TABLE OF CONTENTS

1.0 POLICY & PURPOSE
2.0 GENERAL OVERVIEW
   2.1 Employee/Traveler Responsibility
   2.2 Approver Responsibility
3.0 PREPARING FOR OVERNIGHT UNIVERSITY TRAVEL
   3.1 Preapproval
   3.2 Travel Advance
   3.3 Authorized University Travel Agency
   3.4 Group Travel
4.0 OVERNIGHT TRAVEL AND EXPENSE PROCEDURES
   4.1 Preparing the Overnight Travel Expense Report
   4.2 Expense Purpose
   4.3 Meal Expenses
   4.4 Air Travel
   4.5 Car Rental
   4.6 Personal Vehicle
   4.7 Lodging/Hotel Arrangements
   4.8 Telephone Expense
   4.9 Incidental Expenses
   4.10 Non-Reimbursable Expenses
5.0 POLICY EXCEPTIONS
   5.1 Travel Under Sponsored Programs
6.0 PURCHASES ON BEHALF OF THE UNIVERSITY
   6.1 Cash Advance
7.0 DAILY TRAVEL AND ENTERTAINMENT
   7.1 Daily Travel
   7.2 Non-Travel-Related Entertainment
8.0 ADDITIONAL POLICY PROVISIONS

ENCLOSURES
#1 Travel Authorization and Expense Report
#2 Lost Receipt Form
#3 Expense Reimbursement Request Form
#4 Direct Deposit Form
#5 Cash Advance Form
1.0 POLICY & PURPOSE

The purpose of this policy is to provide guidelines and establish a procedure for those individuals incurring and approving travel expenses on behalf of Suffolk University.

The policy also describes how employees are to arrange for, submit and be reimbursed for out of pocket expenses that they incur related to University business.

This policy applies to anyone who incurs travel or business related expenses paid by Suffolk University regardless of the source of funds. Departments may elect to impose stricter controls over travel expenditures than those required by this policy.

Failure to comply with these guidelines may result in a delay or denial of reimbursement or other appropriate disciplinary sanctions.

2.0 GENERAL OVERVIEW

2.1 Employee/Traveler Responsibility

Whenever an employee spends personal funds to participate in University business activities or travel, and the expenditures are allowable and have been pre-approved by the applicable department head and Dean or applicable Vice President, he/she is reimbursed for the expenditures by completing an Expense Reimbursement Request Form on the Business Office section of the Suffolk University website under forms http://www.suffolk.edu/explore/5226.php or Travel Authorization and Expense Report (also referred to as a Travel Expense Report) which may be obtained in the Business Office.

Employees are expected to use good judgment and to request reimbursement only for necessary business-related expenses. Each employee should be conscious of an obligation to spend Suffolk funds prudently. All approvals of employee-generated expenses must be made by the Department Head. If a Department Head is unavailable to approve the expenses, then the next highest-level supervisor or an approved designee must approve the expenses.

Expenses will be paid by the University if they are deemed to be reasonable, appropriately documented, properly authorized and within the guidelines of this policy. Employees who incur business travel expenses should neither gain nor lose personal funds as a result of their travel. The University assumes no obligation to reimburse employees for expenses not in compliance with this policy.

Reimbursement may be made by direct deposit. The University offers direct deposit and strongly recommends that employees use this method of payment. The form may be found on the Business Office section of the Suffolk University website under forms http://www.suffolk.edu/explore/5226.php. This is NOT the same form as the form used for employee payroll.
2.2 Approver Responsibility

It is the responsibility of the approvers to verify:

- Travel or expense is for an appropriate business purpose
- Compliance to the travel and expense reimbursement policy and approve only items that adhere with the policy
- Compliance with the terms of agreements related to sponsored program funds
- Verify receipts are included
- Correct Budget Line is charged

Travelers cannot approve their own expenses.

The approver of travel and general expenses plays a critical role in assuring compliance with federal regulations, Suffolk University policies and guidelines, and supporting good stewardship of Suffolk University funds used for travel and general expenses.

3.0 PREPARING FOR OVERNIGHT UNIVERSITY TRAVEL

Suffolk contracts with International SOS to provide employees traveling abroad on University business with travel, medical and security advice and services, including emergency evacuation services. International SOS services are available to University employees during their University sponsored/approved component of travel abroad and a total of seven (7) days outside of that period. Employees traveling abroad on University business are STRONGLY encouraged to visit the ISOS website: www.internalsos.com. Membership ID for all Suffolk University travelers is: 11BSGC000065.

Travelers may NOT travel to a country for which the State Department has issued a Travel Alert or a Travel Warning without prior approval from the University’s Risk Manager.

3.1 Preapproval

Prior to making overnight travel arrangements, the traveler must submit a Travel Authorization and Expense Report with the Estimated Costs section of the form completed. The "Indicate Form of Payment" section next to the Estimated Costs section is used in determining if any travel advance is warranted (see section 3.2 Travel Advance). For employees who travel regularly on behalf of the University (e.g. admissions recruiters) a single Travel Authorization form covering multiple trips may be submitted via memorandum detailing the purpose, destination, dates of travel and total estimated trip cost. The memorandum can then be routed for the required preapproval.

All fields in the top of the form, including Purpose of Trip must be completed.

The form must be signed by the traveler and approved by the Department Head. If the total amount exceeds $100, the form must also be forwarded to the appropriate Dean or Vice President for final approval. The form is then forwarded to Accounts Payable who will retain one copy and return the other copies to the traveler.
3.2 Travel Advance

In certain instances an advance may be paid to an employee to assist with out-of-pocket expenses while on business travel. The trip must be two (2) days or more and the maximum cash advance for domestic travel will be 100% of lodging and taxes and 50% of all other approved expenses, with a minimum request amount of $100.00. Air and rail may be submitted for reimbursement after purchase rather than waiting for the conclusion of the trip. The advance for foreign travel may be different based upon destination. Any cash advance should be noted when completing the Travel Authorization and Expense Report for preauthorization of the travel (see section 3.1 Preapproval).

When completing the Travel Expense Report after the conclusion of the trip, the related business travel is to be reported in full. The advance is then to be entered (as a deduction) on the appropriate line on the report and deducted from the amount to be reimbursed.

If the advance exceeds the out of pocket expenses, the Travel Expense Report and all related documents are still to be completed and approved in accordance with the Travel Policy. The Travel Expense Report, all backup, and a check made payable to Suffolk University (do not send cash) for the remaining amount is then to be routed for approval and forwarded to Accounts Payable within one week of the conclusion of the travel.

3.3 Authorized University Travel Agency

Carlson Wagonlit Travel (www.carlsonwagonlit.com) is Suffolk University's preferred online and full service travel agency for all individual business travel arrangements.

Travelers should make reservations as soon as travel plans are finalized to receive advance purchase discounts.

In the following cases, travelers are not required to use the preferred travel agency:

- The traveler finds a lower fare elsewhere or can use special coupons that will result in lower fares than those provided by the University's travel agent.
- The traveler has itinerary changes related to emergency situations.
- An organization hosting a conference, meeting, or seminar has arranged substantial discounts that cannot be matched by the University's travel agent.
- A business client requests that the traveler use the business' travel agency.
- The traveler is part of a group that is purchasing group tickets through another agency.

3.4 Group Travel

When a faculty member is traveling with a group of 5 or more students, he/she may request a temporary University credit card to be used for the duration of the trip. The card may only be used for charges related to the group trip and must be returned to the Purchasing Services within 3 days of return of trip.

Contact the Purchasing Services for further instructions, limitations and to request the temporary card.
For those trips when the University credit card cannot be used for meals during the trip, a travel advance may be requested for up to 85% of the expected meal cost.

4.0 PROCEDURE

4.1 Preparing the Overnight Travel Expense Report

For reimbursement, expenses are to be reported on the same Travel Authorization and Expense Report form used to obtain the preapproval (see section 3.1 Preapproval).

After completing the Travel Expense Report and attaching all receipts for items paid from personal funds, the employee requesting to be reimbursed will submit the report to the applicable Department Head for approval. The approved Travel Expense Report is then forwarded to the Accounts Payable Department in the Business Office for processing. The Travel Expense Report must be submitted by the employee for approval within one week of the expenditure or return from trip.

Original hotel bills must be included with the Travel Expense Report. The only charges that should be on the hotel invoice should be actual room/lodging charges and related taxes. If other charges are included in error, these must be reported on their correct lines of the Travel Expense Report (example: meals, telephone calls, parking, etc.). The dates, name, and location of the hotel should be reflected on the original hotel receipt.

When an employee is on a trip, he/she must collect all individual original receipts. If the receipt is smaller than a full size paper, it must be attached to a blank sheet of paper to prevent the receipt from being misplaced.

Employees requesting reimbursement must provide complete descriptions, purpose of trip (see section 4.2.1 for further information), and if paying for expenses for another (such as a meal expense when more than the one person is in attendance) all persons in attendance and their company name must be listed. Avoid using abbreviations when describing the purpose or other references in the report. These notes may be written on the slips, or in the case of smaller receipts, next to the receipt on the paper to which they are attached (see previous paragraph).

If an original receipt in excess of $25 is lost, a Lost Receipt form which can be found on the Business Office section of the Suffolk University website under forms http://www.suffolk.edu/explore/5226.php is required to be completed. This form, if needed, is to be separately signed by the traveler AND the Department Head. The signature on the Travel Expense Report alone is not sufficient. The use of Lost Receipt forms should be an exception and the University reserves the right to restrict the repeated use of Lost Receipt forms.

4.1.1 Approval of the Overnight Travel Expense Report

**Approvers have primary responsibility for ensuring compliance with this policy.** The approver must verify that expenses and Overnight Travel Expense Report meet the following criteria:

- The travel expenses were incurred while conducting University business.
- The information contained in the Overnight Travel Expense Report and in the attached documentation is accurate.
- The expenditure is charged to the proper budget line(s).
The Authorized Approver:

- Should have authorization over the account being charged.
- Cannot be the individual seeking reimbursement.
- Should not be asked to approve the travel expenses for an individual to whom they report.

The approved Overnight Travel Expense Report is then forwarded to the Accounts Payable Department, which reviews it for completeness and approval. It is then entered into the system for reimbursement.

4.2 Expense Purpose

4.2.1 Purpose

A valid business purpose must be noted for each receipt. One-word written purposes such as "Mileage", "Meeting", or "Travel" are not acceptable. Examples of adequate business purpose are as follows:

- "Attending Ellucian User Group Conference"
- "Attending Project Management seminar at the Boston Consortium"

4.2.2 Alcohol

The use of alcohol for business entertainment purposes should be kept to a minimum. Employees who are driving must NOT consume alcohol. Alcohol purchases, in lieu of meals, are not reimbursable. Alcohol during University standard business hours is not allowed or reimbursable.

Travelers seeking reimbursement for an alcohol-related expense, must submit the original itemized receipts for meals.

For Suffolk University's Alcohol Policy relating to event requirements where alcohol is to be served, see the Suffolk University Alcohol Policy and Alcohol Event Registration Form links in the following web site [http://www.suffolk.edu/offices/14532.html](http://www.suffolk.edu/offices/14532.html).

4.3 Meal Expenses

The University reimburses employees for reasonable expenses for meals eaten while on University business.

For full day (starting before 7 a.m. and ending after 7 p.m.) or overnight trips, expenses for three (3) meals, including beverage and tip, will be reimbursed up to $115 per day, per meal reimbursement guidelines. A traveler can "pool" these amounts and submit meal expenses on a per-day basis (Accounts Payable will still require a separate receipt for each meal). At conferences where meals (breakfast and lunch) are included, the traveler should spend no more than $50 for dinner. Individual day trip lunch expenses are not reimbursable.
• Breakfast (departure from campus or residence before 7 a.m.) $25
• Lunch $40
• Dinner (return to campus or residence after 7 p.m.) $50

Additional restrictions may exist relating to meals for sponsored programs. Please consult section 5.1, Travel Under Sponsored Programs, as well as the program documentation. Additional questions relating to program restrictions should be addressed to the Senior Grants Administrator.

4.3.1 Meal Receipts

The following information must be noted for all business meals when more than just the employee/traveler is in attendance.

• **Purpose**: Business purpose for the expense or the business benefit gained or expected to be gained.
• **Relationships**: The IRS requires: (1) names of all guests; (2) titles or affiliations of guests/business relationship to the University; and (3) the business purpose.
• **When the receipt is only for the traveler, note “self” for clarification**.

Detailed meal receipts must be provided. Charge receipts noting only totals or charge card statements are not acceptable substitutes.

4.4 Air Travel

Coach/economy accommodations on commercial airlines must be used for all travel. Upgrades at the expense of the University are not permitted. Upgrades are allowed at the traveler's personal expense and should be noted as such on the expense report. Suffolk does not reimburse travelers for tickets purchased with frequent flyer miles.

**International Travel** - International Travel covers Alaska, Hawaii, and all destinations outside the continental US, Canada, Mexico and Puerto Rico. Travelers, especially faculty led trips, should make travel arrangements well in advance, but at the very 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. The traveler may book business class airfare if the total flying time exceeds (7) hours, excluding layover time at connecting airports. Request for other exceptions need preapproval by department chair or VP/Director.

Additional restrictions may apply when flying for sponsored programs. Please consult section 5.1, Travel Under Sponsored Programs, as well as the program documentation. Additional questions relating to program restrictions should be addressed to the Senior Grants administrator.

4.4.1 Personal Travel/Business – Air Fare

All travel charged to the University must have bona fide business purpose that substantially and directly benefits Suffolk. A Suffolk traveler can be reimbursed for all reasonable travel expenses of trips that are entirely business related. 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. The ultimate issue is whether the primary motivation for the trip was for business or personal reasons; the amount of time spent on business activities compared to the time spent on

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*Suffolk University: Travel and General Expense Policy and Procedures*
personal activities is an important factor, but is not necessarily determinative. As a general rule, however, if more days are spent on University business than on non-University business, the trip can be deemed primarily for University business. When determining if a trip is related primarily to business or to personal activities, departments must consider the amount of trip time devoted to personal activities and to business activities, and to whether any personal activities result in additional costs to the University.

If a trip was primarily for business and, while at the business destination, the traveler extends his or her stay for a vacation, made a personal side trip, or had other personal activities, the traveler can be reimbursed only for the business-related travel expenses. These expenses include the travel costs of getting to and from the business destination, lodging expenses incurred while conducting University business, and any business-related expenses at the business destination. Incremental costs that result from combining business and personal activities may not be reimbursed.

If a trip was primarily for personal reasons, such as a vacation, the cost of the trip (including travel to and from the destination, lodging, and other miscellaneous expense) is a non-reimbursable personal expense. However, a Suffolk traveler may be reimbursed for bona fide University business expenses incurred during a personal trip, such as conference fees. However, per IRS regulations, the scheduling of incidental business activities during an otherwise personal trip, such as having lunch with a colleague at another University or attending one lecture during a two-week trip taken with family, will not change what is really a vacation into a reimbursable business trip. Travelers and approvers are expected to exercise fiscal responsibility and good judgment; your knowledge of the particular circumstances will inform your determination.

4.4.2 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. In order to be considered for reimbursement, the traveler should note the amount and the reason for the change fee on his or her Travel Expense Report.

4.4.3 Excess Baggage Fees

Employees will be reimbursed for excess baggage charges, only in the following circumstances:

- 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

4.4.4 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.

4.4.5 Other Airline Charges

The following charges are not reimbursable

- Airline Club Memberships
- Headphones or charges to rent headphones
- Pillows
- Blankets
- Frequent Flyer Miles redeemed
- Frequent Flyer Miles program fees

4.5 Car Rental

4.5.1 The use of a personal vehicle or rental vehicle on University business is normally limited to those occasions where the use of public transportation is impossible or impractical, and the employee has determined that a car is the most economical/efficient alternative. Employees traveling to the same location should seek car pooling opportunities whenever possible to eliminate the need to rent multiple vehicles.

The University has a direct billing account with Enterprise Rent-A-Car. Travelers may make reservations online using the Enterprise portal (EH! Direct). To request a log-in ID to the portal, contact the Purchasing Department. A valid budget number must be provided during the reservation process.

Due to the nature of the industry, Enterprise may not always be the lowest-priced vendor. Travelers are encouraged to select the most cost-efficient rental car company that meets their needs.

When renting a vehicle, the insurance should be waived to avoid the unnecessary cost. The University has automobile liability insurance in place that covers approved rental vehicles. When signing a contract for a rental vehicle for University business, faculty/staff should sign as follows: Name of Traveler, Title, Suffolk University. 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. The following information must be submitted to Risk Management at the time of rental: Vehicle Identification Number (VIN) license plate number and state of registration, make, model and year of vehicle as well as pick up and return dates. This information must be called in to Risk Management at 617-973-1141 and can be given either in person or left on voicemail.

The designated standard University vehicle types to choose from are the compact or mid-size for one or two occupants or a full-size classification for three or more travelers. When selecting the University standard, however, the number of employees traveling, weather conditions, location, etc. will be taken into consideration should the employee decline to rent a University standard vehicle.

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.

Suffolk University: Travel and General Expense Policy and Procedures
Only employees of the University that have had their driver record checks conducted 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 this 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 in order to be authorized to rent vehicles under the University's name. The form may be found on the following web site: http://www.suffolk.edu/explore/5287.php

Employees assume the responsibility of all parking and traffic fines when utilizing car rental vehicles.

4.6 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 or work, there will be no reimbursement. If the employee's normal commute to their work is by public transportation consider the normal commute miles to be zero.

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 his or her personal vehicle on University business. The University does not reimburse for personal belongings, which are lost or stolen while the associate 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.


Employees assume the responsibility of all parking and traffic fines when using University or personal vehicles for business. Employees will be reimbursed for fees paid to parking garages and for tolls.

The standard mileage rate for reimbursement used by the University is in accordance with the approved allowable rate set each year per the Federal Tax Authorities. The rate typically changes once a year on January 1st. The rate will be published at the beginning of the year and on any occasion the IRS may change the rate. (Reference IRS Announcements for Business Standard Mileage Rate at www.irs.gov).

The standard mileage rate covers all vehicle expenses; therefore the following is not allowed for reimbursement:

- Gas
- Maintenance
- Repairs

The cost of tolls and parking will be reimbursed with receipt.

4.7 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 Travel 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.

Hotel (domestic) Spending Average Maximum Per Day (including taxes):

- $175.00    Most U.S. Cities
- $275.00    Boston, Chicago, Philadelphia, San Francisco, Washington, DC
- $325.00    New York City

Lodging costs beyond these levels require the prior authorization of a Vice President or Dean, and require detailed justification with clear documentation of efforts to secure lower-cost accommodations.

Please note that hotel cancellations must be made prior to the day of arrival in compliance with individual hotel policy in order 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 Travel Expense Report.

4.8   Telephone Expenses

University issued cell phones should be utilized for business when applicable to avoid the higher hotel land-line phone usage cost. While traveling, personal calls of a reasonable duration and frequency are reimbursable. Avoid using hotel room telephones for outgoing calls as these tend to be more expensive.

4.9   Incidental Expenses

Miscellaneous expenses that are normal and reasonable, such as non-alcoholic beverages purchased beyond the security checkpoint at the airport are reimbursable.

4.9.1 Laundry

Laundry charges for travel assignments exceeding five days and valet charges are reimbursable, where necessary.

4.9.2 Tips

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

4.9.3 Internet Fees

High Speed Access at your hotel will be reimbursed. This should be listed separately on the Travel Expense Report.
4.9.4 Gift Cards

Gifts cards are taxable to employees and therefore may not be given to employees. They may be taxable to other recipients, and are therefore generally not reimbursable. There are two exceptions:

- Gift Cards may be given to overseas alumni assisting locally in their respective countries at college fairs, etc. The request for reimbursement of this expense must include the reason for the gift card, the name(s) of the recipient(s) and a statement that all tasks were performed outside the United States.
- For research involving participant costs, gift certificates may be given. However, the following steps must be followed:
  - 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.
  - 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.
  - And end date must be provided (the expected day the last gift card will be given to a participant). The end date should be not more than 3 months from the request date. If more gift cards are needed after 3 months, an additional request may be submitted.

4.10 Non-Reimbursable Expenses

The following items are examples of expenses that are not reimbursable by the University. This is not an exhaustive list, but merely a representation to be used as guidance for those items not covered in the policy.

- Dependent Expenses - Child care, sitter fees, or other related expenses
- Personal Items - Clothes (and clothing repair), toiletries, haircuts, manicures, hotel fitness facilities, saunas, shoe shines, reading materials, hotel mini-bar or other personal entertainment items (including in-flight and hotel movies)
- Employee Recognition - Parties for farewells, transfers, holidays or retirements (except for expenses authorized by your Dean and or Vice President).
- Penalties - For legal violations (for example, traffic or parking fines)
- Luggage and Briefcases
- Travel Insurance – Travel accident insurance, travel life insurance, or rental car coverage (such as Liability Insurance Supplement, Loss Damage Waiver, and Personal Accident Insurance) except where required by law or non-U.S. business practice. Contact Risk Management if there are questions or assistance is required.
- Personal Credit Card Annual Fees
- Tobacco Products
- Computer hardware, software and other office equipment - Purchase should be made through the ITS Department to provide compatibility and best price. Exceptions must be pre-approved by the Department Head and the ITS Department.
- Miscellaneous Expenditures - Trip expenses incurred by the employee that include charges for days not required for University business should not be included on the Travel Expense Report. The Travel Expense Report is only to include business related expenses.
4.10.1 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.

5.0 POLICY EXCEPTIONS

Exceptions to this policy may be approved by the Chairperson of the Board of Trustees for the President or by the President for all other employees, or as set forth in contractual arrangements approved by the Board of Trustees.

5.1 Travel Under Sponsored Programs

When the allowed travel parameters for a sponsored trip is more restrictive than the 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, travel costs charged to sponsored programs are subject to specific limitations and restrictions set by the sponsor. Travelers on University business trips that are funded directly or indirectly by a federal grant or contract should contact the Senior Grants Administrator to find out more about specific requirements.

Open Skies Agreements: 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.

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

Fly America Act: 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. http://www.tvlon.com/resources/FlyAct.html.

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.

Advance Approval Required: 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.

Alcohol Expenses: Expenses for alcoholic beverages cannot be charged to a federal grant or contract. They must be coded as an unallowable expense and charged to the department’s travel budget. (see section 4.2.2)
Additional restrictions: Additional restrictions not specifically covered by this policy may apply. Questions should be addressed to the Manager of Accounts Payable.

6.0 PURCHASES ON BEHALF OF THE UNIVERSITY

Preferably, vendor orders should be placed with a purchase order submitted to the Purchasing Department. If a purchase order cannot be used, and if the employee does not have a University Corporate Card, orders may be paid for by requesting approval for the use of the University Corporate Card assigned to the Dean or Vice President to whom the employee reports.

In certain situations it may be necessary for an employee to pay for an expense and be subsequently reimbursed. For these non-travel related instances, use the Expense Reimbursement Form (see enclosure #3). For purchases exceeding $100, the same preapproval procedures as outlined in section 3.1 apply. See section 2.1 for employee and approver responsibilities.

The following items are examples of expenses that would be submitted for reimbursement using the Expense Reimbursement form. This is not an exhaustive list, but merely a representation.

- Memberships in professional societies, organizations, or institutions that are a requirement of the employee’s job and approved by their Department Head.
- Conference Registrations
- Student Event Supplies

6.1 Cash Advance

If needed, a cash advance (not travel advance) may be given. An Expense Reimbursement form for the purchase must be preapproved and submitted prior to requesting a cash advance. The advance requires approval and will be issued for 75% of the estimated cost with a minimum of $100 and a maximum of $750 given. Use the Expense Reimbursement form that was previously pre-approved to submit all the receipts and request reimbursement for the difference. Clearly indicate the cash advance given and deduct that amount from any additional amounts owed to you as a reimbursement. The Cash Advance Request form can be found on the Business Office section of the Suffolk University website under forms http://www.suffolk.edu/explore/5226.php.

7.0 DAILY TRAVEL AND ENTERTAINMENT

7.1 Daily Travel

Travel that does not require an overnight stay is not subject to pre-approval. However, all requirements set forth in relevant sections of the Overnight Travel and Expense Procedures (Section 4.0 above) must be followed. Requests for reimbursement for daily travel expenses can be submitted using the Expense Reimbursement Request Form described above in Section 6, and following the same approval procedures outlined in that Section.

7.2 Non-Travel-Related Entertainment

This section applies only to events that include non-Suffolk University attendee(s). For Suffolk-University-only events, refer to section 4.3 Meal Expenses.
Non-travel entertainment expenses should be kept to a minimum and are only reimbursable when there is a clear business purpose for the expenses and are subject to the same preapproval procedures as in Section 3.1.

For large-scale events, such as food catered to the work location, please note our agreement with Sodexo that it be the caterer for any event on Suffolk University property with 10 or more people attending. Exceptions are made for cultural events that require ethnic food as well as pizza. If a caterer other than Sodexo is used, every effort should be made to use a purchase order and the caterer invoice the University. Pre-approval is required and a list of attendees and purpose must be provided.

Small-scale restaurant expenses incurred when representing the University for employee recruiting or other explained business purposes at non-University facilities are reimbursable, provided clear and compelling justification is provided. If an employee has any doubt about the appropriateness of such an expense, the employee should consult with a supervisor in advance.

Every effort should be made to keep such expenses to the absolute minimum. Employees should take particular efforts to avoid using high-cost restaurants and purchasing especially expensive meals. There should be particular vigilance in using the substantial number of very expensive restaurants in the immediate vicinity of the University, since there are also substantial numbers of more moderately priced establishments in the area. Per-person meal limits in section 4.3 apply.

The documentation requirements regarding detailed receipts, attendees, relationship and business purpose as outlined in section 4.3.1 apply.

Any expense in this category will be reimbursed through the use of an Expense Reimbursement Request Form, following the approval procedures specified above.

8.0 ADDITIONAL POLICY CONSIDERATIONS

All Suffolk University employees must have all travel, entertainment and purchase expenses approved by a University official who does not report to the employee. For the President, that approval is provided by the Chair of the Board of Trustees or, in the Chair's absence, by the Vice Chair or the Chair of the Finance Committee. For Senior Vice Presidents, that approval is provided by the President. For Vice Presidents and Deans, approval is provided by the Senior Vice President to whom they report.

The President, Senior Vice Presidents, Vice Presidents and Deans are required to approve all overnight travel for University employees who report to them. The President, Senior Vice Presidents, Vice Presidents and Deans are not required to seek pre-approval for their University-related travel and entertainment.
SUFFOLK UNIVERSITY
TRAVEL AUTHORIZATION AND EXPENSE REPORT

Full Name of Traveler: ___________________________ Department: ___________________________ Phone #: ___________________________

Traveler Email: ___________________________

Home Address: ___________________________ Destination: ___________________________

City, State & Zip ___________________________ Departure & Return Dates: ___________________________ to ___________________________

Purpose of Trip: ____________________________________________________________

Coverage during your absence:

PLEASE ATTACH ANY PURCHASE ORDER ASSOCIATED WITH TRIP.

ESTIMATED COSTS (To be completed before Due Date)

INDICATE FORM OF PAYMENT (University Purchasing Order
University Charge Card or
Personal Funds)

ACTUAL COSTS IN US CURRENCY (To be completed after Trip)

INDICATE HOW EACH ITEM WAS PAID FOR (Attach all original receipts
including hotel bills & airline tickets)

Alcohol, Train, etc...

*Hotel

*Meals

Registration Fee

Mileage

Other (please explain):

EST. TOTAL TRIP COST: ___________________________

ACTUAL TOTAL TRIP COST: ___________________________

TOTAL Less P.O./ Corporate Card: ___________________________

Advance Requested: ___________________________

Amount Due Traveler: ___________________________

Advance Authorized: ___________________________

Amount Due University: ___________________________

Note: Please make check payable to "Suffolk University"

'Budget Line': ____________________________________________________________

ADVANCE APPROVED BY: ___________________________ (Signature/Date)

FINAL COSTS APPROVED BY: ___________________________ (Signature/Date)

Traveller ___________________________ Date: ___________________________

Dept. Head ___________________________ Date: ___________________________

Dean/VP ___________________________ Date: ___________________________

Vice President - Treasurer ___________________________ Date: ___________________________

This form will not be processed without supplying the correct information.
Instructions for filling out this form are printed on the reverse side.

* See reverse side of this form to obtain cost estimates for hotel and meals.

Please mail to above address

Hold for pickup

Forward entire form to Business Office. Green copy will be returned to traveler and should be resubmitted with actual expenses within 10 days of taking trip.
LOST EXPENSE RECEIPT

EMPLOYEE NAME:

WEEK ENDING DATE OF EXPENSE REPORT:

NAME OF ESTABLISHMENT OR PAYEE:

AMOUNT (greater than $25):

NATURE OF EXPENSE (i.e. taxi, dinner):
(meal receipts require attendees names, purpose of dinner meeting etc.; same requirements as noted in travel policy)

I am requesting reimbursement for the above listed expense(s) in accordance with the Suffolk University Travel Policy. I have lost the receipt(s) and I certify that these out of pocket costs have been incurred by me in the performance of my official duties with Suffolk University.

Employee signature:

Manager signature:

NOTE: This completed signed form must be attached to a completed Travel and Expense report to receive reimbursement.
EXPENSE REIMBURSEMENT REQUEST

THIS FORM IS TO BE USED FOR EMPLOYEE REIMBURSEMENT
OF PURCHASES AND/OR DAY TRAVEL ONLY

Employee (Payee)  Requested By

Name:  __________________________________________  Employee Name:  __________________________________________

Address  __________________________________________  Department:  __________________________________________

City, State, Zip  __________________________________________  Telephone No:  __________________________________________

ID No:  __________________________________________  Email Address:  __________________________________________

If Check Hold for Pick up:  ______  Mail:  ______

<table>
<thead>
<tr>
<th>Detailed Description and Comments</th>
<th>Estimate Cost</th>
<th>Final Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refer to the University Travel &amp; General Expense Reimbursement Policy for guidelines.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $  - $  -

Budget Number(s) to be Charged:

Pre-Approval (required for purchases, not day travel) By:

Requestor:  ______________________  Date:  ______________________

Supervisor:  ______________________  Date:  ______________________

Dept Head/Chair:  ______________________  Date:  ______________________

Dean/VP/SVP:  ______________________  Date:  ______________________

Final Costs Approved By:

Requestor:  ______________________  Date:  ______________________

Supervisor:  ______________________  Date:  ______________________

Dept Head/Chair:  ______________________  Date:  ______________________

Dean/VP/SVP:  ______________________  Date:  ______________________
DIRECT DEPOSIT FORM FOR EXPENSE AND TRAVEL REIMBURSEMENT ONLY
(Note: This is not for payroll)

Complete the section under “To Be Completed by the Employee”, sign and date in the proper space at the bottom and hand deliver to Accounts Payable in the Business Office. DO NOT interoffice this form. If the Business Office is closed, you may use the locked afterhours Payroll Box just outside the Business Office.

TO BE COMPLETED BY THE EMPLOYEE:

EMPLOYEE NAME: ________________________________

EMPLOYEE ID#: ________________________________

BANK ROUTING #: ______________________________

BANK ACCOUNT #: ______________________________

(Check one)
Checking:       SAVINGS:       

If checking include a copy of a check with void written on it.

I hereby authorize Suffolk University to deposit any amounts owed to me into my account at the financial institution indicated on this form. Further, I authorize my bank to accept and to credit any amounts indicated by Suffolk University to my accounts. This authorization is to remain in effect until the University and my bank have received written notice from me of its termination.

Employee Signature: ___________________________________ Date: ________________
TO BE COMPLETED BY ACCOUNTS PAYABLE:

Employee Name: 

Employee ID#: 

E-CHECK PAY: Yes

E-CHECK ADVICE: Paper

EFFECTIVE DATE: 

Accounts Payable: ____________________________ Date: ________________
Suffolk University

CASH ADVANCE REQUEST

Payable to Employee ONLY

Employee Name: ________________________________  Employee Name: ________________________________
Address: ______________________________________  Department: _______________________________
City, State, Zip: ________________________________  Telephone No: ________________________________
Employee ID No: ________________________________  Email Address: ________________________________

**NOTE:** This is NOT for Travel. If a Travel Advance is needed, the request is to be made on the Travel Authorization and Expense Report form when obtaining approval for the travel.

Complete EACH section below: (required for approval)

(1) Detailed description of purchase(s) to be made: (submissions without details will be returned to the requestor)

(2) Related event and/or reason for purchase:

(4) Date of event or expected date of purchase:

(3) Total expected cost of purchase(s): ________________________________

Cash Advance = 75% of expected purchase total (minimum $100, maximum $750)

Budget Number to ultimately be Charged: ________________________________

$ ________________________________

$ ________________________________

**Note:** The return of all receipts, documentation and any unspent amount is due within 5 days of the event date or purchase, #4 above.

Signatures

Requestor: ___________________________________________  Date: ________________________________

Dept Head/Dean: ______________________________________  Date: ________________________________

Provost: _____________________________________________  Date: ________________________________

Vice President: ________________________________________  Date: ________________________________