



California Health Sciences University

CHSU TRAVEL AND EXPENSE REIMBURSEMENT POLICY

I. POLICY STATEMENT

- A. This policy summarizes the expense reimbursement policy and process for employees of the University.

II. EXPLANATION OF REIMBURSABLE EXPENSES

- A. In the normal course of business, it is necessary for employees of the University to travel, entertain or incur other business expenses on the University's behalf. In incurring these expenses, employees generally spend their own funds or use personal credit cards and, therefore, are entitled to request for reimbursement. Employees may also incur automobile mileage while using their personal automobile.
- B. The purposes of the University's policies on reimbursement of business expenses are 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 nor lose personally because he or she has incurred business expenses.

III. RESPONSIBILITIES OF EMPLOYEES

- A. It is the responsibility of the employee who is receiving the reimbursement to ensure that allowable costs are charged to the appropriate University colleges, departments and accounts. The employee must also obtain all proper approvals and submit the Travel and Expense Reimbursement Form to the Accounting Department with complete supporting documentation.
- B. All claims for reimbursement must be submitted within ten (10) days subsequent to the month end for which the expenses were incurred.
 - 1. Supporting Expense Documentation:
Claims should include all required information to comply with Internal Revenue Service Guidelines. These guidelines require claims to be supported with the 5W's:
 - a) Who: names and employers of the individuals entertained
 - b) What: the nature of the expenditure (lunch, hotel, supplies, etc.)
 - c) Where: the location the expense was incurred
 - d) When: date(s) when the expense(s) were incurred
 - e) Why: purpose of the expenditure (attend conference, business lunch, etc.)



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2. In addition, receipts must be affixed (taped, not stapled) in an orderly fashion to an 8 ½" x 11" sheet of paper as support for the claim(s) filed on the Travel and Expense Reimbursement Form or copies may be submitted. All supporting documentation/receipts must be itemized.
3. Reimbursement Request Forms must be coded and approved by the Department Chair or Manager prior to submission to the Accounting Department. No faculty/staff may approve their own claim for expenses or reimbursement. The Accounting Department will not process any claims for reimbursement unless the Reimbursement Form is appropriately approved and includes appropriate supporting documentation.

IV. TRAVEL EXPENSES (CENTRALIZED TRAVEL BOOKING)

- A. All travel requests must be approved as early as possible prior to the travel/event dates. All employees must submit a Travel Request Form to their department chair or manager for approval. Travel Request Forms should include all known and estimated costs for travel. These costs include conference registration dues, estimated travel, lodging, meals and incidentals.
- B. When University business requires that an employee travel out of town, all approved Travel Request Forms must be submitted to the Executive Assistant to the President for booking of airfare, car rental and lodging reservations. Employees should use the least expensive travel alternative whenever possible or practical.
- C. Personal expenses incurred on a business trip are not reimbursable. Expenses of spouses and family will not be reimbursed by the University and should not be charged on the same receipts as the University employee.
 1. Airfare:
 - a) Flights will be arranged in the most economical manner by the Executive Assistant to the President and must be purchased at least 21 days in advance. Airfare booked by the University will be for economy/coach only.
 2. Mileage:
 - a) Claims for mileage reimbursement must be made on the Travel and Expense Reimbursement Form. Applicable business mileage will be reimbursed at the Internal Revenue Service approved rates at the time travel is incurred.
 - b) Employees receiving monthly automobile allowances or who have a University owned vehicle are not entitled to mileage reimbursement.



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- c) Mileage eligible for reimbursement includes all business related mileage incurred by the employee at the request of the University. Mileage to and from work originating from the employees principal residence is not business mileage.
 - d) Faculty/staff members using their personal vehicles for University business purposes are required to maintain automobile insurance at the minimum standards required by California law. Risk of loss to the employee's personal vehicle is to be borne entirely by the employee or as otherwise provided by law.
3. Lodging:
- a) Reservations for overnight accommodations will be made by the Executive Assistant to the President at an establishment where a corporate rate is available for the University. It is expected that reasonable and economical accommodations be used and should be made far enough in advance to take advantage of conference hotel rates.
4. Meals during Travel:
- a) The cost of meals (breakfast, lunch, & dinner) while on an overnight trip out of town on University business will be reimbursed to the extent the amounts are reasonable considering the circumstances of the travel location. There is a maximum reimbursement per day of \$60. If you are out of town on business for a partial day, the maximum daily reimbursement is \$35 per day.
 - b) This policy is not intended to be a per diem allowance. As with other business expenditures, receipts are required to support actual expenses incurred.
 - c) The University does not reimburse faculty/staff for alcoholic beverages. Receipts submitted for business meals while on an overnight trip should not include any alcoholic beverages. Total reimbursement request must match receipt total.
5. Incidentals:
- a) The cost of any incidentals while on an overnight trip out of town on University business will be reimbursed to the extent the amounts are reasonable considering the circumstances of the travel location. These items will normally be such things as tolls, taxi fares, parking lot fees, baggage fees, etc.
6. Meals and Entertainment:
- a) The actual cost of meals and entertainment to the extent they are reasonable and related to University business will be reimbursed. These expenses are subject to the documentation standards described elsewhere in this policy. The cost of a meal at a pre-approved professional society or civic organization will be reimbursed.



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V. OTHER EXPENSES

- A. The University will fully reimburse employees for other reasonable expenses directly connected with University business conducted at places other than their office. These items will normally be such things as business related supplies, tolls, taxi fares, rental cars, parking lot fees, business related communications, etc.
- B. Other expenses such as seminars, education classes, periodicals and miscellaneous business related expenses are to be approved by the appropriate manager or supervisor.

VI. MISSING OR INADEQUATE DOCUMENTATION

- A. When the original receipts have been lost or cannot be obtained, the employee requesting reimbursement must submit a Missing Receipts Form with other documentation that may support the validity of the expenses. Other supporting documentation may be a credit card statement reflecting the name of establishment, date expense incurred and total expense amount. Repeated missing or inadequate documentation may result in denial of the expense.

VII. CHECK RUN DATE

- A. CHSU checks are printed on the 10th and 25th of each month. If the 10th or the 25th falls on a weekend or holiday, the check run will take place on the closest workday to the check run date.
- B. Reimbursement requests submitted to the accounting department by the 5th of the month will be included in the check run on the 10th. Similarly, reimbursement requests submitted by the 20th of the month will be included in the check run on the 25th.

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- Policy Owner: Finance
 - Effective Date: 11/01/2017
 - President Approval Date: 11/01/2017
 - Provost Approval Date: 11/01/2017