

WAGNER COLLEGE

Finance & Business

Travel and Business Expense Reimbursement Policy

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1. Purpose, Use, and General Information

Purpose

In order to control expenditures and establish equitable standards, all individuals traveling on official College business and spending funds on behalf of the College must do their best to minimize the cost of those expenses.

All reimbursable expenses submitted must be reasonable and in compliance with IRS regulations. The most economical means of obtaining transportation, lodging, and meals should be determined and used.

If you need to submit a personal reimbursement form for business expenses, please complete the “Expense Reimbursement Form” document, which can be found on the Business Office page, under “Forms”.

For further guidance and information regarding correctly using and submitting a TD Credit Card Expense Report for expenses incurred while using a Wagner College TD Credit Card, please see College’s “TD Credit Card Policy”.

General

Appropriate approvals must be obtained from the employee’s supervisor prior to travel if the traveler seeks to have the College reimburse for expenses. Approval for attendance by an employee at a conference or meeting for which reimbursement of expenses will be sought shall be given to the supervisor to whom the employee reports.

In general, all reimbursements for lodging, meals and incidental expenses should be incurred at the lower of actual expense incurred or the IRS per diem rate for the city visited. This information can be found on irs.gov.

Prior to submitting a Personal Expense Reimbursement Form to the Business Office, both the individual seeking reimbursement and the appropriate Department head should sign the request form. Any requests over \$2,500 should also have approval of the appropriate Vice President.

All requests and receipts must be submitted within 5 business days, Do not submit any expenses via invoices or purchase orders if it’s paid by Credit card as this is a duplication of expenses and considered fraudulent.

When submitting a request, please include in the ‘Purpose of Expenditure’ line the business purpose of the request, i.e., a specific conference, recruiting, etc. Specifically in regards to meals, if you are requesting reimbursement for meals for anyone other than yourself, please include the other individuals’ names.

2. Travel, Meals, and Other Expenses

Travel and Entertainment Expenses

Air Travel

- Reservation – Employees should arrange for their own airline reservations.
- Economy Fares - Economy class air transportation shall be the designated means of transportation. Advance booking requirements for airlines should be used to take advantage of promotions and other reduced fares.
- Insurance – An employee’s personal credit card may provide air flight insurance coverage if tickets are charged on it. Purchase of any travel insurance is a non-reimbursable personal expense.

Lodging

- Reservations - Employees should arrange for their own hotel/motel reservations.

- Type of Room - A single room should be booked. Request for government, non-profit or corporate rates should be made where available. Should an employee upgrade, the employee will be responsible for any additional charge.
- Verification - When checking in, the employee should verify the room rate. A receipt must be obtained and verified when checking out.
- Spouse/Family Expense - Expenses incurred by a spouse, family member, or companion are not reimbursable.

Rental Car

- Reservation - Employees should arrange for their rental car reservation and seek an appropriate discount.
- Alternative Transportation - Since a rental car is generally the most expensive mode of transportation, it should be used only when suitable and less expensive means (such as a taxi or airport/hotel shuttle) are not practical or available.
- Type of Rental Car - Unless a car will be used to transport several persons, an employee should rent only a compact or intermediate size car.
- Verification - When checking out a rental car, the employee should confirm that they are obtaining the lowest available rate. If the agency is offering a lower promotional or special rate, that should be requested.
- Insurance - The employee should decline the "Collision Damage Waiver" in the standard rental car agreement, as well as any other insurance offered by the car rental agency. Any insurance purchased at the time of the rental will not be reimbursed, or if paid for with a College credit card, the amount charged will be recovered from the employee.
- Travel Insurance - Wagner College will not reimburse employees for "Personal Accident Insurance" also available in the standard rental car agreement.
- Personal Use - Any charges related to personal use will not be reimbursed.
- Refilling of Fuel Tank - Almost all rental car agencies add an excessive charge to the bill for refilling the fuel tank. To avoid this excessive charge, employees should refill the gas tank prior to returning rental cars. Employees will be reimbursed for payment if an appropriate receipt is submitted with the personal expense voucher.

Personal Automobile

- Reimbursement - The use of a personal car for business travel, when authorized, will be reimbursed at the current IRS mileage standard. Refer to the current "Expense Reimbursement Form" for updated annual rates.
- Insurance - In accordance with New York State law, minimum insurance coverage must be maintained.

Meals

- While traveling – An employee may seek reimbursement for reasonable meal expenses incurred during a trip. Depending upon the circumstances of a particular trip, the cost of one, two, or three meals per day may be appropriate. The maximum reimbursable amount is \$80 per day. The actual amount reimbursed for meals will be the lower of \$80 or the actual cost incurred.
- Outside Business Associates – Reimbursement of the expense for an employee meal and meal expenses of outside business associates is permitted, if reasonable in nature, provided that (1) the purpose of the meal was for discussion directly related to the active conduct of furthering Wagner College's interests, and (2) the meal is held in an atmosphere conducive to a business discussion.

- For reimbursement of group meals, please include those names of the individuals who were in attendance.

Non Reimbursable Expenses

- Non-Reimbursable Expenses - There are specific types of expenses that are considered to be of a personal nature and are not reimbursable. These include:
 - Personal Expenses: Any expense for which you seek reimbursement should be reduced by all personal expenses, such as hotel or meal charges for a spouse or other family member.
 - Alcohol (exceptions require approval)
 - Personal toiletries
 - Movie charges
 - Travel insurance
 - Airline clubs
 - Rental car over standard vehicle model or rental level
 - Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of 5 or more days duration)