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# EXPENSE & TRAVEL GUIDELINES

Philosophy and Review Procedures:

Roanoke College has prepared this policy to provide broad guidelines for the reimbursement of business expenses. Guidelines cannot replace judgment, interpretation and analysis of individual situations.

The College requires all employees to read the entire expense policy and by submitting expenses for reimbursement, agree to the following procedures.

* 1. Guidelines
* The intent of these policies is to establish a consistent basis for employees when they have to expend personal funds for Roanoke College expenses
* This policy is intended to evolve to meet changing requirements of auditors, the IRS, and internally
	1. The purpose of the guidelines are:
* To be fair and equitable. An individual working for the College should neither gain nor lose personally because he or she has incurred reasonable business expense. Individuals incurring similar expenses are to be reimbursed or not reimbursed consistently throughout the College.
* To be responsible and prudent in spending the College’s funds. A reasonable approach is to spend the money as if it were one’s own.
* To ensure proper documentation is maintained by the College to support both internal and external standards required.
	1. Expense reports will be reviewed to ensure compliance with IRS regulations and

prudence in incurring expenses on behalf of the College. A review will be done as a management or “propriety” review of the necessity for incurring the expense and will be conducted by the budget officer for that department. A review will be done by the Business Office and consist of an “accounting” review for compliance with College policy and documentation requirements.

* 1. Employees submitting expense reimbursements must follow College policies

regarding reimbursements. If submissions are not in accordance with College policies, they are to be returned to the employee for correction.

TRAVEL POLICY

2.01 Employees are required to submit complete and accurate expense reports in a

 timely manner. The College reimburses employees for appropriately authorized,

 reasonable and documented business expenses. Expenses should be generally

 submitted no later than **ten business days from the return date** to ensure that

 charges are billed and reported within the College’s financial system.

2.02 Compliance is the responsibility of each individual. The College acknowledges

 that there may be extreme circumstances when an employee’s expense report

 might be late in being filed and an explanation **must be included** on the report

 form. Repeated noncompliance with the College’s policy by an employee will be

 elevated to the appropriate senior level for consideration of the issue.

2.03 Reimbursable expenditures must be supported by documentation (see Section

 2.04) attached to the expense report. The documentation should be presented in an

 orderly fashion. The preferred method is to tape the receipts in chronological order

 to one or more sheets of standard 8-1/2 x 11 paper and to include explanations in

 the margins. In all cases, there must be a clear trail from the receipted amounts

 claimed on the expense report.

2.04 The Internal Revenue Code (IRC) **requires** that reimbursable expenditures be

 supported by adequate records which clearly establish that they were (i) ordinary

 and necessary; (ii) reasonable in amount; and (iii) incurred for a valid business

 purpose. In order to meet the IRC requirements, the following criteria must be

 met to qualify for reimbursement:

* The identity of the vendor or supplier must be indicated.
* The business purpose for the expenditure must be stated.
* The identity and business relationship of others participating in the event (e.g. a business meal) covered by the expenditure must be stated.
* ORIGINAL receipts must be attached for all expenses. ORIGINAL itemized receipts must be attached (e.g. itemized hotel bills, airline passenger receipt coupons, automobile rental invoices, parking receipts and telephone bills, restaurant receipt) for all expense items in excess of $ 20.00. No receipts are required for mileage. (Mileage should include to/from information.) **Incomplete or non-itemized receipts are not accepted as valid documentation and normally will not be reimbursed.** If the original itemized receipt is not available, adequate proof of payment must be submitted (e.g. original credit card statement or copy of canceled check); if lost or employee forgot to retain the itemized receipt, the report must be signed and approved by the budget officer for that department. If the person requesting a reimbursement is the budget officer for that department, then approval by the Business Office in accordance with normal policy must be obtained.

2.05 The College may adjust or update this policy through cabinet approval at any

 time but must provide sufficient notification to employees.

###### TRAVEL AUTHORIZATION

Official business trips are defined as those, which are required for direct support of the Institution. When traveling on official College business, prior authorization must be obtained from the budget officer. When the traveler is the budget officer authorization should be obtained from the budget officer’s supervisor.

**TRAVEL ADVANCES**

Federal guidelines limit travel advances for lodging, meals and incidentals, (M&I) to $124.00 per day or $210.00 per day in specific regions. Roanoke College will review costs for lodging on a case-by-case basis. Meals and incidentals, (M&I), excluding transportation, will be limited to $100.00 per day. Cost for transportation must be reasonable based on purpose of travel.

Advances for Corporate Credit Card holders will be limited to the amount of M&I. If the lodging vendor does not accept a credit card for payment, a check request must be submitted payable to the vendor with proper documentation attached. If this is an advance for lodging, upon return of your trip, you will be required to submit a receipt from the vendor.

Travel Advance Request forms can be found and printed from the Business Office Forms web page. All sections of this form, including an authorized signature and account to be charged, must be completed and turned into the Business Office. **Travel advances will only be paid 30 days prior to travel date(s).**

If the form is properly completed when received at the Business Office, the budget account will be checked to ensure that funds are available, and a check will be issued and routed as specified on the request. If a department is authorizing a student to receive a travel advance, it is the department’s responsibility to apprise them of college policies on travel.

Travel - Expense Report (Expense Report) must be submitted to the Business Office within ten (10) business days following the completion of travel. Otherwise, advance payment will be viewed as a personal advance to the employee and will be payroll deducted**.** This is in accordance with federal IRS guidelines and Roanoke College policy.  **No personal reimbursements will be processed until any outstanding travel advances have been substantiated.**

**METHOD OF TRANSPORTATION**

Except for out of state travel, College vehicles should be utilized. When College vehicles are not available; the traveler will do a comparison cost of rental versus personal vehicle. The traveler will be reimbursed at the standard mileage rate established by Roanoke College for the use a personal vehicle. Current mileage reimbursement rate is $.45 per mile. However, all expenses resulting from mechanical failures, accidents or traffic violations are the personal responsibility of the vehicle owner. All personal injury and liability claims resulting from accidents will be covered by the owners’ insurance.

If personal vehicles are used for local trips a daily log must be kept, and a copy of the log must be submitted with the Travel - Expense Report. This log will give date, destination, purpose and total miles. This, also, should be completed and turned in to the Business Office within 10 business days of return from travel. If air travel is necessary, reservations should be made as far in advance as possible to secure reduced rates.

**TRAVEL EXPENSES**

The **Travel – Expense Report** is designed specifically to meet Federal regulations, which state that a daily record must be kept for proof of travel expenses.

**Detailed receipts are required for all expenditures. These must be attached to the Travel - Expense Report and must itemize expenses being reimbursed. An attempt must be made to obtain the original receipt. If the receipt is not available, then the Missing Receipt Disclosure form needs to be attached for each missing receipt (See Section 2.04).**

**When meals are above the daily M&I allowance an explanation must be attached to the travel form as well. This is to include, if possible, a detail receipt of the meal, number and names of people at table, as well as purpose of meal.**

Tips up to 20% of the total bill will be reimbursed, any amount above that will be paid by the traveler.

Official telephone calls may be reimbursed when it is necessary to incur such expenses while traveling. However, a log of such calls must be attached to the Expense Report for total calls in excess of $25.00 adding a brief justification for the call. Personal telephone calls should be limited to reasonable home check-ins.

Entertainment expenses will be reimbursed only when necessary for the complete support of Roanoke College. To meet IRS requirements (See Section 2.04), the following information must be included on the Expense Report:

1. Date of entertainment
2. Name of person(s) entertained
3. Time and place
4. Nature and purpose of entertainment

**The following items are normally to be considered personal, unless there is a business purpose and therefore, are not usually reimbursable expenses:**

* **Bar bills and other similar charges at the place of lodging**
* **Movie rentals**
* **Gift shop charges**
* **Pet Boarding and/or food/supplies**
* **Child care expenses**
* **Laundry and valet expenses will not be reimbursed unless the trip exceeds seven (7) days. (Exceptions must be documented and approved by the budget officer).**
* **Hotel Safe and room service charges must be explained on the expense report form or reimbursement will not be made. Examples of circumstances for room services are arriving late or traveling alone.**

When a spouse accompanies an employee on a College funded trip; the spouses’ expenses will be from personal funds, not Roanoke College funds. The spouses’ travel expenses are only reimbursable when it can be demonstrated that the spouse is performing an essential College function as approved by the appropriate budget officer or Vice President.

**Process Exceptions:**

Expense reports are to be submitted on the approved forms with proper documentation to the Business Office in the timely manner listed in the policy. If any exceptions apply to an expense report, it needs to be approved by the appropriate budget officer with explanation on the form. Then, it should be submitted to the Business Office for processing. The Business Office still reserves the right to question any expenditure for proprietary compliance with policies.

The following are examples of expense items that will not usually be acceptable under current college policies:

* On Travel - Expense Report, it will not be acceptable to declare $20 per meal everyday as we do not offer per diem allowances. The exception to this policy is May Term travel.
* Personal items are not reimbursable expenses. Examples includes, but not limited to: toiletries, alarm clocks, luggage, pet supplies, etc.
* Ensure that if you are traveling with another college employee that duplicate submissions of expenses are not submitted.
* Reimbursement of alcohol at off-campus events not catered by the college or not taking place in an establishment with a liquor license place the college in a situation of legal liability and therefore, cannot be reimbursed – the reasons for this requirement are as follows:
	+ When an event serves alcohol and is off-campus and not catered by the college, the alcohol beverage license of the college does not cover the event.
	+ Such events create a liability to the college that is significant – the college’s license requires oversight in the distribution of alcoholic beverages such that underage persons do not partake and an individual does not become intoxicated. The college’s staff is trained in this area but events held off campus do not include individuals with such training.
	+ Events taking place in an establishment with its own liquor license can be reimbursed if college related because the liability rests on the establishment and not the college.
	+ These issues have been discussed with our insurance administrators as well as representatives from the Virginia Alcohol Control Board and they concur with this position.