



Adrian College

TRAVEL POLICY

This document outlines the travel and reimbursement policy for Adrian College employees.

Travel Expenses

Institutional related travel expenses will be reimbursed to Adrian College employees subject to the following general guidelines:

1. All institutional related travel requires **pre-approval** by the authorized department supervisor/chair.
2. Approved travel by department supervisor/chair is subject to the department's travel budget availability.
3. Vice President **pre-approval** is required for;
 - a. Any travel advance request of \$200 or more.
 - b. Estimated travel related expenses of \$200 or more.
 - c. Estimated expenses that may exceed the department's available travel budget.
4. Record keeping consistent with IRS guidelines (see ***Reimbursement Requests*** below).
5. All applicable tax exempt purchases must be made using the tax exempt form.

Travel-related expenses may include, but not be limited to, lodging, airfare, rental car, gas for the fleet/rental vehicle, taxis, breakfast, lunch, dinner, tips, work supplies, etc.

Personal expenses are not eligible for reimbursement. Examples of personal expenses include, but are not limited to, alcohol, candy, movies, souvenirs, books, magazines, clothing, toiletries, pictures, dry cleaning, and other items as may be deemed for personal use by the Vice President of Business Affairs.

Adrian College is a tax-exempt organization. The Business Office will provide you, upon request, with a tax-exempt form and/or provide one to any vendors on your behalf so that you can avoid paying sales tax on institution-related purchases.

Every effort must be made to inform the vendor(s) of the tax-exempt status of the School; however, certain purchases will still be subject to state and local taxes despite the School's tax-exempt status.

It is the employees responsibility to use the tax exemption form while making purchases. For such purchases that are **not** subject to state and local taxes, and you do not use the tax exemption form to exempt taxes and you still pay the sales tax, you may be subject to disciplinary action. Tax exempt form can be requested to the Business Office.

Reimbursement Requests

ALL requests for eligible expense reimbursement and reconciliation for cash advances require completion of a **Travel and Expense Report**. This form is located on the College website (<http://adrian.edu/campus-life/business-office/>).

It is the obligation of employees requesting expense reimbursement, or submitting reconciliation of cash advances, to provide Adrian College the same type of records and supporting information that would be required by the IRS if the IRS were to question a deduction on a personal tax return.

This includes original, itemized receipt(s) for ALL reimbursement requests or for reconciliation of cash advances (except as noted otherwise).

Items not acceptable for submission include summary or hand written receipts.

Cash/AC Travel Card Advance Requests

Cash/AC Travel Card advance requests for institution-related travel or purchases must be submitted to the Business Office, using the Requisition Form, with all required signature approvals, at least five (5) business days in advance of required receipt date. Please refer to **CASH ADVANCE POLICY** document for addition information regarding this subject.

Reconciling Advances – Travel and Expense Report

The advance of funds for payment of College related expenses is a “loan” which **must** be “repaid” by returning the expense report, all **original, itemized** receipts, and any unused funds. These funds should be returned to Accounts Payable in the Business Office. Advances are to be used in situations where it is not possible to expend money from personal funds and obtain reimbursement.

All advances must be substantiated within 5 business days of returning to campus from the travel, event, or purchase, and all funds returned to the College no later than 30 days after the expenses are incurred. **The College is required by Federal Income Tax regulations to treat these payments as income to you if they are not cleared by expense receipts.**

ALL required signature authorizations are required for reimbursement or reconciliation processing.

Account numbers and corresponding amounts adding to the total expense amount submitted are required for processing.

Meals and Beverages: Employees traveling on Adrian College business may request reimbursement for meals up to the following amounts; collectively referred to as daily meal and incidental “**Per Diem**”:

| | |
|------------------|-----------------|
| Breakfast | \$ 7.00 |
| Lunch | \$ 10.00 |
| Dinner | \$ 18.00 |

These amounts are inclusive of tips (**note: reimbursement for tips is limited to 15%; employees will not be reimbursed for tips that exceed 15%**). If an employee is traveling for an entire day, or more, where the employee is entitled to reimbursement for all three meals in any given day, it is acceptable to use the total daily amount of \$35.00 in a different combination than noted above. For example, it would be permissible to spend \$5.00 each on breakfast and lunch, and \$25.00 on dinner. It is also permissible to average across multiple days on a multi-day trip; however, the total amount of \$35 per day shall not be exceeded. These amounts are for reimbursable meal expenses only and are not simply allowances to be used on other personal expenditures. Meals already paid for by the College as part of conference fees are not reimbursable. Complimentary meals provided by the hotel should be taken advantage of, if possible, and are not separately reimbursable from the price of your hotel stay.

Note: These amounts do not pertain to student meal Per Diem for travel away from campus. (See **Team/Group Per Diem Policy**)

Parking, Toll Roads and Bridges: Expenses for these items are reimbursable subject to the receipt requirements below.

Entertainment: If an employee entertains others for institution related purposes, he/she will be reimbursed for those expenses. The reimbursement, in these cases, is *not* subject to the meal and beverage maximums; however, is still subject to budgetary limits and pre-approval by appropriate person(s). The Travel and Expense Report must include the person(s) entertained, the location, and the institution purpose. As with any other expenditure, the College expects to receive value for the expenditure.

Receipt Requirements: **Itemized** receipts must be provided for all meal expenses, lodging expenses, or any other expenditure. Lodging expenses must be supported by a detailed billing statement. Airline ticket stubs are required for reimbursement of airline charges. Itemized credit card receipts or printed cash register tapes are required for meals and other expenses. If summary receipts are submitted, the reconciliation will be returned to the employee for completion.

When prior arrangements are made with the Business Office, certain hand logs or Per Diem allowances may be permitted. These arrangements are made for group travel only (i.e. Team travel for athletics, group travel for class field trips, or choir/musical performances). (See **Team/Group Per Diem Policy**)

Auto Expenses: Employees are encouraged to use College vehicles when available (See **Fleet/Rented Vehicle Policy**). Employees may be authorized to use personal vehicles for occasional travel on College business. They will be reimbursed at the current rate of \$0.55 per eligible mile. **IRS regulations consider mileage between home and the office to be personal mileage; therefore, those miles are not reimbursable.** Mileage should be calculated from 110 S. Madison Street, Adrian, MI 49221 unless you are traveling a shorter distance from your home to the work location then you will use your home to the destination and back. Employees with a College vehicle assigned to them are not eligible for reimbursement of mileage on their personal vehicle. The College does not provide any insurance on personal vehicles, even when used for business-related travel.

Gasoline Reimbursement Policy: These are for relevant scenarios as outlined below:

- 1) **College owned or Rented Vehicle:** Employees must request a College gasoline credit card to be used when driving a College owned vehicle. Only in an instance in which the College gasoline credit card does not work when fueling the vehicle, and the employee is required to use a personal form of payment for the gasoline, will the employee be reimbursed for the gasoline paid for via the personal form of payment. All original receipts for gasoline pumped into College owned or rented vehicles must be returned with the College gasoline credit card and must have the license plate number of the vehicle written on it. Vehicle logs maintained in College owned vehicles must also be completed with all miles of your trip accounted for.
- 2) **Use of Personal Vehicle:** When approved to use a personal vehicle for institution-related travel the employee will be reimbursed on a per mile basis (\$.55 per mile, as described above), which includes the understanding that the employee will pay for their own gasoline expenses. Reimbursable miles are reported on the Travel and Expense Report.

Driving On Behalf of the College: For institution related travel, whether driving a College owned or personal vehicle, the employees must provide a valid driver's license (original; a photocopy may be made), must provide a current, valid proof of auto insurance, and may be subject to a Motor Vehicle Record search.

Individuals that are not employed by Adrian College (students, etc.) are not permitted to drive College owned vehicles.

Other: Expenses for hotels, meals, etc. beyond the institution purpose of the trip are considered personal expenses and, therefore, are not reimbursable. The exception to this would be in the case of an airfare super saver where the airfare savings are greater than the additional costs of extending the stay.

These policies are for employee expenses only. Additional expenses incurred for a spouse, a dependent, or guests are the responsibility of the individual unless otherwise approved by the Board of Trustees.

Contact

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