



MISERICORDIA UNIVERSITY

TRAVEL & MEAL EXPENSE REIMBURSEMENT POLICY

The following procedures provide general guidance to all employees when requesting advances and reimbursements for travel and meal related expenses while on University business. Since all possible circumstances are not expected to be covered, items of an unusual nature should be discussed in detail with the traveler's immediate supervisor prior to proceeding with formal travel plans and arrangements.

General Policy

Reimbursement and necessary advances will be made to employees based on reasonable and necessary travel and meal expenses associated with University related business only. The authority and responsibility to control and approve the travel of employees, and to set a maximum reimbursement amount per trip, rests with the appropriate department supervisor, budget manager, College Dean and/or Vice-President. Employees should address any questions with the appropriate individual(s) prior to securing any travel arrangements or commencing actual travel.

Claims for reimbursement must be approved by the appropriate individual(s) and submitted on the approved Travel Voucher form (see Exhibit A) to Accounts Payable within ten (10) business days of incurring the expense. Prior to and during travel, individuals must be certain to secure and retain all travel related receipts. Generally meals will be reimbursed based upon the University's per diem; however, certain instances requiring receipts are discussed in detail under Meal Allowance following.

Only those expenses within the University's approved policies and accompanied by appropriate receipts will be considered for reimbursement. Original and dated receipts documenting claimed reimbursements must be attached to all submitted Travel Voucher forms. Monthly credit card statements noting charges are not acceptable substitutes for itemized receipts.

Travel Arrangements

Travel arrangements including reservations for airlines, buses, trains and hotels are the responsibility of the traveling party. It is expected that travelers will exercise conservative judgment at all times in making travel arrangements. Airline reservations

are to be for a coach or economy seat as first class reservations are unallowable. Individuals should begin making arrangements as early as possible to take advantage of any available discounts.

When requiring use of a rental vehicle, a purchase requisition must be submitted to the Purchasing Office. Only compact, intermediate or mid-size cars should be selected for reservation. Should a private automobile be used during travel while on University business, the University will reimburse the traveler at the standard mileage allowance rate of \$.55 per mile. Travel must be by the most direct route possible unless prior written approval is received from the appropriate department supervisor and/or budget manager. Mileage is to be computed from the University, not the traveler's home, and supported by verifiable documentation such as MapQuest. In cases where travel is to a temporary workplace, such as evaluation of students in fieldwork placements, mileage can be computed from the employees' home to the temporary workplace. Individuals should consult with their appropriate department supervisor, budget manager, College Dean and/or Vice-President to determine the most reasonable mileage calculation.

The standard mileage allowance is in lieu of all actual automobile expenses such as fuel, lubrication, towing charges, physical damage to the vehicle, repairs, replacements, tires, depreciation, insurance, etc. In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile related expenses are allowed: tolls, ferries, bridges and tunnels. Traffic and parking violation expenses will not be reimbursed. Likewise the University will not reimburse employees for commuting expenses between home and the University.

Before using any University owned, rented or personal vehicle employees should become familiar with the University's Vehicle Policy. The policy is included in the University's Human Resources Policies and Procedures Manual under the section entitled Use of University Vehicles/Personal Vehicle on University Business.

Meal Allowance

The University has established a daily allowance (per diem) for meals, including tips, while away from home on University related business as follows:

Breakfast	\$ 7.00
Lunch	\$ 12.00
Dinner	\$ 25.00

No receipts will be required in support of the per diem on the Travel Voucher form.

On the dates of departure and return, the daily allowance only includes meals while away from home.

It is common practice for many out of town conferences to provide certain meals. The per diem(s) must be reduced for the meal(s) provided by the conference. A copy of the applicable conference agenda/registration is to be attached to the Travel Voucher form.

In the event a meal also includes charges for a business related associate, an itemized receipt, not simply a copy of the credit card charge slip, must be submitted for reimbursement. The names of individuals included at the meal along with a brief description of its business purpose must be documented on the back of the receipt as per IRS guidelines. In this case, the per diem rate associated with the meal being reimbursed cannot also be claimed.

Local travel is considered the same as a normal working day at the University. Therefore, meal charges incurred by employees are not reimbursable, unless the meal includes charges for a business related associate. In this case, an itemized receipt, not simply a copy of the credit card charge slip, must be submitted for reimbursement and include the names of individuals attending the meal along with a brief description of the meal's business purpose documented on the back of the receipt as per IRS guidelines.

Any meal expenses charged to a University issued purchasing card should be within the above per diem rates and must be deducted from the total reimbursement being claimed if the reimbursement claim includes request for the meal per diem. Likewise, any meal expenses included on a hotel bill being submitted for reimbursement must be deducted from the total reimbursement being claimed if the reimbursement claim includes request for the meal per diem.

In the case of any meals noted above not reimbursed through per diem, reasonable tips and gratuities included on the receipt are reimbursable. The tips and gratuities should not exceed 15% of the total charges.

Common Carrier Fares

Reimbursement will be made for necessary use of common carriers such as taxis and subways while traveling. Individuals should be sure to request a receipt for use in requesting reimbursement.

Disallowable Expenses

The following expenses will not be reimbursed:

- Personal entertainment
- Hotel movie rentals
- Alcoholic beverages
- Cost for family members and personal friends
- Cost or losses due to negligence or theft
- Travel or flight insurance

Travel Advances

Whenever possible, the University recommends the use of credit cards for the purchase of travel related goods and services. However, if needed, a reasonable travel advance may be requested for expenses while traveling out of town on University related business.

Requests for travel advances must be submitted via the Travel Voucher form at least ten (10) business days, but not more than fifteen (15) business days, prior to the scheduled travel period and include approval of the appropriate department supervisor, budget manager, College Dean and/or Vice-President. The travel advance must then be deducted from the total expenses claimed on the Travel Voucher form upon completion of the applicable trip.

Should the travel advance for a particular trip exceed the amount of actual expenses verified with appropriate documentation, the traveler must reimburse the University for the difference upon submission of the Travel Voucher form via check payable to Misericordia University.

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