



Department: Financial Affairs

Policy Title: Travel Policy

Date Issued:

Date Revised:

Approved by:

GENERAL

In accordance with IRS regulations, the University has the following Travel Policy accountability plan that allows for the reimbursement of employees (and in certain cases non-employees) for authorized business expenses with no impact on taxable compensation. The accountability plan rules apply to all payments, reimbursements, or advances for authorized business expenses both travel and non-travel related. It is the policy of the University that all reasonable expenses for job related travel shall be reimbursed in accordance with the guidelines set forth below. It is recognized that exceptions are necessary from time to time and these should be cleared, in advance, with the Vice President for Finance or his or her authorized representative.

TRANSPORTATION

Airplane

Air coach should be used in the interest of economy whenever available. If traveler chooses to upgrade, traveler will pay the difference between coach, and upgrade. Receipts must be attached to the request for reimbursement. Whenever possible tickets should be purchased well in advance to take advantage of the maximum discount available. Travel by private aircraft is not allowed. The University does not insure employees unless they are traveling by commercial carrier.

Automobile

Travel by private auto is reimbursable at the rate provided on the travel expense reimbursement form as it may change from time to time, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Necessary extra costs for food and lodging while in route are not reimbursable if the traveler is reimbursed on a mileage basis in preference to air travel or other public transportation. The University maintains several vehicles which may be checked out for related business. Employees, who are being compensated for additional services to the University, and service distinct from their major assignments, may not be compensated for travel related expenses. Examples would be faculty or staff who has elected to teach additional courses for



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additional compensation at other than the main campus they are assigned to. Use of a University vehicle for the example would be billed to the employee.

Rental Automobiles

Rental autos may be used when such travel is more advantageous to the institution than the use of taxis or other means of transportation. Advance reservations for the most economical rental option should be requested.

Taxi and Limousine Service

Fares including reasonable tips are allowable if no other reasonable public transportation is available.

Meals

Actual expense for meals and tips is reimbursable. Meal expense should be claimed only when there is an actual meal expense. If meal is provided by lodging, airfare, or part of conference/event, then a claim for meal reimbursement will not be allowed. The University may pay for up to three meals per day. Snacks may be reimbursed if used for approved University activities.

Please observe the following:

1. Alcoholic beverages are not reimbursable.
2. Tips should be reasonable, with a general rule of no more than 20%.
3. Detailed receipts are required. Failing to provide receipts may result in reimbursement not being paid.
4. Moderate expenditures for meals are expected. No per-diem is suggested; however, locale, and availability of restaurants should guide choice. The University expects you to eat as you would at home. Please be reasonable in your selections.
5. Meal expenses are subject to review and allowances may be made for excessive charges.

Hotel

Actual reasonable hotel expense when supported by vouchers is reimbursable. (No maximum is established since it is recognized that reasonable expense differs according to size of the town and area of the country.) As a general rule select the mid-priced accommodation if you have a choice. If a student stay is included, read the policy below on **Traveling with Students**.



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Other Necessary Miscellaneous Expenses

Reimbursement is provided if properly explained and if supported by receipts for expenses.

Conference Fees

Fees should be paid in advance by billing, credit card, or expense check.

Advances

A cash advance equal to estimated out-of-pocket costs may be requested two weeks in advance of travel. At the conclusion of the trip, all expenses must be itemized with the cash advance indicated as an offset to the total expense. An itemized accounting for the advance must be made to the Business Office within 7 days after returning. Employees who do not file timely expense reports may not be eligible for further advances. Employees are responsible for reimbursing the University for any funds not used or missing receipts.

Travel/Entertainment Expense Voucher

An itemized accounting for travel expenses should include all original receipts and should be forwarded to the Business Office no later than 30 days after the conclusion of travel. Expense vouchers must have a supervisor signature.

SALES TAX

Doane University is exempt from most state sales taxes. Most items purchased by purchase order will be exempted. The Business Office maintains a state sales tax exemption form and generally includes our exemption number on all purchases. If you are traveling outside the state, please see the list of states that have exemptions filed. For the complete list of exemptions please see the Tax Exemptions page. If a state, you are visiting is not on the list contact the business office at least 90 days prior to travel to process the forms.

Nebraska Sales Tax Exemption Number: 05-0340278

TRAVELING WITH STUDENTS

To comply with Federal Regulations, the University is required to obtain information related to student involved trips. To help comply with this regulation the Travel Reimbursement form has an additional second page to be completed when students do travel with Faculty or Staff. This is required to be filled out prior to any reimbursement. This page must also be completed when accommodations are paid with a University Credit Card. Failing to do so may result in Staff or Faculty being responsible for reimbursing the University for such expenditures.



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FACULTY DEVELOPMENT TRAVEL THROUGH OFFICE OF ACADEMIC AFFAIRS

The faculty development travel budget is administered through the Office of Academic Affairs. Travel funds must be requested and approved prior to travel. At the completion of the trip, faculty complete the Travel Expense Reimbursement Form and submit electronically the Faculty Development Travel Voucher, all accompanied by receipts to the Office of Academic Affairs. This online submission process is only for faculty development money, not grants, or other travel requests.