

Suffolk University	
Functional Area: Finance	
Policy/Procedure Name: Employee Travel and Expense Policy	
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Travel and Expense Policy

Policy

This policy applies to any employee who incurs business and travel related expenses paid by Suffolk University regardless of the source of funds or if paid by University Credit Card. Departments may have further policy restrictions. Failure to comply with these guidelines may result in a delay or denial of reimbursement or other appropriate disciplinary sanctions. This document is intended to cover the most common travel-related situations; where unusual circumstances arise, the spirit of this policy, along with good judgment, should prevail. This policy does not apply to the following self-funded groups: Student Bar Association, Graduate Student Association, and Student Government Association.

Suffolk employees may be reimbursed for all reasonable travel expenses on trips that are entirely business related and if they are appropriately documented, properly authorized and within the guidelines of this policy. The University assumes no obligation to reimburse employees for expenses not in compliance with this policy.

Regardless of whether employee-generated expenses are charged on University Credit Card or paid with employee personal funds, all must be approved by the Cost Center Manager(s) and leadership of the department (based on expense type and amount of reimbursement) to which the expenses are charged. Employees will enter expense reports into Workday and designate one direct deposit account for reimbursement.

Purchases on Behalf of the University

- University Credit Card is required for all University travel.
- For all non-Purchase Order non-travel purchases, utilization of a University Credit Card is encouraged.
- All employee expense and travel reimbursement reports must be submitted electronically thru Workday. Paper forms will not be accepted.
- A business purpose for the expense report must always be indicated.
- Most expenses require use of a Purchase Order. The following items are examples of expenses that could be paid for without a Purchase Order:
 - ✓ Memberships in professional societies, organizations, or institutions that are a requirement of the employee's job and approved by their Department Head or Cost Center Manager
 - ✓ Conference registrations
 - ✓ Student event supplies
- Payment for services (speaker fees, independent contractors, etc.) must be paid using a Purchase Order, not by personal payment or on a University credit card.
- All expenses should be submitted within 14 days from the date of the charge (University Credit Card expenses take approximately 3 days for the charge to post to an employee's account).
- When an employee incurs related expenses over a month's time, they may be submitted monthly.
- ***Utilizing a University Credit Card for expenses is a privilege. All card expenses MUST be submitted and approved within 30 days or risk having the card terminated. Tardy submittals will not be tolerated.***

All University Credit Card charges and requests for reimbursement are to be submitted and approved through Workday.

Approvers

Approvers play a critical role in assuring compliance with governmental regulations, Suffolk University policies and guidelines, and supporting good stewardship of University funds. It is the responsibility of the approvers to verify:

- Expenses are for an appropriate business purpose and noted as such
- Compliance to this policy, which includes approval only of items that adhere with the policy
- Compliance with the terms of agreements related to sponsored program funds
- Proper receipts are included
- Correct budget line is charged

Exceptions

The following items are examples of expenses that are **not** reimbursable or reimbursable with certain additional approvals by the University.

Computer hardware, etc.	Purchase should be made through the ITS Department to provide compatibility and best price. Exceptions must be pre-approved by the Department Head and either the Associate CIO or CIO in ITS and submitted as a PDF into Workday.
Dependent Expenses	Childcare, sitter fees, or other related expenses
Flowers	Flowers are generally not reimbursable. In certain circumstances at a department’s request, the Human Resources Office will send flowers from the University for an employee or faculty member or an immediate family member of an employee or faculty member. For student-related circumstances, requests should be made through the Dean of Students or the Law School Dean of Students.
Furniture	Furniture must be purchased through Purchasing Services to comply with University fire safety standards and to assure best pricing.
Gift Cards	Gift cards to employees or student employees as a token of appreciation for their work are not reimbursable. Please see the Gift Card section on page 7 for more detail.
Local Restaurant Charges	Local restaurant charges with only Suffolk University staff or faculty in attendance are <u>not</u> reimbursable.
Luggage and Briefcases	Fees for luggage that could otherwise be carry on and replacement of lost luggage is not reimbursable.
Miscellaneous Expenditures	Trip expenses incurred by the employee that include charges for days not required for University business should not be included on the Expense Report.
New Employee Welcome	New employee welcome events are covered by the Welcomes & Farewells Policy and may only be reimbursed with prior approval from your Human Resources Business Partner. These are to be charged to the Welcomes and Farewells Cost Center.
Other Airline Charges	The following charges are not reimbursable: <ul style="list-style-type: none"> • Airline Club Memberships • Headphones or charges to rent headphones • Pillows • Blankets • Frequent Flyer Miles redeemed • Frequent Flyer Miles program fees
Penalties	Penalties for legal violations (for example, traffic or parking fines) are not reimbursable.
Personal Items	Clothes (and clothing repair), toiletries, haircuts, manicures, hotel fitness facilities, saunas, shoeshines, reading materials, hotel mini-bar or other personal entertainment items (including in-flight and hotel movies), etc.
Personal Credit Card Annual Fees	Credit card fees or late charges are not reimbursable.

Personal vehicle insurance and belongings	The University is not responsible for the insurance deductible of a personal vehicle if the employee has an accident or other insurance loss when using their personal vehicle on University business. The University does not reimburse for personal belongings that are lost or stolen while the employee is traveling on University business. If a University computer or cell phone is lost or stolen, refer to the Suffolk University Information Security Policy Manual.
Retirement/Departure Events	Events for retirements from Suffolk University are covered by the Welcomes & Farewells Policy and are reimbursable ONLY when pre-approved by Human Resources. These are to be charged to the Welcomes and Farewells Cost Center.
Services	Payment for services (speaker fees, independent contractors, etc.) may not be paid for by an employee. These must be processed through the Purchasing Services or Accounts Payable Departments.
Spouse/Significant Other	The University does not reimburse travel expenses incurred by a spouse or significant other. Any employee who travels with a spouse or significant other is expected to pay for all incremental costs associated with the spouse or significant other’s travel including transportation costs; additional lodging expenses, if any; meal expenses; and registration fees.
Travel Insurance	Travel accident insurance, travel life insurance, or rental car coverage (such as Liability Insurance Supplement, Loss Damage Waiver, and Personal Accident Insurance) is not reimbursable except where required by law or non-U.S. business practice. Contact Risk Management if there are questions or assistance is required.

Reimbursement & Travel Policy

Air Travel

Accommodations	Coach/economy accommodations on commercial airlines must be used for all travel less than (7) consecutive flight hours. Upgrades at the expense of the University are not permitted. The traveler may book business class airfare if the total flying time exceeds seven (7) consecutive hours, excluding layover time at connecting airports. Request for other exceptions requires preapproval by department chair or VP/Director.
Change Fee	Excess charges or change fees incurred when the traveler chooses to change flights for personal reasons other than inclement/adverse weather or business necessity are considered a personal expense and are not reimbursable. To be considered for reimbursement, the traveler should note the amount and the reason for the change fee on the Expense Report.
Excess Baggage Fees	Employees will be reimbursed for excess baggage charges only in the following circumstances: <ul style="list-style-type: none"> • When traveling with heavy or bulky materials or equipment necessary for business. • When charged for the first checked bag by the airline as part of the travel cost. This cost must be clearly noted in supporting documentation.
Frequent Flyer Miles	Traveler may retain any frequent flyer miles they accumulate while travel for Suffolk. Suffolk does not reimburse travelers for tickets purchased with frequent flyer miles.
Lost Luggage	The airlines are responsible for compensating the owners of lost luggage and travelers should claim reimbursement from the carrier. The University will generally not reimburse travelers for personal items lost while traveling on business. If a University computer or cell phone is lost or stolen, refer to the Suffolk University Information Security Policy Manual.

Personal Travel/Business – Air Fare	When personal and business travel are combined, the Department Head or Dean must determine if the trip was primarily for University business or personal travel. Departments must consider the amount of trip time devoted to personal activities and to business activities as well as and whether any personal activities result in additional costs to the University. If a trip was primarily for business, the traveler will be reimbursed only for the business-related travel expenses. Incremental costs that result from combining business and personal activities may not be reimbursed.
Seat Fees	Reservations that required seating selection fees are reimbursable with supporting documentation.

Car Travel

Rental Car

Accidents	In case of an accident while driving a rental car, obtain the required information (if another driver is involved, be sure to obtain their insurance and driver’s license information as well as relevant details of the accident; take photographs when possible). Report the incident to the local police and Suffolk University’s Risk Manager as soon as possible.
Approval	<p>The use of a rental vehicle on University business is normally limited to those occasions where the use of public transportation is not available or impractical, and it has been determined that a car is the most economical/efficient alternative.</p> <ul style="list-style-type: none"> • Only employees of the University that have had their driver records checked and approved by Risk Management are authorized to rent and operate vehicles under the University’s name. • Drivers must contact Risk Management no less than one week prior to their trip to begin the approval process. • Driver record checks are valid for a period of one year. It is the employee’s responsibility to resubmit an authorization annually to the Risk Management office to be authorized to rent vehicles under the University’s name. • The form may be found on the Risk Management web site.
Choosing a Rental Place	The University has a discount account with Enterprise Rent-A-Car. Travelers may make reservations online using the Enterprise portal. Travelers are encouraged to select the most cost-efficient rental car company that meets their needs.
Fines	Employees assume the responsibility of all parking and traffic fines when using a car rental for business purposes.
Insurance	When renting a vehicle domestically, the insurance should be waived to avoid the unnecessary cost. The University has automobile liability insurance in place that covers approved rental vehicles. When renting cars in a foreign country, travelers should accept all insurance coverage, including insurance for liability and physical damage. At the time of rental, the car should be inspected, and any damage found should be noted on the rental agreement before the vehicle is accepted.
Signing for a Rental	When signing a contract for a rental vehicle for University business, faculty/staff should sign as follows: Name of Traveler, Title, and Suffolk University . At the time of rental, the car should be inspected, and any damage found should be noted on the rental agreement before the vehicle is accepted.

Personal Vehicle

When an employee drives from home to a location other than their work, only excess mileage incurred by the employee will be reimbursed (the mileage above what the employee’s normal commute would have been). If the

alternative location is closer to the employee's home than their regular place of work, there will be no reimbursement. In the event an employee typically uses public transportation, consider the mileage to the public transportation for normal commute mileage.

Employees assume the responsibility of all parking and traffic fines when using University or personal vehicles for business. The cost of tolls and parking will be reimbursed with receipt.

The University uses the standard mileage rate for reimbursement in accordance with the approved allowable rate set each year per the Internal Revenue Services (IRS). The rate typically changes once a year on January 1st. The rate will be published on the Business Office website and updated within Workday at the beginning of the year and on any occasion the IRS may change the rate. The standard mileage rate covers all vehicle expenses; therefore, gas, maintenance, and repairs are not reimbursable.

Mileage to Boston (with the exception of travel to the airport for travel or when there is a necessity for transporting equipment, etc.) during a workday will not be reimbursed as this is considered by IRS regulations as regular commuting costs. The University's Alternative Work Arrangement Program does not affect this.

Food and Alcohol

Meals

- **Meals - Individual Off Campus:** Meal expenses for an individual traveling on University business
 - Individual must be traveling during the mealtime.
 - Local, on-campus restaurant charges for an individual will not be reimbursed.
 - A traveler will be reimbursed up to an average of \$100 per day during a trip for meal expenses. These expenses may be "pooled" to meet the average limit.
- **Meals - Group Off Campus:** Restaurant and food related expenses incurred for groups when representing the University away from campus
 - Local restaurant charges with only Suffolk University staff or faculty in attendance are not reimbursable with the exception of [Team Recognition](#). Refer to that section of this policy for more information.
- **Meals - Group On Campus:** Food catered on campus for groups.
 - Groups must include guests who are not University employees.
 - The University's contracted dining services provider should be the caterer for any event on Suffolk University property with 10 or more people attending. Exceptions are made for pizza deliveries and for events that require specific types of food.

Alcohol

Employees are expected to act responsibly in relation to alcohol consumption while on a business trip. The cost of a beverage with dinner will be reimbursed as part of the meal expense. Drinks that are not associated with a meal or drinks taken at a bar will NOT be reimbursed, except with a legitimate business development reason.

Employees who are driving during University business must **not** consume alcohol. Alcohol during University standard business hours is not allowed or reimbursable.

- For Suffolk University's Alcohol Policy relating to events where alcohol is to be served, see the Suffolk University Alcohol Policy.

Food and Alcohol Expense Documentation

The IRS requires the following related to all food and alcohol reimbursements:

- Business purpose for the expense and/or the business benefit gained or expected to be gained.
- Guest names and titles or affiliations/business relationship of guests to the University.
- For large attended events, an approximate number of attendees and general classification will be

acceptable. For example, “refreshments for approximately 20 attendees at the Political Happy Hour Event.”

- Receipts must be provided for all out of pocket expenses. If using the University Credit Card, only charges over \$75 require a receipt.
- Charge receipts noting only totals or charge card statements are not acceptable substitutes.

Gift Cards

IRS regulations consider gift cards to be “cash equivalents” and, therefore, taxable income. For this reason, gift cards may not be given to University employees. The meaning of a gift card is a stored value or similar instrument including gift certificates.

Acceptable Gift Card Uses

- Overseas alumni assisting locally in their respective countries at college fairs, etc.
- For research involving human subjects, gift certificates may be given to subjects, not to those conducting the research.
- Full-time Suffolk University students for campus-wide academic or co-curricular achievements, contests, or competitions. University funded expenditures for gift cards to student employees as a token of appreciation for their work are not acceptable.
- For non-employees of Suffolk University, but not in lieu of pay. Examples are:
 - A visiting speaker who is not receiving a fee or honorarium may be given a \$50 gift card as a ‘Thank You’. The receipt must specify the name of the person and the purpose of the expense.
 - An alumnus volunteering at an event may be given a \$50 gift card as a ‘Thank You’. The receipt must specify the name of the person and the purpose of the expense.

Gift Card Requirements

- In the memo field on the expense report for a gift card, include a description of how, why, and pertinent dates. Gift cards should be distributed within three months of purchase.
- Gift cards may not be purchased using a Suffolk University Credit Card.
- Regarding the use of gift cards for research subjects:
 - The maximum value of the gift cards given to a single participant shall not exceed \$50 without prior approval from the Department Chair, Dean, and Institutional Research Board.
 - Due to private and sensitive information of the participants, records are to be kept by the principal investigator (in the case of a student, the faculty member supervising the student). The record must include the name of the recipient and dollar amount. Student name and student ID number must be provided with the request for reimbursement.
 - If any one participant receives a total of \$100 or more in gift cards in a calendar year, a completed W-9 must be obtained from that participant and provided to the Accounts Payable Office along with the total value of all gift cards given to the participant.

Group Travel

- Potential travelers should consult any policies and guidance about University-sponsored travel issued by the University prior to arranging for domestic or international travel.

International Travel

Emergency Numbers	Make sure you have the Crisis24/Drum Cussac 24-hour emergency support number +1 857 343 8107 and email address, suffolkassistance@crisis24.com , saved in your phone. That number is also available through the Drum Cussacapp (GlobalRiskManager).
Planning for Travel	<p>Potential travelers should consult any policies and guidance about University-sponsored travel issued by the University prior to arranging for domestic or international travel.</p> <p>International Travel covers Puerto Rico, Virgin Islands, and all destinations outside the United States. Travelers, especially faculty-led programs, should make travel arrangements well in advance, but at least three weeks in advance of the departure date, to take advantage of reduced fares that may be available as well as to inquire about rates during off-peak periods. Additional restrictions may apply when flying for sponsored programs. Additional questions relating to program restrictions should be addressed to the Senior Grants Administrator.</p> <p>All <i>international</i> travel arrangements for faculty-led programs and travel seminars involving students should be made in collaboration with the Center for International Programs and Services. Please contact the Manager of Short-Term Global Programs at studyabroad@suffolk.edu for more information.</p>
Prohibited Travel	University-sponsored travel is prohibited to any country for which the Centers for Disease Control and Prevention (CDC) has issued a Warning Level 3 notice or for which the United States Department of State has issued a Level 3 or Level 4 Travel Advisory.
Registration	<p>Faculty and staff traveling abroad on University business are required to register their international travel with Crisis24/Drum Cussac and are strongly encouraged to utilize the Crisis24/Drum Cussac Global Risk Manager travel app throughout their trip.</p> <ul style="list-style-type: none"> • To register your international travel with Crisis24/Drum Cussac, follow the registration instructions on Suffolk’s International Travel page where you can find additional details about the global travel assistance program. • If you encounter any problems registering your travel with Crisis24/Drum Cussac, please contact platformsupport@drum-cussac.com or the Office of Risk Management at 617-973-1142 or riskmanagement@suffolk.edu. • Faculty leading international travel programs or seminars for students should work with the Center for International Programs & Services to ensure all participants are properly registered with Crisis24/Drum Cussac. Brief (15-20 minutes) in-class training sessions and health & safety presentations can also be scheduled. Contact studyabroad@suffolk.edu for full details.
Travel Issues	<ul style="list-style-type: none"> • Suffolk partners with Crisis24/Drum Cussac, AXA and Cultural Insurance Services International to provide faculty, staff, and students on University-related travel with access to immediate support should they experience challenges while traveling outside the United States. • Crisis24/Drum Cussac serves as our traveler’s first point of contact for medial, security, and evacuation services. This global travel assistance program includes an international travel accident and sickness insurance policy. • Crisis24/Drum Cussac services are available to University faculty, staff, and students during their University sponsored/approved component of travel abroad and a total of
Travel to Cuba	If traveling to Cuba, additional information is needed. You will need to contact Risk Management for additional requirements as they change frequently. riskmanagement@suffolk.edu .

Travelers need to be aware that there are limitations to the use of non-US carriers under an **Open Skies agreement**.

<i>Advance Approval Required</i>	Grants from some federal agencies and most federal contracts require that all international travel, even if included in the award, be approved 45 to 90 days in advance by the sponsor's administrative officer. Travelers should consult with the Senior Grants Administrator for details.
<i>Fly America Act</i>	<p>Before making any arrangements for travel funded by a grant or contract, departments should consult the terms and conditions of the specific award and the approved budget and review the requirements of the Fly America Act.</p> <p>For international air travel, federal requirements state that American carriers must be used when a traveler is flying between the United States and another country or between other countries (the Fly America Act). This requirement shall not be influenced by cost, convenience, or personal travel.</p>
<i>Open Skies Agreements</i>	Federally funded travelers are generally required by the "Fly America Act" to use U.S. flag air carriers for travel. An exception to this requirement is transportation provided under a unilateral or multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties and which the Department of Transportation has determined meets the requirements of the Fly America Act.

Laundry

For travel assignments exceeding five days, laundry charges and valet charges are reimbursable, where necessary.

Lodging/Hotel Arrangements

- Travelers are entitled to stay in a single room with a private bath. Upgrades to suites or executive floor rooms are permissible ONLY if there is no additional cost to the University and must be explained on the employee's Expense Report.
- When traveling to a conference, every effort should be made to secure economical as well as comfortable accommodations. A traveler may stay at a hotel hosting the conference even if the rate is not the most economical available when it is the most convenient and/or offers a "discount" rate. Additional costs are offset by eliminating the need for a car rental.
- Hotel cancellations must be made in compliance with individual hotel policy to avoid "no-show" charges. A cancellation reference number must be obtained from the hotel. Lodging requiring weekend stay for business reasons will be reimbursed, with prior manager approval and documentation on the employee's Expense Report.

Lost Receipts

- Receipts for allowable charges should be retained. It is good practice to utilize the Workday Mobile App for submitting receipts to the system. A picture or scan of the receipt can be made at time of purchase and entered directly to the system via mobile. If receipts are lost, every effort should be made by the employee to seek receipt copies from merchants. If a receipt copy is not available, then a Lost Receipt form must be filled out and submitted in its place. The Lost Receipt form can be found on the Business Office website.

Sponsored Programs

Any purchases or travel charged to a grant must also be approved by the Office of Research and Sponsored Programs. When the allowed travel parameters for a sponsored trip are more restrictive than University policy, any expenditure outside of the items allowed by the fund (sponsored program) must be charged to the department.

Restrictions: In addition to meeting all other policy requirements, expenses charged to sponsored programs are subject to specific limitations and restrictions set by the sponsor. Grants typically prohibit inclusion of alcohol in any reimbursement and require receipts for all expenses, regardless of amount. Any questions related to travel or purchases that are funded by a federal grant should be directed to the Office of Research and Sponsored Programs prior to incurring the expense.

Team Recognition

Events to acknowledge a farewell or retirement or to welcome a new staff or faculty member are covered by the Welcomes & Farewells Policy and budget. The entire policy may be viewed on the Human Resource webpage and follows standard approval processes.

Each fiscal year, an amount may be allocated for team building and celebration activities. All requests for reimbursement for these expenses must follow the Welcomes & Farewells Policy. All expenses should be coded to the “Team Recognition” activity.

Telephone

Cell phones should be utilized for business when possible to avoid the higher hotel landline phone usage cost.

Travel Advance

If needed, a travel advance may be obtained from an employee’s University Credit Card. This choice must be made prior to travel. Requests for this option must be placed with Purchasing Services.

All purchases made with advanced dollars follow the same rules for receipt capture and submittal that personal expenses require.

If there is any remaining amount from the advance, a check made payable to Suffolk University must be forwarded to Accounts Payable within one week of the conclusion of the purchase or event.

Tips

Normal tipping for meals, taxi gratuities, and baggage handling is permissible. Meal tips should be based on local acceptable practice but should not exceed 20% and are to be included with meal expenses. When traveling under a federally sponsored program, only tips on meals can be claimed. Other tips are to be charged to the department’s budget.