

## Travel Expense Policy

### Overview

Staff will be reimbursed for reasonable and necessary expenses incurred during approved school-related travel.

Employees should seek the lowest reasonable travel expenses and be good stewards of the School's resources. As a guide for what is "reasonable," please refer to the GSA (U.S. General Services Administration) per diem website at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This site gives guidance on lodging and meal spending by location and time of year.

### Authorization and responsibility

Staff travel must be pre-approved by the employee's manager. Within 30 days of completion of a trip, the traveler must submit an expense reimbursement in Paycor, along with receipts.

### Vacation in conjunction with business travel

In cases where vacation time is added to a school-related trip, any additional costs in airfare, car rental, lodging, or other expenses related to personal time is not reimbursable.

### Travel Expenses/Procedures:

**Conference registration fees.** Conference registration fees can be prepaid with a credit card or check through the business office with a request for payment form. Business-related meals that are considered part of the conference can be paid with the registration fees.

**Airfare and rail transportation.** Travelers are expected to obtain the lowest available airfare or rail fare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

**Rental vehicles.** Travelers are approved to use a rental vehicle when needed. Travelers should decline rental vehicle insurance coverages, as FI has existing insurance in place for these coverages.

**Use of personal automobile.** Travelers may be reimbursed for use of their own vehicle, as long as they hold a valid driver's license issued within the United States and personal automobile insurance. The mileage rate applied is the IRS (Internal Revenue Service) published rate, contained in the Paycor expense reimbursement form.

**Lodging.** Travelers are expected to obtain the lowest available rate that reasonably meets business travel needs. Travelers are encouraged to book lodging at least 30 days in advance to avoid premium room pricing.

**Business meals.** Reasonable meal expenses will be reimbursed. Itemized receipts are required.

**Business expenses.** Faxes, photocopies, Internet charges, telephone calls, and similar expenses incurred while on school travel can be reimbursed. Itemized receipts are required.

**Miscellaneous transportation expenses:** Receipts are required for parking, tolls, taxi, bus, subway, metro, ferry and other modes of transportation if costs are \$25 or more for each occurrence.

### **Nonreimbursable Travel Expenses**

The following is a noncomprehensive list of items that are not reimbursable:

- Airline club memberships.
- Airline upgrades.
- Business class or first class flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the school-related business travel.

**Reimbursements.** The traveler is to submit their request for reimbursements of travel-related expenses in Paycor, accompanied by supporting documentation, within 30 days of completing the trip.