

# **Longwood University Foundation Inc.**

## **Travel & Expense Policy**

1. Purpose: This policy ensures that employee travel is consistent with the business objectives of Longwood University and Longwood University Foundation, Inc. It also ensures fair and equitable treatment of all employees by defining procedures for authorized business travel and guidelines for expense reimbursement.
  
2. Overview: Whenever possible, please follow State Travel regulations. A Request for Travel Authorization (RTA) must be obtained for all employees traveling on business for the University. Employees should use good business practices when planning travel and making travel arrangements.  
Employee travel and the associated expenses will be authorized only in circumstances which are clearly consistent with the mission of the University and the Foundation. It will be the responsibility of each Department Chair and/or Dean to ensure that all employee travel meets this objective and that reimbursement is made only for actual, reasonable business expenses in connection with authorized travel as defined in this document and State Travel regulations. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception signed by the Vice President or President. All reimbursement requests have the potential for review by internal and external auditors. All reimbursement requests are reviewed in detail for proper completion by the Foundation Accounts Payable Manager. Trust Fund Withdrawal (TFW) requests for reimbursement must be submitted in a timely manner from the last date of travel (within 60 days). A properly completed Travel Reimbursement Voucher must be attached to the TFW. A receipt must be provided for **each** expense listed on the Voucher except for mileage.
  
3. Implementation & Responsibility:  
Department Heads/Deans:
  - a. Departments Heads/Deans should know current travel policy and inform their faculty/staff of the correct policies and procedures.
  - b. Determine if travel is necessary to achieve goals of the University and Foundation.
  - c. Approve expenses in accordance with policy.Employee's Responsibility:
  - a. Incur only expenses that are consistent with business needs and exercise care in determining appropriate expenditures.
  - b. **Keep all receipts** to request reimbursement from Foundation.
  - c. Submit TFWs as outlined in the expense section of this policy in a timely manner (within 60 days).

4. Travel Authorization & Approval: Upon determination that a trip is necessary, a RTA must be filled out and signed by the department head or dean. Foundation funds cannot be used for cash advances.
5. Air Travel: Follow State Travel regulations as it relates to air travel. When requesting reimbursement for airfare:
  - a. If prior to travel – must attach a copy of the properly completed RTA along with a hard copy confirmation of the air travel.
  - b. If after travel – must attach a copy of the properly completed Travel Reimbursement Voucher, confirmation as well as boarding passes.
6. Auto Rental: Follow State Travel regulations as it relates to auto rental. When requesting reimbursement for auto rental, a copy of the rental agreement showing rental amount must be provided as documentation as well as RTA or Voucher.
7. Tolls and Parking: Tolls and parking paid by the employee while traveling on University or Foundation business are reimbursable from Foundation funds. If a trip is extended for personal reasons, the tolls and parking for that portion of the trip are not reimbursable. A receipt for all tolls and parking must be provided with the reimbursement request.
  - a. Personal Auto Reimbursement: Follow State Travel regulations as it relates to use of personal auto as opposed to a state vehicle. When employees use a personal vehicle on approved University business, the Foundation will reimburse mileage at the State rate in effect at that time.
  - b. If a state vehicle was not available for use, a statement from Jennie Hardy is needed as documentation that a state vehicle was not available on the requested day.
  - c. If a personal vehicle is used due to traveler's choice, the reimbursement is \$.246/mile.
  - d. If a personal vehicle is used due to "Cost Beneficial to State" as described in State Travel regulations, the Trip Calculator must be used and attached as documentation for the reimbursement.
8. Lodging: Follow State Travel regulations as it relates to lodging. When requesting reimbursement for lodging, a **detailed** billing of the lodging expenses must be submitted with the TFW. The Foundation will only reimburse for the room, surcharges and related taxes associated with the lodging, not for personal expenses such as movies, etc.. If it becomes necessary to cancel the lodging reservations, it is the responsibility of the employee to cancel hotel reservations within the hotel cancellation policy time frame. Fees assessed due to the employee's failure to properly cancel are not reimbursable by the Foundation.
9. Meals and Entertainment: Follow State Travel regulations as it relates to Meals and Entertainment.

a. The Foundation reimburses actual expenses for meals, **not per diem**. Receipts for **ALL** meals must be attached to the TFW as documentation for the reimbursement. A detailed receipt of the purchase is preferred.

Business Meals:

(1) must involve a substantive and bona fide business discussion and include the original itemized receipt;

(2) all persons involved in the meal must be identified;

b. Gratuities will be reimbursed if the amount appears reasonable. Gratuities must be calculated on the amount of the bill before sales tax. Gratuities up to a maximum of 20% will be reimbursed. If the gratuity is more than 20%, a written explanation should be submitted with the TFW as to why it was more.

c. Alcoholic beverages are reimbursed by the Foundation if taken with a meal. Otherwise, alcohol must be paid for by the employee unless it is considered part of the entertainment expense of the employee's position. Departments can set their own policies concerning the reimbursement of alcohol from their foundation accounts. If the department has not provided written and approved policies then the stated policy will be in effect.

d. Telephone calls, faxes and internet service: The Foundation will reimburse telephone calls, faxes and internet service used for business purposes only. A written explanation must be provided with the reimbursement request.

d. Non-reimbursable expenses include but are not limited to: airline club dues, rental car club membership fees, in-room movies, fines for traffic violations, towing charges, other fees/fines due to employee negligence, insurance on life or personal property while traveling, purchase of clothing and/or other personal items, expenses for family, child, pet, home and property care while on a trip, lost/stolen items, travel expenses for children/spouse/companions and ATM/Cash Advance fees. If in doubt as to whether an expense is reimbursable, please call the Foundation Office.

10. Personal Reimbursements: Reimbursements for expenses paid out-of-pocket follow the same guidelines. However these reimbursements must be submitted for payment within 2 months of the time of the expense. If the expense is incurred around year-end (June 30), then the request for reimbursement must be received in the Foundation Office by July 31.

11. Expense Reporting:

The following conditions apply when submitting TFW requests:

- a. Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure.
- b. The employee must submit the TFW to the Foundation office within 60 days of the last date of travel.
- c. The following items must be included with the request when submitting for payment:
  - 1 – Copy of the properly completed RTA **AND** Travel Reimbursement Voucher signed by all required parties.
  - 2 - Originals or copies of the receipts (only when originals have been provided to the State for reimbursement) for meals, lodging, air or auto transportation, tolls, parking, gas and any other necessary receipts.
  - 3 - Explanations of any deviation from policy.

Accounts Payable will review each employee Travel Expense Report for:

- Proper approval signatures
- Identified business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

### **Documentation Requirements**

Foundation policy requires receipts for all expenditures.

Documentation for travelers to submit with their travel expense report includes:

- Air/Rail - original passenger coupon
- Hotel - hotel folio issued at time of checkout along with credit card receipts
- Car Rental - rental car agreement plus credit card receipt
- Meals/Entertainment - credit card receipt or cash register receipt (no restaurant tear tabs)

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required on the travel expense report. This explanation must be signed by the person requesting reimbursement.

Actual bills/receipts should be submitted whenever possible. Receipts should include the name of the vendor, location, date and dollar amount. All receipts must be attached to a 8x11 sheet of paper for scanning.