel Approval/Advance Reports, Request for Check forms and all Travel Expense Reports must be signed by the traveler, Department Chairman, Director, Dean or Vice President where necessary and by the appropriate Business Manager or Fiscal Representative as stipulated in the University policy, Approving Payment Transactions, 00-01-50-10:10.

B. Responsibilities:

1. The University Chief Financial Officer is responsible for approving travel requests of the members of the Board of Trustees and the President. The President is responsible for approving travel requests of the University Chief Financial Officer and the Executive Vice President for Academic and Clinical Affairs.
2. The Executive Vice President, Academic and Clinical Affairs is responsible for approving travel requests from the Deans and Vice Presidents reporting to the Executive Vice President, Academic and Clinical Affairs.
3. The Senior Vice President for Finance is responsible for approving travel requests from all other Senior Vice Presidents. Each Senior Vice President is responsible for approving travel requests for Vice Presidents in their respective areas.
4. The Deans and Vice Presidents are responsible for approving travel requests, including any exceptions to the maximum daily travel expenditure limit for meals and lodging expenses, from Department Chairpersons and/or Directors reporting to them.
5. The Department Chairpersons and Directors are responsible for approving the following prior to travel:
 - a. overnight stays;

- b. patient escorted outings;
 - c. travel outside New Jersey, Metropolitan New York City or the greater Philadelphia area;
 - d. cash advances to those who qualify through the Travel Approval/Advance Report.
6. The Vice President for Finance and Treasurer is responsible for:
- a. appropriate approvals in the absence of the Senior Vice President for Finance;
 - b. updating the mileage reimbursement schedule; and
 - c. ensuring fiscal compliance with the policy
7. The Director of Risk and Claims Management is responsible for reporting accidents involving UMDNJ owned vehicles to the Bureau of Security Responsibility of the Division of Motor Vehicles.
8. The Unit Administrator/Department Head is responsible for:
- a. approving travel requests via the Travel Approval/Advance Report;
 - b. approving Travel Expense Reports at the end of a trip; and
 - c. ensuring that these forms are properly completed within 30 business days.
9. The traveler is responsible for completing the appropriate forms and obtaining necessary approval signatures prior to travel and within 30 days after return.
10. The Business Manager/Fiscal Representative is responsible for:
- a. reviewing funds availability for travel upon receipt of a Travel Advance/Approval Report;
 - b. verifying and approving Travel Expense Reports as approved by the Unit Administrator/ Department Head;
 - c. ensuring that both the Travel Advance Approval Form and the Travel Expense Report conform to existing policies and are appropriately funded; and
 - d. forwarding the original forms to Accounts Payable.
 - e. limiting travel expenditures based on budgetary restrictions.
11. The Accounts Payable Department is responsible for:
- a. issuing Travel Advances via Payroll where appropriate;
 - b. matching final Travel Expense Report to Travel Approval/Advance Report;
 - c. issuing Travel Expense reimbursement via Payroll;
 - d. is responsible for following up with Fiscal Representative and Department Head to resolve delinquent Travel Advances.
12. Internal Audit may conduct audits on a periodic basis to evaluate whether management is fulfilling their oversight responsibilities.

13. The Vice President for Finance and Treasurer shall be responsible for the implementation of this policy.
14. It is the responsibility of all parties to report any suspected instances of fraudulent submission of expense reports or serious violations of this policy to the appropriate department head for potential referral to the Vice President, Investigations.

V. PROCEDURES

A. Travel Approval/Advance

Performed By:

Action Taken:

- | | |
|--|---|
| Traveler | 1. Completes a Travel Approval/Advance Report
2. Forwards Report to Unit Administrator or Department Head. |
| Unit Administrator/Department Head | 3. Approves/Disapproves travel request.
4. If approved, forwards form to Department Chairperson/Director. |
| Department Chairperson/Director | 5. Approves/Disapproves travel request.
6. If approved, forwards form to the appropriate fiscal representative for approval. |
| Business Manager/Fiscal Representative | 7. Approves/Disapproves travel request as necessary.
8. If approved, forwards original form to Accounts Payable. |
| Accounts Payable | 9. Reviews Travel Approval/Advance Report and issues advance via Payroll. |

B. Travel Expense Reimbursement:

Performed By:

Action Taken:

- | | |
|---|--|
| Traveler | 1. Completes a Travel Expense Report.
2. Submits to Unit Administrator/ Department Head for approval. |
| Unit Administrator/Department Head | 3. Reviews and approves Travel Expense Report.
4. Forwards report to Business Manager or appropriate fiscal representative. |
| Business Manager/ Fiscal Representative | 5. Reviews expenses, approves and forwards to Accounts Payable. |

Performed By:

Accounts Payable

Action Taken:

6. Matches Travel Approval/Advance Report to final Travel Expense Report.
7. Reviews documentation as necessary.
8. Processes for payment upon completion of review.
9. Issues reimbursement to traveler via Payroll.

By Direction of the President:

SIGNATURE ON FILE

Senior Vice President for Finance