



# **California Health Sciences University**

## TRAVEL AND EXPENSE REIMBURSEMENT POLICY

### **I. POLICY STATEMENT**

In the normal course of business, it is necessary for employees of the University to travel or incur other business-related expenses. This policy summarizes the travel expense policy and reimbursement process for employees and eligible employment candidates.

The purpose of the University's policy on business expenses is to be fair and equitable and to follow all pertinent tax regulations. To be fair and equitable means that an individual working for the University should neither gain or lose personally because he or she has incurred business expenses.

### **II. MEALS**

Business meals are those taken with business associates, university guests, job applicants, or professional colleagues, during which University business discussions take place or hospitality is extended to University guests.

Travel meals are those taken by University employee(s) when away from campus on University business. Maximum travel meal reimbursement is \$70 per employee per day or \$40 partial day, which is defined as any work trip that takes less than 24 hours and does not require an overnight stay. The per day maximum is not intended to be a fixed per diem rate, employees will be reimbursed up to the maximum for actual costs incurred for three meals per day.

Meals include amounts spent for food, non-alcoholic beverages, taxes and related tips. Per IRS Publication 463, business/travel meals must be ordinary and necessary, reasonable in amount, and related to the University business to be reimbursed. All receipts must be itemized and include tip (if applicable) to be accepted. For meals, oftentimes two (2) receipts will be required to show all of the necessary information. One receipt will show details of items purchased and the second will show how you paid. Employees MUST have both in order to be reimbursed. A credit card charge slip does not suffice for reimbursement.



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### III. LODGING

The University pays for lodging expenses for employee overnight stays while traveling on University business.

The expenses must be reasonable, appropriately documented, and authorized. University employees should book standard room accommodations at non-luxury/moderately priced hotels. When traveling for a conference it is appropriate to stay at the hotel hosting the conference, however, the room should be booked at the conference rate.

### IV. AIR TRAVEL

The University pays for air travel expenses for employees traveling on University business. The expenses must be reasonable, appropriately documented, and authorized.

Travelers must purchase economy/coach class airline tickets. The University does not pay for business or first-class tickets or seat upgrades.

Baggage handling and storage fee expenses are allowed, if necessary. However, lost baggage, purchase of luggage, baggage/travel insurance, or spouse/dependent travel expenses are not allowable travel expenses.

### V. GROUND TRANSPORTATION

The University pays for ground transportation expenses for employees traveling on University business. Ground transportation expenses include travel by train, bus, rental car, use of personal vehicle, parking fees, and tolls.

Employees must use the most economical mode of ground transportation. The University does not pay for superfluous sources of transportation, for example, a luxury rental car or Uber upgrade. The University also does not pay for rental car insurance, loss or theft of personal funds or property, auto repairs, mileage for rental cars, parking ticket and traffic violations, and personal vehicle maintenance.

#### Rental Car

The University pays for the cost of the rental car and fuel used in the rental car.

Employees must apportion business and personal usage when a car is rented for a period of time that includes personal use. Only usage during the period of time the driver was conducting University business will be reimbursed.



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### Personal Vehicle

Employees using their personal vehicle can request reimbursement for either the mileage driven for business purposes or actual vehicle expenses (i.e. fuel), but not both. Mileage eligible for reimbursement includes all business-related mileage incurred by the employee at the request of the University. Employees using their personal vehicle will be reimbursed at the Internal Revenue Service approved rates at the time travel is reimbursed. Normal commuting miles do not qualify as reimbursable expenses. Employees using their personal vehicles for University business purposes are required to maintain automobile insurance at the minimum standards required by California law.

Employees receiving monthly automobile allowance or who have access to use a University owned vehicle are not entitled to mileage reimbursement.

### **VI. OTHER EXPENSES**

The University will pay for other necessary and reasonable employee expenses directly connected with University business conducted at places other than their office.

The University does not pay for the following:

- 1) Expenses related to employee family members;
- 2) Alcoholic beverages; including at meals with guests or visitors of the University;
- 3) Credit card fees (annual dues, delinquency fees or finance charges);
- 4) Personal expenses incurred while on a business trip i.e. medication, personal entertainment, reading materials, souvenirs or personal gifts.

Any exceptions to this policy require prior written approval by the University President and must be presented to the Business Office with the supporting documents. Approvals may not be acquired after the expense has incurred.

### **VII. PROCUREMENT EXPENSES**

When a prospective employee is requested to travel for an employment interview, the individual may be reimbursed for travel expenses in the same manner as a CHSU employee.



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### VIII. RELOCATION EXPENSES

Please refer to the CHSU Relocation Expenses Policy regarding relocation expenses.

### IX. REIMBURSEMENT PROCESS

It is the responsibility of the employee and Supervisor to ensure all expenses are appropriately documented, authorized and properly allocated to the correct department budget.

It is the responsibility of the Business Office to ensure all University funds are used in a reasonable and prudent manner and only for activities related to the success of the University's mission.

To satisfy the "adequate accounting rules" with respect to travel, entertainment, or other business expenses, employees must submit information related to the expense incurred in order to identify and support the business purpose. All expense reimbursements must include the following details:

Who: names of the individual(s) in attendance

What: the nature of the expense (lunch, lodging, supplies, etc.)

Where: the location the expense was incurred

When: date(s) when the expense was incurred

Why: purpose of the expenditure (attend conference for professional development, business lunch meeting, etc.)

### X. TRAVEL AND EXPENSE REIMBURSEMENT FORM

All employees requesting reimbursements for business expenses must submit the Travel and Expense Reimbursement Form ("Reimbursement Form").

All claims for reimbursement must be submitted within a reasonable period, which the IRS defines as within 60 days after the expenses were paid or incurred. Expenses submitted after 60 days will not qualify for reimbursement.

To comply with University guidelines, all the following documentation must accompany each expense reimbursement form:

- a) Each transaction listed must state details of expense and have itemized receipt(s) attached.



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- i. See Appendix A for details on itemized receipts.
- ii. Receipts must be taped, not stapled, in an orderly fashion to an 8 ½" x 11" sheet of paper.
- b) An approved Travel Request Form.
- c) Reimbursement Form approved by the Supervisor or Budget Manager prior to submission to the Business Office. No employee may approve their own claim for expenses or reimbursement.

The Business Office will not process claims for reimbursement unless the Reimbursement Form is complete and ALL required documentation is included. The Business Office may deny expenses that do not adhere to this policy. In those cases, the Business Office will document the changes and return to the employee requesting reimbursement and supervisor for approval.

### XI. MISSING RECEIPTS FORM

If the original receipts have been lost, please follow the steps below:

- a) Contact vendor to obtain a duplicate copy of the receipt;
- b) If a duplicate copy cannot be obtained, the employee requesting the reimbursement must submit a Missing Receipts Form that contains details of the purchase and includes supervisor approval.
- c) Provide supporting documentation for the expense i.e. credit card statement reflecting the name of establishment, date expense incurred and total expense amount.
- d) This form should only be used in rare circumstances and continued missing or inadequate documentation may result in denial of the expense.

### XII. TRAVEL REQUEST FORM

All travel requests must be approved by employee's supervisor prior to booking or incurring any travel expenses (conference registration fees, hotels, flights, etc.) using the Travel Request Form. This form estimates total travel costs for each trip. It is your responsibility to be as accurate as possible in these estimates. A copy of the completed Travel Request Form should be routed through the appropriate administrator for processing and assistance, if needed, with booking of airfare, car rental and lodging reservations. For any questions regarding the Travel Request Form, please contact the Business Office.



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## APPENDIX A

### ITEMIZED RECEIPTS

An itemized receipt will contain ALL of the following pieces of information:

- 1) Business name
- 2) Address/phone number
- 3) Date of purchase
- 4) Description of item(s) purchased
- 5) Price of each item purchased
- 6) Total amount of bill, including tax and tip
- 7) Method of payment (may be on second receipt)
- 8) Total charge if different

<b>1) Business Name</b>	The Smoke Shop BBQ 1 Kendall Sq. Bldg 100 Cambridge MA 02139 617-577-7427
<b>2) Address/phone number</b>	
<b>3) Date of Purchase</b>	/2016 8:18 PM 10031
<b>4) Items Purchased</b>	Fountain Soda 3.50 Texas Style Brisket Plate 20.00 Corn Bread Burnt Ends Plate 20.00 Small Bacon Collards BBQ Chicken Thigh Plate 18.50 Side Buffalo Mashed Side Pit Beans The Wings Plate 18.50 Corn Bread Rib Plate 22.00 Side Pit Beans
<b>5) Price of Items</b>	
<b>6) Amount of Bill</b>	Subtotal 102.50 Tax 7.18 Total 109.68 Balance Due 109.68
<b>7) Payment Method</b>	OOOB Server: ALYSSA T Rec: 17 02/27/15 12:54, Swiped. T: 31 Term: 2 CARRABBA'S ITALIAN GRILL 683 University Parkway Orem, UT 84097 (801)765-1222 MERCHANT #: CARD TYPE ACCOUNT NUMBER MASTER CARD XXXXXXXXXXXX5537 DO TRANSACTION APPROVED AUTHORIZATION #: 030796 Reference: 022701000008 TRANS TYPE: Credit Card SALE
<b>8) Total with tip</b>	CHECK : 124.24 TIP : 20.00 TOTAL : 144.24

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- Policy Owner: Chief Financial Officer
- Effective Date: 11/01/2017
- Revised Date: 12/18/2019
- Approval by Provost Date: 1/08/2020
- Approval by the President: 1/08/2020
- Responsible: Chief Financial Officer
- Accountable: Business Office
- Consulted: Chief Financial Officer, President, Legal
- Informed: CHSU Community