

# Policy for Travel and Related Expenses

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## I. PURPOSE

The purpose of this Policy is to establish requirements for the reimbursement of official college travel and related expenses of individuals. This updated policy is effective April 2023.

## II. SCOPE

All faculty, staff, students, and limited residency participants who travel for college business purposes are subject to this policy. Official guests of the College, whose travel or other business expenses, are paid directly by the College, or reimbursed by the College, are also subject to this policy. Exceptions to this policy must be approved, by both, the Vice President for your division, and the Controller.

Sponsored projects such as the National Science Foundation or National Institutes of Health grants may

#### IV. TRAVEL REIMBURSEMENT PROCEDURESDEFINITIONS

Employees must use their college-issued Card ("the college credit card") to pay for expenses when possible. Reconciliation of expenses will comply with the college's policies governing Card program. The college reserves the right to deduct fees in accordance to lost rebates from travelers using their personal credit cards in place of the college Card.

Within 31 calendar days of the completion of travel, the traveler or designee is to reconcile travel expenses charged on a Gouche Card or request a reimbursement for any for out of pocket expenses in Workday using the task: Create Expense Report. Expense line items will be routed for approval

New advances will not be made to an employee for whom a report or unused funds are overdue, i.e., after fifteen (15) days. Any person who fails to settle an advance may not receive any future advances. The authorized approver will also be notified of non-receipt of funds. Further, in accordance with the Internal Revenue Code, any unsettled advance is considered taxable income to the employee and will be added to the employee W2 Form at the end of the calendar year.

## VI. REBATES AND INCENTIVES

"Free" tickets or other rebates or incentives derived from group travel bookings are the property of the college, not of the individual or department making the travel arrangements.

## VII. ALLOWABLE TRAVEL COSTS

### A. Meals

Meal expenses while traveling on Goucher business are limited to \$85 or less per day unless otherwise specified by the meals and incident rate for the country visited and covered by external funding. Meal expenses incurred on the day of travel are subject to further limits. Miscellaneous Meal Expenses Rules below. Employees should not claim meal reimbursement when attending a conference at which meals are provided.

1. College issued credit card: Credit Card expenses should be submitted on expense reports within 10 days of the initial transaction. Itemized receipts are required for all meal purchases and must be attached to the expense report. The appropriate expense code is either Meals (Breakfast), Meals e /2.7 (eal)-1

- Alcohol may not be charged to a grant.

## B. Lodging

Except in instances in which hotel arrangements have been obtained at group rates by the sponsor of a conference or other event, travelers are expected to make their own arrangements for lodging using internet travel sites like Trivago, Expedia, Travelocity, etc. to find the most competitive rates.

The lodging chosen is expected to be the least costly available consistent with a reasonable level of comfort and convenience for the traveler. Accommodations should be reasonably convenient to the place where business or research is transacted. If a spouse or other family member accompanies the employee, the cost of a shared room need not be allocated between the staff member and family member. Hotel cancellation fees are not reimbursable unless the charge was incurred due to circumstances beyond the traveler's control.

## C. Limited Residency Lodging

For your convenience, the College arranges for blocks of rooms during Residency. Please make your Program Director aware of your desire to use these accommodations as early as possible. If your itinerary changes, please inform your director at least three full business days in advance of the hotel check-in. In case of a no-show the hotel will implement charges and you will be responsible for paying the charges.

Faculty staying at the Sheraton Baltimore North during times other than Residency should call-410-321 7400 to make a reservation. You may request the Goucher rate. If your travel has been pre-approved by your Program Director, Goucher will reimburse you upon submission of appropriate travel forms, as outlined above. Goucher will cover the room and room tax only. You will be responsible for any incidental charges.

When staying somewhere other than the Sheraton or traveling on college business other than Residency, your travel must be pre-approved by the Program Director. Accommodation is expected to be the least costly that is available, and consistent with a reasonable level of comfort and convenience. If a guest accompanies the faculty member, the cost of a shared room need not be allocated between the faculty and their guest. Hotel cancellation fees are not reimbursable unless the charge was incurred due to circumstances beyond the traveler's control.

## D. Air Travel

Airfare is expected to be at the most reasonable and economic rates consistent with the traveler's itinerary providing a reasonable level of comfort and convenience. For domestic travel, faculty and staff are strongly encouraged to use Southwest Airlines whenever possible, because of low fares, free baggage check, and no cancellation fees. It is the traveler's responsibility to book well in advance of travel to secure the lowest rates possible. Reasonable airline expenses are reimbursable (examples: checked baggage fee and excess baggage fee). The following expenses are not reimbursable: upgraded seating, Early Bird checkin, flight insurance, and airline cancellation fees not caused due to circumstances beyond the traveler's control. Advanced seat selection is reimbursable for international travel only.





## C. Entertainment

A detailed receipt is required in all cases. Entertainment expenses must be "directly related to" or "associated with" the active conduct of business.

A business purpose should include attendees' names, their relationship to the College, reason for the meal/activity, date, and location.

## D. Other (specify)

Both a detailed receipt and a business purpose are required for all "other" transactions. A business purpose should include attendees' name, their relationship to the College, reason for the expense, date, and location.

Tips given to service providers, such as catering staff, should be documented with:

1. A signed acknowledgement of the amount paid to the individual and, if applicable, the employer.
2. The person's printed name, address, and telephone number or a completed ~~FD-302~~ ~~FD-302~~ form. If the person is a foreign national, the College must pay the person directly.

## IX. NON-REIMBURSABLE ITEMS

### A. Non-Reimbursable Items for Federal Grants

Certain items may not be reimbursed with federal grant funds according to the Uniform Guidance and/or OMB A-21 Circular, Section J. Tj EMC /LBody <</MC19.197>>BDC 0.003 Tc -0.003 Tw -31

- Annual fees for personal credit cards
- ATM fees, unless associated with foreign currency exchange
- Babysitting services
- Barber and hairdresser fees
- Clothing or toiletry items
- Contributions to public officials or candidates to public office
- Credit card (personal) delinquency fees or finance charges
- Doctor's bills, prescriptions, and other medical services
- Exercise facility fees
- Expenses related to vacation or personal days taken before, during or after a business trip
- Frequent flyer award ticket fees
- Gift cards
- Golf fees (unless associated with business entertainment)
- Insurance domestic car rental, optional travel or baggage insurance
- Kennel costs
- Late fees
- Laundry services, when travel is 4 business days or less
- Valet services
- Loss or theft of personal funds or property
- Luggage and briefcases
- Magazines, books, newspapers, or other personal reading materials
- Medicine
- Membership dues, including airline club dues and country club dues unless authorized by the appropriate authority and required for business use
- Movies
- Mini-bar charges for alcoholic beverages, food, and non-alcoholic drinks (unless in lieu of a meal)
- Personal automobile service or repairs
- Personal entertainment, including sports events
- Pet or house-sitting fees
- Recreation
- Satellite radio and other automobile subscriptions (XM radio, ~~SON~~, etc.)
- Saunas, massages, manicures and pedicures
- Shoeshines
- Shower gifts, engagement gifts, birthday gifts, and congratulations on personal related achievement, whether in the form of a gift or meal
- Souvenirs or personal gifts
- Traffic fines, court costs, or parking violations
- Transportation from home to office, or office to home
- Upgrades for air, hotel, or rental car or unused room reservations not properly canceled
- U.S. Travelers' check fees
- Valet fees/services



