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Policy Owner: *Financial Affairs Division*

POLICY STATEMENT:

It is the policy of Marymount University (MU) to pay for the majority of travel expenses using a per-diem meals and incidentals, and to pay or reimburse the actual, reasonable and proper business expenses incurred by individuals traveling on official University business. The MU Travel Policy applies to all authorized and approved University business travel, regardless of the source of funds (e.g., sponsored programs). All travel expenditures should be reasonable and proper in nature and purpose and shall conform to the MU Code of Ethics and the MU Conflict of Interest Policy, as well as, sound, ethical, and legal standards of conduct expected of all MU employees.

PURPOSE:

The purpose of the MU Travel Policy is to provide assistance to employees and others throughout the business travel process by providing clear and consistent guidelines and procedures. The intent of the policy is to meet the reasonable needs of travelers, establish cost effective practices that are consistently applied, and ensure that travel expenses comply with internal standards and the regulatory requirements established by the Internal Revenue Service.

TO WHOM THIS POLICY APPLIES:

- All Marymount University employees (including faculty)
- Members of the Board of Trustees
- Others traveling on official University business

RESPONSIBILITY:

A traveler on MU business has the responsibility to act prudently and to only incur travel expenses that are necessary, reasonable, appropriate, and for which documentation is available. MU travelers are required to obtain prior written authorization for travel from the President or their Vice President, Dean or Director and may not authorize their own travel nor approve their own expense reimbursements. The traveler is responsible for prompt submission of travel-related expense reports, for maintaining any University issued corporate credit cards in good standing, and for obtaining written approval for any reimbursement requests.

The President, Vice Presidents, Deans and Directors are responsible for assuring that within their administrative units:

- Budget funds are available to meet all travel commitments.
- Proper authorization for travel is obtain before any commitments are made.
- All travel expenditures are supported by a detailed receipt(s).
- The potential benefits of the trip justify its time and expenses after considering more cost effective alternatives (such as teleconferencing).
- Reimbursement for travel shall be contingent upon the availability of budget funds and the receipt of appropriate documentation.

NOTE: Individual MU departments or Sponsors of externally-funded programs may have more restrictive travel policies and procedures, but in no case will any MU unit (regardless of funding source) be less restrictive than this Policy. It is the responsibility of the traveling employee to ascertain the restrictions under which his/her travel are covered.

TRAVEL AUTHORIZATION:

Prior authorization for travel is required for travel on University business, whether or not reimbursement will be sought. All travelers seeking authorization to travel (whether in-state, out-of-state or foreign travel) must have prior written approval of their supervisor before any commitments are made or the travel has commenced. An employee should be aware of his/her department's and/or Sponsor's travel policies, as they may be more restrictive than those contained herein. No one may authorize an exception to these policies and procedures for his/her own travel. Travel authorization is to be documented using the Travel Authorization Form.

The Vice-President of Financial Affairs and Treasurer approves travel for Board of Trustee members and the Board follows the same procedures as outlined in this policy and procedures document.

Spouse/Companion/Family (Dependent) Travel:

MU does not permit any payments or reimbursements for spouse, companion or family travel. Thus, dependent travel costs are not allowed and neither are dependent care costs incurred because of travel not allowed. Any exceptions to this policy must be authorized in writing by the President in advance of the travel commitment. The Travel Authorization Form is to be used to document the President's approval for this type of policy exception. 2 CFR 200.474 of the Uniform Guidance allows for dependent care costs paid for using Federal funds above and beyond what an employee would normally incur when they travel on University business. Since MU does not normally allow this type of expenses as expressed above (regardless of the source of funding), the President must also approve a policy exception if the exception is for such costs using sponsored program funding just as he or she may approve a policy exception for non-sponsored program travel.

Combining University Business Travel with Other Travel:

Employees are discouraged from combining personal travel with business-related travel. When a trip for MU business is combined with personal vacation travel, the University will reimburse only the business portion of the trip. Receipts from the business portion of the trip must be submitted and must clearly delineate expenses related to MU travel from those that are not reimbursable. Employees may, with prior authorization, conduct MU business during personal travel. The same policies regarding reimbursement will apply to the business conducted during the personal travel.

Sponsored Program Travel:

The grant or contract award document should be consulted to determine any travel restrictions. For example, under most sponsored program awards, the lowest available commercial discount or customary fare must be used; first-class fares are not reimbursable. Travelers are responsible for complying with any travel restrictions contained in their grant

or contract document. See ADDENDUM to University Travel Policy & Procedures: Travel Charged to Sponsored Programs.

International Travel:

Due to the unique nature of international travel with the opportunities and risks involved, specific policies and procedures are to be followed to ensure the health and safety of all MU travelers. See ADDENDUM to University Travel Policy & Procedures: International Travel for detailed procedures for international travel.

AIR TRAVEL:

Reservations and Class of Services:

MU covers the cost of coach tickets for airline travel. Any upgrades or enhancements are personal expenditures and will not be paid for or reimbursed by the University. In such circumstances, the cost of a coach ticket for the same trip should be determined, and substantiation provided. Documentation should be submitted with the receipt for the actual ticket and MU will cover the cost of the coach ticket.

Travelers are expected to book the lowest-priced airfare rates. While taking into account airline re-ticketing and cancellation penalties, travelers are encouraged to book as far in advance of the departure date as possible, once travel plans are firm and approved, in order to obtain the lowest possible fare. Unless it's impossible to do so, advanced purchase discount tickets should be purchased. When compiling travel documentation for reimbursement, the boarding pass stub(s) must be included when the travel report is submitted.

Travel by Personal Automobile Instead of Air Travel

While travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost of round-trip coach airfare, plus the reasonable costs of ground transportation.

Checked Baggage

When checking luggage, MU will reimburse for the cost of checking the first bag, if the airline charges for such services. The traveler will have to pay for checking any additional bags on his/her own. If the travel requires bringing large amounts of Marymount-related items, the traveler must get approval from Supervisor ahead of time to be reimbursed for additional luggage charges.

Unused Tickets:

If a traveler is unable to use a purchased airline ticket and follows proper airline notification procedures, she/he should return the unused ticket(s) or, in the case of an e-ticket, a hard copy of the reservation (including flight information) to Accounts Payable and notify the appropriate budget supervisor. Accounts Payable will hold the ticket and set up a travel advance account for the value of the unused ticket. The value will be maintained in the receivable account, along with the expiration date of the ticket. If the ticket is not used before the expiration date, the expense will be written-off to the department(s) that made the original purchase.

GROUND TRANSPORTATION (TAXIS, UBER, LYFT AND SHUTTLES):

Travelers should use the most economical, efficient and direct mode of transportation to and from airports/rail stations and for any business appointments while traveling. Employees traveling to the same destination should share ground transportation whenever possible, and make use of public transportation if available. Ground transportation (taxis and shuttles) may be reimbursed if properly substantiated by receipt.

RENTAL VEHICLES:

Guidelines:

Rental cars are authorized when their use is more time or cost-effective than airlines or rail-travel, or when other modes of transportation are not available. The University will pay for or reimburse only the actual rate or the preferred vendor rate (if available in the destination locale), whichever is less.

At all times, individuals should rent the most economical class size car for the number of people traveling. Any upgrades or enhancements are personal expenditures and will not be paid for or reimbursed by the University. In circumstances when the traveler chooses to upgrade, the cost of the most economical rental for the same trip should be determined, and substantiation provided. That documentation should be submitted with the receipt for the actual rental and the University will cover the base rate. In circumstances where more than one MU employee might drive the vehicle, all should be listed as operators on the rental car agreement.

When traveling by air or rail, an automobile may be rented when the destination is reached if doing so would be less expensive than the combined business purpose cost of taxi, bus or limousine services used during one's stay.

When combining MU and personal travel, the University will cover the cost of a rental car based on the percentage of use attributable to MU and the appropriate size class automobile for the employee's MU business travel.

Rental cars must be used when transporting MU students on University business. MU employees are not to transport students in their personal automobiles.

Under ordinary circumstances, travelers are encouraged to "waive" and not pay for the collision damage coverage offered by the rental car company. For long-term rental arrangements or those that take the traveler to distant and remote locations, travelers should accept the collision damage coverage offered by the rental car company.

Marymount employees should not utilize the rental car company's gasoline services, rather the employee should fill up the gas tank prior to returning the vehicle and turn in the gasoline bill for reimbursement.

If a traveler is involved in an accident while driving a rental car, he or she should contact (as immediately as practicable):

- The rental car company, in accordance with the rental contract
- Local authorities, as required

- Your personal insurance company
- Your supervisor
- The MU Office of Risk Management

The University's Office of Risk Management is located at St. Joseph Hall. Contact Peggy Axelrod by the next business day at (703) 284-1498.

Renting 15-Passenger Vans or Trucks:

University policy discourages rental of 15-passenger vans and trucks. Insurance requirements for 15-passenger vans and trucks differ from that of light trucks, cars and 7-passenger vans and requires proper licensure. The University's Risk Manager, located at MU (703) 284-1498 should be contacted to make certain proper licensure and coverage is in force before renting these types of vehicles.

Employees may rent only mid-size or smaller vehicles unless there are at least three University travelers in the group. Travel claims must include the justification for rental of other than mid-size or smaller vehicles.

PERSONAL VEHICLES:

Guidelines:

MU employees required to use their personal vehicle for MU business travel will be eligible for reimbursement. When travel by private automobile is chosen over commercial transportation to save time, to transport equipment, or to reduce costs when a number of people are traveling together to the same destination, reimbursements to the driver is made on the basis of miles traveled. When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost of round-trip coach airfare, plus the reasonable cost of ground transportation.

Employees whose job description requires regular travel between the main campus and the Reston Center are eligible for mileage reimbursement. The number of miles reimbursed is equal to actual miles driven less the normal commuting miles (i.e., the round trip distance between home and University). Commuting between an employee's home and permanent place of work is not a reimbursable expense.

If you request reimbursement for the use of a personal vehicle, you should provide the following on your Travel/Expense Reimbursement Request and submit original receipts:

- The purpose of the trip
- The dates of travel and destination
- Total business miles

Use of an employee's personal vehicle may be reimbursed at the current Internal Revenue Service mileage rate. This mileage rate allowance covers all operating costs of the vehicle, including depreciation, maintenance, repairs, gasoline, oil, insurance and vehicle registration fees and therefore no other vehicle expense reimbursements will be made. In addition to the mileage rate reimbursement, an employee will be reimbursed for parking and tolls (e.g., ferry, bridge, tunnel, and highway tolls) if original receipts are provided and the charges are noted in the travel-mileage report.

Travel by personal vehicle is permitted only if this mode is the most cost-effective means of transportation (including the effective use of time).

Reimbursement for two or more persons traveling in the same vehicle is limited to the mileage reimbursement paid to the driver.

If public transportation is not available, a person traveling locally may be reimbursed for personal vehicle travel only for the mileage in excess of normal mileage between the driver's home and primary work location. (For example, if an individual who normally works at the Main Campus and whose commute to work is normally 20 miles round trip, is required to go to the Reston Campus for a day and the round trip mileage from home to Reston is 30 miles, that individual may be reimbursed for 10 miles.) No reimbursement is provided if a University shuttle is available.

Personal Vehicle Accidents while on University Business:

Employees of the University may use their own personal vehicles for official business and request reimbursement for their actual documented mileage at the IRS standard mileage rate for reimbursable business miles. This IRS rate includes taxes, repair and maintenance and insurance for the vehicle and as such the University will not pay for insurance premiums or deductibles if a personal vehicle is involved in an accident while on University business. In the event of a vehicle accident during the conduct of official University business where the employee is considered to be at fault, the employee's personal automobile insurance coverage will be considered primary, including all deductibles in their policy and any losses up to their own policy limits. As soon as possible after any vehicle accident, complete the Accident Report form found in the MU Vehicle and Driver Safety Policy and submit that report to the University Risk Manager.

Employees who drive non-University vehicles while conducting University business are subject to the provisions and standards of the MU Vehicle and Driver Safety Policy and may be required to document their understanding that their personal insurance coverage is considered primary in the event of an incident as well as their acknowledgment of the following responsibilities:

- Maintaining automobile liability insurance limits of at least \$100,000 per person, \$300,000 per accident, and \$25,000 property damage; but in no case less than the minimum required by law for the state in which the driver resides;
- Maintaining current state vehicle inspection, if the state requires one; and
- Maintaining the non-University vehicle in a safe operating condition.

University employees should not use their personal vehicles to transport other University employees or students for medical treatment. To do so may involve unexcused work absences or employee personal liability for further injury or accident during transit.

TRAVEL TIME PAY FOR NON-EXEMPT/HOURLY EMPLOYEES:

For information on compensation for non-exempt (overtime pay eligible) employees, consult the Marymount University Human Resource Policy, "Travel Time as Time Worked," or contact the Office of Human Resource Services.

CELLULAR PHONE USAGE WHILE DRIVING POLICY:

Prohibition against Distracted Driving: MU expects its drivers to comply with applicable laws regarding safe driving. To that end, MU prohibits drivers while driving, from talking, texting or emailing on mobile phones or electronic devices without using a hands-free device, during work hours or for any work-related purposes. Failure to comply with this policy may constitute grounds for disciplinary action up to and including termination.

MARYMOUNT UNIVERSITY LEASED VEHICLES:

Employees who are provided with MU leased vehicles for business travel are subject to regulations of the Internal Revenue Service regarding personal use of a company vehicle. It is the responsibility of the traveler to maintain documentation of business versus personal use of the vehicle and to report personal use periodically. Personal use of a MU vehicle is considered a perquisite under IRS guidelines and will be treated as ordinary income (i.e., taxable wages) on the employee's year-end W-2.

PROSPECTIVE EMPLOYEE RECRUITMENT TRAVEL:

The President or a Vice-President must authorize travel for prospective employees and/or their families in writing in advance on the Travel Authorization Form. Prospective employees are subject to the same travel policies and procedures as MU employees, so they must provide complete documentation for any reimbursement requests. Hiring managers should inform prospective employees at the time of the interview that they will need to file a Travel Expense Report with original receipts in order to be reimbursed. Reimbursement for authorized travel expenses such as airfare, hotel and meals incurred during the recruitment process are not taxable to the prospective employee. The recruitment process ends once the recruit accepts an offer. Subsequent visits to the individual's new work location (for house hunting, etc.) are treated as taxable income.

NOTE: Student recruitment cost should be coded as "Federal unallowable" unless charged to an account that is already coded as "unallowable."

Qualified Moving Expense Reimbursements

Qualified Moving Expense Reimbursements (Suspended for taxable years 2018 through 2025)

Due to the passage of the Tax Cut and Jobs Act (TCJA) of 2017, all personal moving expenses reimbursed to or paid on behalf of an employee by Marymount University are considered taxable income to the employee effective January 1, 2018. Departments should process moving expense reimbursement the same as other taxable fringe benefit via the payroll office.

LODGING, MEALS, AND INCIDENTALS:

Domestic and international travel will be reimbursed, in part, up to the per diem basis. Reimbursement for air, rail, or bus travel, lodging and car rental will be based on the actual cost as evidenced by original receipts submitted with the Travel Expense Report. Meals (and associated tips) and incidentals will be reimbursed up to the maximum per diem rate established by the U.S. General Services Administration for travel within the continental United States, the U.S. Department of Defense for travel to Alaska, Hawaii, and U.S. territories, and the U.S. Department of State for the location in question. The specific rates can be obtained on each U.S. agency's website. Current GSA per diem rates can be obtained from <http://www.gsa.gov/portal/content/104877>. Current DOS per diem rates for foreign travel can be obtained from https://aoprals.state.gov/content.asp?content_id=184&menu_id=78. Any expenditure in excess of the per diem amount will be the responsibility of the traveler.

Lodging:

Reimbursement for reasonable lodging costs may not exceed the rate for a standard room. If an individual is attending a convention or conference, use of the convention or conference hotel is appropriate. Reimbursement must be documented by an original itemized hotel bill and receipt. Financial Affairs may raise concerns regarding reasonableness of hotel costs before or after travel and before travel reimbursement to the traveler.

Shared Rooms:

In instances of shared hotels rooms with MU or non-MU persons, the MU person will report only his or her share of expenses in the expense report.

Cancellation Procedures:

It is the responsibility of the traveler to cancel any room reservation she/he will not be using. Travelers should ask for the hotel's cancellation policy at the time of booking and should be aware of any cancellation fees or penalties. Cancellation time deadlines are based on the location/time zone of the property. A record of the cancellation number should be kept, in case of a subsequent billing dispute. If an employee fails to cancel reservation in a timely fashion, she/he may be held responsible for any cancellation fees. A written explanation for any failure to cancel must be submitted with the Travel Expense Report.

Personal Expenses:

Personal expenses, such as in-room movies, video rentals, in-room mini-bar services, baby-sitting, and recreational activities, are non-reimbursable expenses.

Meals:

Actual meal costs are allowable, subject to a maximum of the current Federal travel per diem for meals and incidentals. No meal allowance will be granted in instances in which meals are covered by conference or registration fees, or any other instance in which the employee does not pay for the meal.

Personal Meals:

Personal meals while traveling for University business must not be more than the current maximum per diem rate for meals and incidentals as described in the Lodging, Meals, and Incidentals section on page 10.

Business Meals:

Business meals in connection with travel are allowable if the employee establishes that the meal is directly related to University business. The meal must be an integral part of the meeting, not just a matter of personal convenience. The employee must substantiate the expense by identifying where the activity took place, the names of University employees and non-employees that attended, and the business discussed. Expenses for business meals will not be allowed for food or beverages to the extent that such expense is lavish or extravagant under the circumstances. Original credit card receipts also may be used to claim reimbursement for meals. To claim reimbursements for meals, itemized receipts are required and substantiation information must be attached to the Accounts Payable Payment & Reimbursement Form. **NOTE: Federal regulations prohibit the University from reimbursing any expenditure for alcoholic beverages with Federal funds and the same rules apply to University funds.**

Meals for Athletic Teams or Student Groups

Employees who are sponsoring or serving as chaperones for athletic team members or students groups who are traveling may request a temporary cash advance for meals. It is the employee's responsibility to ensure that each student provides him/her with individual original receipts when the employee advances the cash to the student to pay for their own meals. The employee is required to submit a Cash Advance Reconciliation Form to the Cashier's Office after returning from the trip. The form should include the date(s) and nature of the trip along with the original receipts.

TELEPHONE AND INTERNET USE WHILE TRAVELING:

Business Calls:

While traveling on University business, reasonable business telephone calls will be reimbursed. In addition, reasonable calls made to the employee's primary residence also will be reimbursed.

Hotel Telephone Use:

To minimize the additional charges added by hotels for room-telephone usage, a calling card, credit card, or public telephone should be used whenever possible.

Computer Access Charge:

Reimbursement for charges to access the internet for specific business purposes while on MU travel may be approved by the employee's budget supervisor.

REGISTRATION FEES:

Payment of conference, meeting or college fair registration fees may be handled in one of the following ways:

1. The traveler may complete the registration form and submit it with his/her own funds and then seek reimbursement. The traveler should submit a copy of the registration form and a paid receipt, cancelled check or credit card statement with the approved Travel Expense Report for reimbursement.
2. The traveler may submit a Requisition for the University to issue a check to the vendor. The original completed registration form stating the applicable fee(s) must be attached to the Requisition to substantiate the check disbursement. The registration form will be mailed to the vendor on the next scheduled check disbursement date. If the conference is cancelled or the employee cannot attend after payment has been made, the traveler must notify the Accounts Payable Office as soon as possible so a refund can be requested from the vendor.
3. The traveler may submit a Requisition for the University to issue a Purchase Order to the vendor (see the Marymount University Purchasing Policy), assuming the vendor will accept Purchase Orders and the registration needs to be confirmed before the next check disbursement date. The original completed registration form needs to be attached to the Requisition so that it can be mailed with the Purchase Order. The University will pay the vendor after the conference upon receipt of the invoice from the vendor and the receiving copy of the Purchase Order from the traveler.

PROFESSIONAL ENTERTAINMENT EXPENSE:

Expenses for entertainment of donors, prospective donors, guests, customers, prospective customers, suppliers and other business associates must be reasonable, appropriate and in the ordinary course of business. Such expenditures are governed by the MU Code of Ethics as well as by any applicable laws or regulations.

According to 2 CFR 200.438 of the Uniform Guidance, entertainment costs for sponsored programs are an unallowable use of federal funds, unless such costs “have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval of the Federal awarding agency.

MU, non-sponsored program related entertainment expenses must be either directly related to or associated with an active discussion aimed at the expectation of obtaining a specific business benefit. The discussion must occur in a clear business setting or during the course of the entertainment. If the activity directly precedes or follows a substantial bona fide business discussion and the employee can show a clear business purpose for incurring the cost, the expense can be classified as associated with the active conduct of business. To claim reimbursement for entertainment expenses, original itemized receipts must be attached to an approved Travel & Entertainment Expense Form with the following information documented:

1. Time, place and nature of the entertainment
2. Amount of each expense

3. A description of the business purpose(s) involved
4. The names and home institutions or companies of the persons entertained along with their actual or potential business relationship with Marymount University.

NOTE: Federal regulations prohibit the University from reimbursing any expenditure for alcoholic beverages with Federal funds and the same rules apply to University funds.

NON-REIMBURSABLE EXPENSES INCLUDE BUT ARE NOT LIMITED TO:

1. Business expenses not substantiated by original receipts/documentation as required by the University.
2. Excessive transportation, meal and lodging charges
3. Excessive personal telephone calls
4. Insurance on rental cars for domestic travel
5. Insurance of personal property or flight insurance
6. Gasoline, repair or other costs for personal vehicle
7. Dry cleaning or laundry service unless approved for required extended stays
8. Lost or stolen articles
9. Alcohol charges
10. Damage to personal vehicles, clothing or other items
11. Services to gain entry to locked vehicles
12. Towing charges
13. Personal entertainment including movies charged to lodging bills, recreational activities and the like
14. Expenses for spouses, dependents, and/or other non-business companions unless approved in writing in advance by the President or a Vice President.
15. Commuting expenses
16. Traffic and parking violations

USE OF UNIVERSITY CORPORATE CREDIT CARD FOR TRAVEL:

The University Corporate Credit Card may be used for business travel and users may charge all appropriate business related expenses associated with approved travel. Travel expenses charged to the University Corporate Credit Card must be itemized using the Corporate Credit Card Detailed Expense Report and submitted, along with original receipts, to Accounts Payable within **10** business days after the end of travel to ensure accounts are kept current. Repeated failure to submit timely receipts and travel expense reports will result in the revocation of the Corporate Credit Card. Personal and unallowable travel expenses are not to be charged to the University Corporate Credit Card.

POST-TRIP REIMBURSEMENTS:

Travelers should use the following process to obtain reimbursement within 10 business days after they have returned from their trip:

- The traveler must itemize all expenses on the Travel Expense Report and attach all original receipts.
- The Travel Expense Report must be signed by the traveler and then approved by the appropriate Vice-President, Dean or Director.
- The Vice-President, Dean or Director is responsible for auditing the Travel Expense Report to ensure that it is accurate and that all required documentation is present.
- The completed and authorized Travel Expense Report should be submitted to Accounts Payable for processing. It is the responsibility of the University to provide reimbursement to employees for the expenses they have incurred while traveling on official University business in a professional and timely manner.

REIMBURSEMENT TO INDIVIDUALS THAT ARE NOT STUDENTS OR EMPLOYEES:

Reimbursement to individuals that are not affiliated with the University, such as guest speakers, consultants and prospective employees, is subject to the same regulations detailed here for University employees when travel arrangements are made by the University, unless otherwise set forth in a written contract.

MISSING RECEIPT AFFIDAVIT:

The University requires all paid ORIGINAL receipts for charges over \$25.00 to be included with the Travel Expense Report. In the event a receipt is lost or not available, a traveler seeking reimbursement for University business travel must complete a Missing Receipt Affidavit, have it signed by the appropriate Vice-President, Dean and/or Director, and submit it with the approved Travel Expense report. The Affidavit must include the amount of the expenditure, the date(s) of the trip, the location, the number of people served (if a meal reimbursement), and the nature of the business trip in order to substantiate the reimbursement claim.



TRAVEL AUTHORIZATION FORM – SAMPLE ONLY.
Form Available in eConcierge.

Check one: In-State Out-Of-State Foreign

Individual Requesting Travel: _____ Dept: _____

Please Return to: _____

Purpose of Trip and Destination: _____

Date Travel Begins: _____ Date Travel Ends: _____

Travel Costs	Total Estimated Costs	Total Approved Costs (only if different from estimated costs)
Registration	\$	\$
Airfare	\$	\$
Hotel	\$	\$
Meals & Incidentals	\$	\$
Ground Transportation (taxi, limo, shuttle, bus, rental car, gasoline, etc.)	\$	\$
Other (baggage fees, parking, tolls, internet, etc.)	\$	\$
Vehicle Mileage _____ miles @ \$ _____ /mile	\$	\$
Total Costs:	\$	\$

FINANCIAL INFORMATION

GL Fund/Unit #:	Amount To Be Charged
1.	
2.	
3.	
4.	

Traveler's Printed Name and Signature _____ Date _____ Supervisor's Printed Name and Signature _____ Date _____

Budget Mgr's Printed Name and Signature _____ Date _____ Dean's Printed Name and Signature (if applicable) _____ Date _____

VP/President Printed Name and Signature (if applicable) _____ Date _____ Grants, Contracts, & Compliance approval (if sponsored program) _____ Date _____

Instructions:

1. Form to be completed/signed by traveler.
2. Attach documentation showing "who, what, when, where, why."
3. Return form to the department assistant, unless otherwise noted.
4. Within 10 business days from the return of travel, attach original Travel Authorization Form and original receipts to the Travel Expense Report.



SAMPLE Only. Form Available in eConcierge.

MARYMOUNT UNIVERSITY

MISSING RECEIPT AFFIDAVIT

I certify that each receipt or ticket stub described below was not available, not obtained or lost and that I have been unable to obtain a duplicate from the provider of goods or services. I certify further that I will not submit another reimbursement request to Marymount University or any other organization should the original receipt or ticket stub be found or obtained at some future date.

Please **CIRCLE** one that applies to you:

- 1) Marymount's Corporate Credit Card Detailed Expense Report or
- 2) Employee's Travel Reimbursement Expense Report or
- 3) Other-Specify:

<u>AMOUNT</u>	<u>DATE</u>	<u>DETAILED DESCRIPTION OF MISSING RECEIPT(S)</u>
---------------	-------------	---

(Employee's Printed Name & Signature)

(Date)

(Supervisor's Printed Name & Signature)

(Date)

*Revised by Business Office on 8-1-2016



SAMPLE Only. Form Available in eConcierge.

Marymount University											
Corporate Credit Card Detailed Expense Report						Page# ____ of ____					
Fiscal Year _____			Total Expense Report Amount \$ _____ (All Pages)								
Name: _____											Last 4 # of Your Credit Card: _____
Department/Unit GL#: _____											**Please enter the object code for other expense(s) you may have in the blank columns. ***List of expenses codes attached in excel tabs.***
Month & Year: _____					Date Submitted: _____						
Date	Domestic Travel - Transportation	Domestic Travel Lodging & Meals	FOREIGN TRAVEL - Transportation	FOREIGN TRAVEL Lodging & Meals	Seminar / Conference	Catering & Refreshments	Employee Refreshments	Student Recruiting	Student Field Trip / Conference	Event Rental	Decorations
	54101	54107	54108	54109	57210	57510	57521	58748	57518	57520	57523
Sub-Totals											
Total Expense											
*Total Expenses must equal Monthly Credit Card Statement Balance for the period.											
Corporate Cardholder's Printed Name & Signature: _____											Date: _____
Supervisor's Printed Name & Signature: _____											Date: _____

