



Travel and Business Expense Policy

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Saint Joseph's University
Travel and Business Expense Reimbursement Policy and Procedures
Effective June 2017

I. Purpose

The purpose of the Travel and Business Reimbursement Policy and Procedures (the “Policy”) is to set forth appropriate procedures and documentation requirements that must be followed when incurring and requesting reimbursement for costs incurred while traveling on University business and for other incurred reimbursable business related expenses.

II. General Policy Statement

The Business Expense Reimbursement policy is for employees, BOT members, non-trustee Board members and any others seeking reimbursement for expenses incurred for University business purposes. The University supports business related activities and events that promote the mission of our work, foster community spirit, and build collegiality among its various constituencies. In an attempt to balance this need with the University’s fiduciary responsibilities, the Policy is written to provide guidance as to what are appropriate business-related expenses and how they must be documented. The Policy covers the costs of travel, meals and other related costs when traveling on University business, when hosting departmental meetings, when hosting a University-wide event, when entertaining donors, alumni, friends, business associates and other employees and when conducting other University-related business.

Individuals will be reimbursed for reasonable and necessary expenses actually incurred on behalf of or during the course of conducting University-related business as set forth in the Policy (“Expenses” or “Expense”). Expenses must be commensurate with the nature of the University-related assignment and capacity in which the employee represents the University. It is within the sole discretion of the University, i.e. Board of Trustees and the President’s Cabinet, to determine what is appropriately considered to be University-related business.

Employees are expected to exercise good business judgment while incurring Expenses on behalf of the University. As used in the Policy, “good business judgment” means that employees must act in good faith, on an informed basis and with the honest belief that the Expenses incurred are in the best interest of the University.

It is the duty of every employee incurring Expenses and their respective supervisor to ask the questions:

- Is the expense reasonable and necessary?
- Is the expense reasonably related to the business objective for which it is incurred?

- Can the business objective which causes these expenses be accomplished by less costly means?
- Has the business expense been properly documented?

III. **Business Expense Reimbursement Form**

All expenditures for which reimbursement is requested must be documented on the University's official **Business Expense Reimbursement Form** (the "**Form**"), an electronic copy of which can be found at: <http://www.sju.edu/resources/financialaffairs/accountspayable.html>. The **Form** must be completed and submitted by employees seeking reimbursement for Expenses incurred. **Note:** Request for Funds forms **are not** to be utilized for reimbursement of these Expenses.

IV. **IRS Regulations**

IRS regulations require that employers have an "Accountable Plan" for the reimbursement or payment of business expense for employees. An "Accountable Plan" must include requirements for proper substantiation, a bona fide business connection and a timely return of amounts advanced in excess of expenses. Payments not meeting these requirements would be considered taxable wages to the individual receiving the funds and the University would be required to pay FICA taxes on these amounts. Consequently, the University will only reimburse individuals for expenses which meet the requirements of an "Accountable Plan".

V. **Scope of Policy**

The Policy covers expenditures from all University unrestricted, restricted and designated funds. In certain cases, contracts and/or grants may have more restrictive policies towards travel and business related expenditures. In these cases, the more restrictive policies will prevail.

VI. **Applicability**

The Policy applies to all employees of the University and any authorized non-University individuals traveling for the benefit of the University. The authorization for non-employee travel on University business must include information which establishes the relationship between the travel and the duties being performed for the University and the interest of the University that is served by performing such duties.

VII. **Responsibilities**

It is the responsibility of the employee and the employee's respective supervisor to ensure compliance with the Policy.

VIII. Approvals

- It is the responsibility of the supervisor approving the **Form** to provide assurance regarding:
 - The accuracy of the report
 - The appropriateness and reasonableness of the expenses
 - Compliance with all aspects of this Policy.

By signing the document, the signing supervisor is attesting that she/he is satisfied that all of the information in the Form is in compliance with the Policy. In addition to being grounds for disciplinary action up to and including termination, knowingly submitting and/or approving a false Form may also be a crime.

- All expenditures of University funds for travel and business related expenses must be approved in accordance with the Policy. Such approval must be indicated by the manual signature of the signing supervisor along with the date the **Form** was signed by her/him.
- Travel and business related Expenses must be approved by the employee's direct supervisor. **An individual may not approve her or his own travel and business Expenses. Also, an individual may not have her or his travel and business Expenses approved by a subordinate or peer.**
- If an employee's direct supervisor is not available to approve the **Form**, then the Expense must be approved at a higher level within the employee's division.
- The Expenses must be documented in adequate detail and properly supported by receipts.
- The proper supporting budget line must have adequate funds to cover the Expenses.
- All Vice Presidents are to submit their Expense reports for review and approval to the President or his or her designee.
- Expenses incurred on University business by the President shall be approved by the Chairman of the Board or his or her designee.

IX. Travel Arrangements

All employees of the University are required to use the University's online booking tool, Concur, and/or the University's preferred vendor, Direct Travel, for all business-related transportation and lodging. When attending a conference or

meeting that is arranged by a regional, national or international group or association, the traveler should book their hotel accommodations directly through the conference website.

When booking airline tickets in Concur the preferred method of payment is through a University procurement card. In instances where a procurement card is not available, the traveler may enter an appropriate FOAPAL and the ticket will be paid by the University's central billing account and then charged to the traveler's budget electronically. Sufficient funding must be available before any travel arrangements will be booked.

For Group Reservations or Off-Site Meeting and Conference Planning, call Direct Travel at 800-383-1403

X. Booking Tool Access

Travelers and their Administrative Assistants can request access to Concur via The Nest. Please log into The Nest, click on the Employee Tab, Useful Links & Tools, Business Expense & Travel, Booking Tool Self Registration.

Once an electronic travel profile has been completed, the individual will also have full access to the booking tool. TSA also requires the date of birth for each passenger to be entered into a reservation. All information in a profile is private and is never shared with a third party. It is the responsibility of the traveler to maintain their travel profile with current information.

XI. Reimbursable Expenses

1. Required Supporting Documentation

The University requires appropriate supporting documentation for **all** reimbursed expenses. Original receipts are always required for airline, rail, bus or car rentals, and transportation to and from the airport, meals, lodging, and other expenses. Photocopies of receipts **will not** be accepted for reimbursement. Copies of monthly credit card statements **are not** considered the original receipt and will not be accepted as documentation. If a receipt is lost the employee must write a detailed memo on University letterhead itemizing the lost receipt and have the supervisor sign the memo.

2. Actual Expenses

The University will only reimburse an individual for the actual amount of Expenses incurred, unless more restrictive limitations have been placed on the amounts spent by a specific department or area as deemed necessary by the Department Head. Expenses must be submitted for reimbursement within 30

business days after the completion of the trip. Failure to comply with the Policy will result in Expenses not being reimbursed.

3. Transportation

Transportation arrangements (airline, car, train) must be made through Concur, the University's online booking tool. The University will not permit payments to be made to any travel agency or airline for transportation arrangements nor will they reimburse an employee for these costs.

A. Air and Rail Travel

- i. Air and Rail Fare: Individuals traveling for University-related purposes by air are expected to fly coach class at the lowest applicable fare routing offered. Interim stops, change of planes or layovers less than two hours should be considered acceptable when the potential savings is \$100 or more.

Business class travel is permitted only if all of the following criteria are met:

1. The travelers are required to conduct University Business upon arrival and without time to rest from the extended trip;
2. It is an intercontinental trip of 20 hours or longer one-way; and
3. Travel is approved by the Vice President for Financial and Administration.

First class travel is permitted only if business class travel is not available and all of the above-listed criteria are met. If the above criteria above are not met, any upgrade will not be reimbursed.

- ii. Advanced Ticketing: Reservations must be requested as far in advance as possible to allow the University to take advantage of discounted air fares having advance purchase requirements or lesser fares that may become available through wait list procedures.

Travel Incentive Programs: Airlines often offer awards (i.e., frequent flyer bonuses to encourage use of a specific carrier). Any award or bonus given by an airline to you is yours. The University assumes you will organize your trip for the sole benefit of the University with economy of both time and money in mind. It is considered improper to route oneself with a carrier for the purpose of obtaining frequent flyer mileage, when flights on

another carrier would have been less expensive. Bonuses in the form of upgrades may not be applied to University business travel where they do not permit the use of the discount fares. The maintenance of a frequent flyer account is between the carrier and the individual.

- iii. Use of Rental or Leased Aircraft: Any University employee desiring to use, rent, charter or fly an aircraft on University business must obtain prior written approval from the President. The President's written approval must be attached to the payment document before payment can be made. Persons using this method of travel must have on file with the Procurement Office a current copy of the aircraft insurance policy, which along with the agreement/contract must be reviewed in advance of the actual University use of an aircraft by the General Counsel and approved by the Vice President for Finance and Administration.
- i. Document Delivery: You will receive an email of your itinerary at the time of booking. Please check this itinerary immediately upon receipt. Please verify dates, times and cities for accuracy. If something is incorrect please call Direct Travel immediately.
- ii. Changes en route: If it is necessary during your trip to change your itinerary, please make every effort to contact Direct Travel. If it is after business hours and it is truly an emergency change you may call Direct Travel at 800-341-1403. Identify yourself as a Saint Joseph's University traveler and the hotline will be able to re-route and perhaps help re-ticket in an emergency situation only.

If that is not possible, contact the airline. If reissuing your ticket is required, you should go to the airline counter at the airport. They will take your present ticket and apply its value toward the new ticket. If no additional payment is required, your ticket will be an even exchange. If there is a refund due, the airline will send the refund to the University. If an additional collection is due, charge this amount to your procurement card. Save your original ticket and the receipt from any newly purchased or incremental fees from the airline.

- iii. Problems and Emergencies: Try to document any problems encountered with names, dates and solution to the problem. Please keep all original receipts and boarding passes. Individuals are responsible for their frequent flyer program miles. If an airline fails to credit you for a flight, mail a copy of the boarding pass from that flight to the address on your frequent traveler statement.
- iv. Seat Assignments: These are requested at the time of reservation per each airline's policy. All efforts will be made to secure the seat type you have requested. If your request cannot be honored at the time of ticketing, you may arrive at the airport early and request your preference- it can usually be accommodated at the airport. Very limited seating is now available for

pre-booking as the preferred seats are saved for mileage plus or gold priority flyers. Please make the agents aware of any special needs you have well in advance. You can ensure the accommodation of your special needs by having an updated profile in the system.

- v. Lost Luggage: Do not leave the airport until you have filled out the lost luggage forms with the carrier. Make sure you have your baggage claim checks as confirmation. Most carriers reimburse up to a set dollar amount unless actual receipts can be produced for those items lost. Be sure to note the name of the airline representative helping you with the form. Obtain a local number for calling the airport about your luggage, if lost. This cannot be done after the trip - if your luggage is lost or damaged report it to the airlines immediately.
- vi. Flight Delays/Cancellations: If you have a connecting flight and the first flight has been delayed, check with the airline to be sure you will have time to make the connection; otherwise, you may be stranded in the connecting city. Each airline has a policy for reimbursement and accommodation compensation on canceled flights. You must check with them at the counter. Please document with names, dates and times.
- vii. Unused Tickets: If you have unused airline or train tickets, return them to the Procurement Office to determine if a refund is applicable. It is important for a traveler to cancel their ticket and arrangements prior to departure, should you need to cancel your trip.

B. Ground Transportation

Appropriate ground transportation generally should be selected by evaluating the cost efficiency of alternatives. Usually the lowest cost alternative, in order of preference, is:

- University van
- Personal auto
- Taxi
- Rental car
- Private car service

A traveler should evaluate the cost of mileage, parking, tolls, etc., and select the lowest cost alternative.

In order to drive a University owned or leased vehicle, you must have successfully completed the University's safe driver training course and be placed on the safe drivers list. This list is maintained by the Administrative Assistant in the Department of Public Safety and will be made available to all Department Heads upon request. Additionally, you must provide the Department of Facilities Management (610-660-3000) with a copy of your driver's license at least 10

business days before you drive a University vehicle on SJU business. It is assumed that University drivers have valid driver's licenses with clean driving records.

To sign up for training, contact the Department of Public Safety (610-660-1199). At that time your driving record will be checked; you will sign an agreement to good driving conduct; and then be trained in safe and defensive driving techniques. If you are not on the list you may not drive a University vehicle on SJU business.

C. Use of Privately-Owned Automobile

A privately-owned vehicle may be used when the Department Head judges the use of such vehicle to be of benefit to the University or when the traveler elects for personal preference. Employees will be reimbursed for mileage in excess of the normal commute to and from the University. Employees **will not** be reimbursed for gasoline purchases. The reimbursement rate is the rate authorized by the Internal Revenue Service for federal income tax purposes. This rate is reflected on the **Form** and will be updated as changes occur by the IRS. Note: When using a privately-owned vehicle as permitted in the Policy, the driver's and/or owner's insurance will be primary and any available insurance provided by the University will be secondary.

When travelers are sharing the use of a privately owned vehicle, reimbursement is allowable only once. When the traveler elects for personal preference to use a privately-owned vehicle, reimbursement for mileage and costs may not exceed the amount charged for the most commonly used public carrier (for example, air fare) plus applicable ground transportation costs to the authorized destination. Lodging, meals and miscellaneous allowance will be allowed only for the time that would have been required to make the trip by the most commonly used public carrier.

i. Transportation and Parking

Personal mileage reimbursement for miles driven to and from business meeting locations or other travel locations (e.g. airport, train station, etc.) may only be reimbursed to the extent the mileage is in excess of the employees normal commute to/from the University. Employees are encouraged to use a shuttle service whenever possible, and in all cases to exercise good judgment and sound business practices.

D. Use of Rental Car

A rental car, for either local or out-of-town transportation, when the type and size is approved, should be secured through Concur.

- Use of corporate identification numbers will ensure proper rates and discounts (i.e. Avis, Hertz, Enterprise or National).

- Locally, Enterprise and Avis offer discounted rates and are located nearby on City Avenue.
- Avis provides all SJU employees free upgraded membership to the Avis Wizard Club when they sign up through the travel website.
- Collision damage and personal injury fees should be waived when on University business, as the University has insurance coverage.
- Charges for rental cars should be charged to the traveler's procurement card. Rentals are required to be standard models that are necessary to accommodate the traveler.
- Receipts from the rental agency must be provided. Copies of the credit card charge alone will not be sufficient for reimbursement. The original rental agreement must be attached in ActivePay.
- Rental cars should be refueled prior to being returned.
- Gas Expenses will be reimbursed with proper documentation. When emergency service is required, the cost of service should be charged to your procurement card. Detailed receipts must be obtained. If the charges are estimated to be over \$100, the traveler should obtain prior permission from your Department Head for repair information
- Travelers are encouraged to use taxis and hotel shuttles instead of rental cars when costs are expected to be below that of a rental car. Expenses for airport limousine vans, buses or taxis will be reimbursed only when original receipts are submitted with the **Form**.

E. Reporting Accidents

If an employee is involved in an accident with either their personal car while on University business (other than their normal commute) or a rental car, the employee must immediately notify the Department of Facilities Management (610-660-3000). Prior to renting or leasing a car or driving on University business, please obtain an accident report form from Department of Facilities Management.

4. Hotel Accommodations

All hotel reservations, not conference related must be made through Concur or Direct Travel. Your choice of hotels should be the lowest room rate of the following, in order of preference:

- Housing bureau for convention or meeting
- Contracted travel agency hotel program
- University corporate rate hotel

- Personal choice

Travelers attending a conference are encouraged to book their hotel through the conference if a negotiated room block has been set aside.

The University will reimburse an individual for the cost of lodging based on an amount no greater than the single room rate. Any incremental increase, for example deluxe, double, suite, and/or concierge-level room, will not be reimbursed. It is expected that the individual will secure lodging generally at no more than the mid-range rate for hotels in the particular city traveled to. The itemized hotel bill must be submitted showing the daily posting by the hotel. Credit card receipts or statements, canceled checks, or other types of receipts will not be accepted.

Many times a meeting is convened in a hotel and as part of the meeting arrangements the hotel is included or negotiated at a discount rate. This is an acceptable alternative. One should compare the rate obtained with the above to ensure the lowest cost. All arrangements for off-site conferences and meetings hosted by the University should be coordinated through the Procurement Office.

Actual cost of reasonable accommodations will be reimbursed with proper documentation; however, costs in excess of the usual and customary rate for the locale will require suitable justification on the **Form**. The original copy of the hotel bill (folio) is required for reimbursement, including those hotels charged to your procurement card. The detail of the hotel charges should be attached to the **Form**.

Area Hotels

The following hotels are located near Saint Joseph's University and may have arrangements for discounted rates for special events.

Hilton and Homewood Suites
4200 City Line Avenue
Philadelphia, PA 19131
215-879-4000

Crowne Plaza
4100 Presidential Blvd
Philadelphia, PA 19131
215-477-0200

5. Group Travel

All group travel requests must be arranged through Direct Travel. Substantial savings in airline and hotel costs are available when arranging group travel for as few as ten people.

<http://www.sju.edu/int/resources/travel/pdf/Group%20Travel%20Request%20Form.pdf>

6. Meals

Employees will be reimbursed for Expenses, as permitted under the Policy, for

personal meals (breakfast, lunch, and dinner) while traveling on University-related business subject to any limitation placed on allowable expenditures within a specific department or area. The supervisor or department head approving the **Form** should review these expenditures for business-related necessity and reasonableness. Meal costs will **not** be reimbursed when meal service is provided by the commercial carrier or when meals are included in the registration fees of seminars, etc. The cost of one's meals, including gratuities, must be recorded and reported daily as breakfast, lunch, and dinner on the **Form**.

The IRS applies an "overnight" test to determine the treatment of meal costs as business expenses. The cost of meals on one-day business trips locally or away from home is **not** reimbursable if the trip does not require an overnight stay. When the traveler is dining or entertaining other individuals for business purposes the expense must be documented on the **Form**. The IRS and the Policy require the following documentation for all business meals and entertainment. The items listed below must be included on the **Form**. Reimbursement will not be provided if any of this information is omitted.

- a. Date of meal
- b. Place of meal
- c. Nature of business conducted at meal
- d. Names of all present at meal
- e. Business affiliation of guests attending meal function
- f. Amount of meal charges

Acceptable original meal receipts include an itemized bill, the customer's original copy of the credit card receipt, or a cash register receipt. NOTE: A detailed itemized receipt is required when submitting actual receipts for reimbursement. According to the IRS policy, reimbursements made without the proper documentation must be reported as taxable income to the employee.

The traveler has two methods by which to request reimbursement for meals. NOTE: The traveler must pick one method by which to be reimbursed. Utilizing both methods on one reimbursement is not allowable.

1) Reimbursement for Actual Expenses:

Travelers may be reimbursed for actual and reasonable costs of meals, and tips with proper itemized detailed receipts and substantiation.

2) Per Diem:

The per diem allowance for meals is \$51 per day. If you elect to use the per diem allowance, it is not necessary to retain or submit receipts as part of the reimbursement process. However, the business purpose still must be properly noted in the Business Expense Reimbursement Report.

For partial travel days within a trip that includes overnight travel, the meal

allowance will be prorated according to GSA rates. For travel in 2017, GSA rates for most small localities in the United States are as follows:

\$10 Breakfast

\$12 Lunch

\$26 Dinner

\$3 for incidentals that can be added to any meal not to exceed \$51 per day

The specific less-than-full-day travel rates for high cost locations are available on the internet through the following link: [Current GSA Per Diem Rates](http://www.gsa.gov/mie) or <http://www.gsa.gov/mie>

A. Meals with Other Employees

The University does not reimburse an employee for the cost to entertain a fellow University employee. There may be circumstances, however, when a legitimate University expenditure will be paid on behalf of another employee or several employees. Such circumstances include reasonable and necessary meals when authorized by the Department Head for special recognitions, retirements, and farewells, welcoming new employees or other appropriate University-related purposes. Holiday celebration functions should be limited to the equivalent of \$25 per person. The employee bearing and reporting the expense should be the most senior member of the group. The **Form** must provide the names of the other employees and business purpose covered for this expense. Entertainment expenses that are non-reimbursable include the costs related to parties or meals for birthdays, weddings, births or parties. Meals and Entertainment with Donors, Alumni, Friends, Business Associates

Business meal expenses are paid by the University when the date, place, business purpose, names and the business relationship are noted on the **Form** and it is signed by the proper approving authority.

The amount spent should be consistent with good business practices and should be kept within limits that will not place either party in the other's debt.

B. Meals at Departmental Meetings

When conducting departmental business meetings on campus, the type of meal provided should be consistent with good business practice. When possible, meals should be limited to beverages and desserts or snacks. Any exceptions to these guidelines require a Dean's or Vice President's approval. All food arrangements should be made with the University's food service provider (Aramark). Any exceptions should be approved by Aramark, as the University's contract provides Aramark with the right of first refusal.

C. Meals at University-wide Events

Complete meals can be offered at University-wide events, e.g. annual SJU Thanks You event, Decades of Service, etc. All food arrangements should be made with the University's food service provider (Aramark).

D. Banquets/Off-site meetings

All groups holding an off-site meeting or banquet must contact the Procurement Office to make the initial contact with the hotel/banquet hall/meeting place in order to negotiate discounts for food and beverage. Once this contact has been made and the negotiations have been completed, all other arrangements will be made by the department sponsoring the banquet/meeting.

E. Hospitality/Bereavement

When there is a birth, death, serious illness or retirement in the community, the employee's Dean or Vice President will designate a representative to purchase flowers or a gift on behalf of the University and to communicate this to the division. The amount spent should be kept within reasonable limits and should be consistent with good business practice. All other gifts to employees, student workers, and any third parties are the personal responsibility of the employee sending the gift. Any exceptions to this guideline require a Vice President, Provost, or President's approval.

Employees attending University-sponsored events, e.g. golf outings, dinners, etc., must pay for the event personally and submit for reimbursement in cases where attendance is required for University business. The reimbursement request should be submitted on the **Form** and signed by the proper approving authority. The business purpose for attending the event must be provided.

7. Miscellaneous Expenses

Miscellaneous Expenses when traveling on University-related business will be reimbursed.

The following are examples of miscellaneous reimbursable Expenses:

- taxis and other public transportation
- tolls and parking fees
- laundry on extended business trips (when traveling for 5 days or more)
- business telephone calls
- personal calls home of reasonable length

When traveling on University business, only expenditures related to the trip and its purpose are to be submitted for reimbursement. Expenditures associated with recreational events such as professional sporting events, movies, theater shows, golf outings (unless in the category referenced above), gym fees, or dry cleaning costs will not be reimbursed. In the event an employee travels for more than five (5) consecutive business days, reimbursement associated with dry cleaning costs are permitted.

The following types of expenditures **will not** be reimbursed:

- upgrades of any kind
- airline club memberships
- tickets received from frequent flyer programs
- calls from airfones and railfones
- in-room movies
- personal expenses such as hygiene items, magazines, etc., (except if luggage is lost, toiletries will be covered)
- costs of additional travel insurance
- costs of alcoholic beverages (unless they are related to University-sponsored business entertainment)
- gasoline and auto repairs where mileage reimbursement is provided
- commuting costs between residence and the University
- parking tickets and/or fines for traffic violations
- spa or health charges at the hotel

- interest and late fees on personal credit cards
- personal expenses while traveling such as child care costs, kennel fees for pets, valet, recreation costs, in- room movies or other similar costs
- travel expenses for the spouse and/or families of faculty and staff
- on those occasions when personal travel is combined with business travel, the University will not reimburse any expenses associated with the personal part of the trip
- costs for gifts to employees or student workers
- Gift cards

8. Foreign Travel

Foreign travel is defined as travel outside the United States except for travel in Canada.

All requests for prepayments of Expenses, travel advances or reimbursement of Expenses for foreign travel must be approved by the traveler's Vice President, Provost, or President. In addition, please consult the University's International Travel Policy for additional requirements regarding foreign travel.

XII. Travel Advances

Travel advances may be issued for a specific University business purpose to cover expected out-of-pocket Expenses and should not be in excess of estimated Expenses which cannot be covered by the use of a credit card. Such Expenses would typically include tips, taxi fares, bridge and road tolls, telephone calls, or meals in restaurants not accepting credit cards. Travel advances should be reasonable in amount and require the Department Head's approval. Travel advances must be requested through submission of the University's Request for Funds form, an electronic copy which can be found at:

<http://www.sju.edu/resources/financialaffairs/accountspayable.html>.

An advance is not available if travel is performed at no cost to the University or by a non-employee. Except for conference registration fees, an advance will not be issued more than one week before the start of travel.

Upon obtaining a travel advance, the employee assumes personal responsibility for the funds obtained.

Travel advances must be settled with the University no more than 30 business days after the completion of the trip. A cash advance will not be granted for a new trip until there has been full settlement with the University for any previous advance given. The employee's Department Head will be notified if the employee fails to comply.

XIII. Travel Expenses Paid by Outside Organization

Under certain circumstances, an outside organization may reimburse a University

employee directly for travel costs or make direct payment to a travel vendor on behalf of the employee. In such instances, an employee may accept such services or reimbursement, provided the following conditions apply:

- The University is not used as a source of travel funds, either in the form of a travel advance or reimbursement.
- The non-University source does not charge the University (or a University contract or grant) for the travel costs.

If an outside organization pays travel costs only for a specific segment of the trip, the employee should adhere to the reimbursement guidelines set forth in the Policy.

XIV. Registration Fees

Conference or association meeting registration fees are reimbursable along with other travel expenses. An original receipt is required.

XV. Local Transportation & Parking Information

The following companies are located near the University and may have discounts or special billing arrangements available to University travelers; however, University travelers are not required to use any one provider, although fares incurred must be comparable to the discounts or special billing arrangements otherwise available to University travelers with nearby companies:

Maxwell Cab: 610-896-5100

For school bus or motorcoach charters please call the Procurement Office.

For Airport Parking, All SJU employees will receive 30% off with their University ID:

Wally Park
1 Scott Way
Philadelphia, PA 19113
610-521-5050

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