



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
BUFIN 4.04

Date of Adoption/Revision:
April 1, 2016

SUBJECT	Travel Policy
AUTHORITY	Office of Business and Finance
APPLICABILITY	This policy applies to all employees, officers and guests traveling on the behalf of Bennett College.
PURPOSE	This policy provides information to individuals traveling on College business. The policy assists with determining appropriate expenses, approvals and how individuals should be reimbursed for expenses incurred while on travel for the College.

POLICY	All official travel should be prudently planned so that the best interests of the College are served at the most reasonable cost. Anyone traveling on College business is expected to exercise the same economy that a practical person would exercise when traveling on personal business. Justifiable and reasonable costs will be reimbursed by the College. This policy includes travel within the United States as well as travel to Canada, Mexico and Puerto Rico.
PROCEDURES	<p>Most countries will now require a passport for entry and the United States will require a passport for re-entry to this country. It is up to the employee to make certain that all requirements for entry into any other country outside the United States have been thoroughly researched and put into place. It is not the responsibility of Bennett College to determine passport and visa requirements for any country, even if the Office of Business and Finance considers the country to be “domestic” for federal travel purposes.</p> <p>Business travel will be arranged through the College’s official travel agency. Employees seeking to travel or arranging travel for visitors on official college business should begin planning as far in advance as possible. Every effort must be made to expedite the travel authorization approvals in order to avoid price increases when airline travel is involved. Fund availability will be verified and the Controller will review and confirm travel arrangements with the travel agency and forward to Accounts Payable for processing of registration fees and travel advance checks as needed. Any changes to travel arrangements required by the traveler should be requested via e-mail or memorandum to the Controller. If prices have changed when the travel authorization is processed, the traveler will be notified immediately by the Controller to obtain authorization for the adjusted cost.</p>

Travel Agency

All employees are required to book travel arrangements through the official travel agency. The travel agency will attempt to book the lowest available fare within the designated travel period. If the trip is canceled after the airline ticket has been issued, the traveler or the person arranging the travel should contact the Controller at 336-517-2115 as soon as possible who will determine if the ticket can be used for future travel.

Request for Authorization of Travel (BF/AS/4001)

Prior to traveling, all travelers must complete the Request for Authorization of Travel. The request contains information related to the trip and details the costs associated with traveling on the behalf of the College. It also contains the budget code that will be charged for the trip. Proper supporting documentation must be attached to the request. The signatures required for the Request for Authorization to Travel will be the Requestor, the Activity/Program Director (if applicable), the area Vice President or her/his designee, the Office of Sponsored Programs (if applicable), the Contracts/Grants Accountant (if applicable), the Controller, and the Vice President for Business and Finance or her/his designee (for fiscal budgetary review). The President must sign the Request for Authorization of Travel for members of the senior leadership team prior to leaving the campus.

American Express Card

When possible, all travel expenses, excluding registration, will be charged to the College’s cardholder American Express (AMEX) card credit. An AMEX card has been issued to the president, senior staff members and other designated employees of the College to defray business related travel and entertainment expenses and in the case of the president to purchase items to provide comfort to college quests at the President’s Residence. Only business related expenses such as lodging, meals, car rental, gasoline, parking, entertainment and other related travel expenses should be charged to the credit card. The cardholder must complete an expense report, attach the approved Request for Authorization of Travel, all original receipts and supporting documentation and forward the report to the Controller’s Office within five (5) days upon return from the trip. In addition, copies of the preceding documentation must be submitted with the monthly AMEX statement to the Controller’s Office.

Airline Travel

Airline travel within the United States and to/from Canada, Mexico and Puerto Rico shall be booked at economy coach class. Any upgrade accommodations will be at the personal expense of the traveler. Airline reservations are the responsibility of the employee. Reimbursement will be made at the lowest logical standard or discounted rate for the period of business travel. Your travel itinerary, a copy of your credit card statement, and any other documentation provided by the airline are required for reimbursement of airfare. Trips that include additional personal stops are not authorized for reimbursement for the personal

portion of the trip.

Reimbursement for first-class airfare will be made only when a supporting statement is provided by the airline stating that no lower rate was available.

Car Rental

Vehicles may be rented when driving is more cost effective than public transportation or common carriers. Vehicles may be reserved through the travel agency. Vehicles may also be rented at the travel destination when use of a rental car is more cost effective than using public transportation or there is little public transportation available at the destination site. Supporting documentation must be attached to the Request for Authorization of Travel.

Only the rental cost and actual gasoline purchases will be reimbursed. Gasoline receipts must be submitted for reimbursement. Mileage reimbursement will not be made on rental vehicles. Actual tolls and parking fees will also be reimbursed. Parking receipts must be attached for reimbursement to occur for these expenses.

Anyone renting a vehicle for College business within the United States, Canada or Puerto Rico **SHOULD NOT** take out insurance through vehicle rental agencies. Your personal automobile liability insurance is your primary coverage for rental and personal vehicles. If your liability limits become exhausted following an accident, Bennett College's policy provides a second layer of coverage, provided the vehicle was used for approved College business. If your insurance does not cover business use of a rental vehicle, the College policy becomes primary coverage, unless other insurance is in place. Accidents occurring in a rental car must be reported immediately to the rental agency, local police, Bennett College Campus Safety Office and the traveler's immediate supervisor.

Minibus/Van

The department head or responsible person must complete the Vehicle Request Form and submit to the Office of Administrative Services at least 28 days in advance of the trip. The use of the minibus or van must be approved by the Associate Vice President for Administrative Services. A certified driver must be available to operate the minibus. If the Vehicle Request is approved, the request is forwarded to the Office of Campus Safety and the requestor is notified via e-mail by the Associate Vice President for Administrative Services. If the requestor is not approved, the requestor is notified of the decision via e-mail.

The requestor is required to complete the Request for Authorization to Travel and attach all supporting documentation including the approved Vehicle Request Form. The travel authorization request should be submitted to the Controller's Office for processing at least 21 days prior to trip. The Executive Assistant for the Division/Office of Business and Finance will e-mail the approved Request for Authorization to Travel to the requestor and Director, Campus Safety.

The Director of Campus Safety must complete all columns listed on the Travel Log. The director must also attach the approved Request for Authorization to Travel to the copy of Travel Log and forward to the Controller's Office by the first business day following of the close of the month. The Assistant Controller will prepare a journal entry to charge the appropriate department for use of the vehicle(s).

Personal Car

The use of personal vehicles may be approved for all or part of an official business trip. This would include driving a personal vehicle to the Raleigh/Durham (RDU) or Charlotte (CLT) airports to fly from those airports.

Personal vehicle mileage reimbursement will be provided at 90% of the posted federal rate.

This information can be found at:

<http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA>
BASIC

Mileage should be estimated based on the shortest distance, using Mapquest.com, AAA.com or similar routing and mileage information and the expense included on the Request for Authorization of Travel form. Actual mileage reimbursement will be based on the final submission of the same information. In no case, will mileage reimbursement be more than the cost of using the least expensive common carrier (such as air transportation) for the requested trip.

Tolls and parking fees will be reimbursed at their actual rates. Parking receipts must be attached for reimbursement to occur for these expenses.

Lodging

Hotel reservations may be made through the College's official travel agency unless the travel is for a convention or conference at a designated hotel and special arrangements have already been made for a group. Hotel rooms will be reserved for late arrival. The traveler must present a credit card to pay for lodging or a credit card authorization. The agency can assist with convention travel arrangements as well. Every attempt will be made by the agency to negotiate favorable rates and to establish relationships with selected properties. Special rates will be used whenever practical and cost effective. In no case is an employee expected to book lodging at a hotel which would be rated lower than AAA 3 diamonds, or at a location which poses a hardship for the traveler. The traveler must obtain a final hotel bill/invoice at the time of check-out. Receipts must be attached to the traveler's expense report.

Ground Transportation

Employees should share ground transportation (airport shuttles, courtesy cars and other public transportation) whenever possible. A receipt must be obtained for this type of

expense. Bennett College does not provide transportation to and from the airport, train stations or bus terminals.

Meals

Per Diem of 90% of the federal rate per day is provided for meals and incidental expenses when overnight travel is involved. This rate varies depending upon the location of travel.

This information may be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Actual meal expense may be reimbursed in lieu of per diem if itemized receipts are provided.

Meal per diem will be provided for overnight travel departure and return days as indicated below:

Departure:	Before 7:00 am	Breakfast, Lunch, and Dinner
	7:00 am – 12:00 Noon	Lunch and Dinner
	12:00 Noon – 6:00 pm	Dinner
Arrival:	4:00 am – 11:00 am	Breakfast
	11:00 am – 5:00 pm	Breakfast and Lunch
	After 5:00 pm	Breakfast, Lunch, and Dinner

Per Diem rates will be reduced for full meals included in meeting/conference registrations. If the traveler has opted for the actual expense method for meals and incidental expenses, rather than the per diem method, and does not include all of the receipts, the traveler will be reimbursed at the per diem rate.

When traveling, the traveler must choose either the per diem or direct reimbursement method for each day of the trip. Combining the two methods within a single day is not allowed.

Group/Student Travel

A list including the names and ID numbers of students, faculty and staff travelers must be attached to the Request for Authorization of Travel Form when requesting travel for a group. Advisors and coaches are expected to make travel arrangement for students who will be traveling to represent the college. The coach or advisor will establish student and coach meal per diem rates up to the standard per diem of 90% of the federal rate per day. The established rate must be recorded on the Request for Authorization of Travel Form.

Telephone Calls

Telephone calls clearly documented as official business calls are reimbursable. Supporting

documentation must include the name of the person called and the general nature of the call. Care must be taken to avoid excessive hotel fees for telephone use. Supporting documentation must be attached to the traveler expense report.

Alcoholic Beverages

The College will not reimburse travelers for any purchase of alcoholic beverages.

Registrations

Approved registration fees are authorized travel expenses. If the registration fees are to be paid by check, attach the completed original registration form to the Request for Authorization of Travel. The original registration form will be mailed with payment to the party indicated on the registration form. Please indicate on the Request for Authorization of Travel, the method of payment for the registration fees.

If paying by personal funds, include a signed receipt from a conference official and a copy of the program with your expense report. If a receipt is not available you may use a copy of your cancelled check (front and back) or a copy of your credit card statement to document your expenditures for registration fees that are paid in advance.

Family Travel

The College will not reimburse the traveler for any additional expenses incurred for any non-employee and/or family member accompanying the employee on official College business.

Temporary Dependent Care Travel

The College will reimburse the traveler temporary dependent care cost equal to the difference between the traveler's destination point and home city provide that:

- The costs are a direct result of the individual's travel for federal award;
- The costs are consistent with the non-federal entity's documented travel for all entity travel; and
- The travel is temporary during travel period.

Traveler must provide adequate supporting documentation (cost comparison, receipts, etc.) to receive reimbursement for costs.

This information may be found at:

http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

Cash/Travel Advances

The College will provide advances for travel when requests are made prior to the twenty-one (21) day period required by the policy. The applicable section of the Request for Authorization of Travel must be completed in order to request a travel advance. Travel advances are available to employees to cover meals and other expenses not paid by check or college credit card in advance. Travel advance checks are issued from the Bursar's Office and will not be released more than five (5) days before the travel begin. Travel advances for coaches and advisors travelling with students will be done in the name of the advisor or head coach. Employees who do not receive advances will be reimbursed within seven (7) business days of submitting his or her expense report with out-of-pocket expense receipts attached.

Expense Report (BF/AS/4002)

As soon as the traveler returns from the trip, she/he must complete and submit the expense report to the Controller's Office within five (5) business days. The report is the final accounting and reconciliation of the trip and should be turned in, with all receipts attached. All expenses must be itemized on the expense report. Receipts must be attached for airline tickets, hotel expenses, vehicle rentals and any other allowable expenses incurred for which reimbursement is claimed or college credit card is used. Traveler must not claim expenses for movies, alcoholic beverages, recreation and clothing or personal items purchased while traveling. Entertainment expenses will be reimbursed if documented as a legitimate business requirement. If an employee uses his/her personal funds or credit card to pay for travel expenses the employee must record the charges on the expense report and attach supporting original itemized receipts.

The expense report will be processed within seven (7) business days. If there is a problem with the accounting on the report, the traveler will be immediately informed by the Controller's Office, so the problem can be resolved and expense report processed within the required seven (7) business days. The only signature required on the expense report will be the traveler and Controller or Assistant Controller.

If funds were advanced for students or groups of travelers, written documentation indicating each individual's signature to acknowledge receipt of the funds must be attached to the expense report. If funds advanced to the traveler were not spent for authorized travel expenses the traveler must remit payment to the Bennett College Bursar Office for all unspent travel advance funds. Failure to do so will result in the unspent amount being deducted from your payroll check. Failure to submit timely expense reports may result in payroll deduction for the cost of the trip, loss of travel privilege or further disciplinary action. Funds due to the traveler will be issued from the Bursar's Office.

	<p>WEBSITE/HARDCOPY LOCATION</p> <p>Website Location: www.bennett.edu Business & Finance Office Sponsored Programs</p> <p>Hardcopy Location: Business & Finance Sponsored Programs</p>
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Revised Policy
Approved by the
Board of Trustees

Date -4-1-2016

Forms
BF/AS/4001 Request for Authorization of Travel

BF/AS/4002 Expense Report