

# **Longwood University Foundation, Inc.**

## **Travel Expense Reimbursement Policy**

**Purpose:** This policy ensures that employee travel is consistent with the business objectives of Longwood University and Longwood University Foundation (“LUF”). It also ensures fair and equitable treatment of all employees by defining procedures for authorized business travel and guidelines for travel expense reimbursement.

### **Overview:**

- LUF follows Longwood University policies and State Travel regulations as closely as possible.
- A Request for Travel Authorization (RTA) must be obtained for all Longwood faculty/staff or students traveling on business for the University prior to travel, including travel paid for with Foundation funds.
- Employees should use good business practices when planning travel and making travel arrangements.
- Employee travel and the associated expenses will be authorized only in circumstances which are clearly consistent with the mission of the University and LUF.
- In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception signed by a Vice President or President.
- All reimbursement requests have the potential for review by internal and external auditors.
- All reimbursement requests are reviewed in detail for proper completion by the Foundation Accounts Payable Manager.
- Check Requests for reimbursement must be received by the Foundation in a timely manner (timely is defined as within 60 days from the last date of travel). The Check Request Form is available on the Foundation website under Forms.
- A properly completed Travel Reimbursement Voucher (TERV) must be attached to the Check Request Form. This form can be found under Travel Forms at <http://solomon.longwood.edu/finance/accounts-payable/travel/> under “After Your Travel”
- A receipt must be provided for each expense listed on the TERV.
- The Foundation does not pay per diem.

### **Reimbursable Travel Expenses**

- All reimbursements involving travel must include a properly signed and completed RTA and TERV.
- If State funds AND Foundation funds are being used to pay for travel, do not submit a Check Request Form requesting reimbursement until after the State portion has been paid. A copy of the TERV showing what was reimbursed by the State must be included with the Check Request Form. This is necessary in order to prevent duplicate reimbursement from State funds and Foundation funds.
- The Foundation does not provide Cash Advances for any purpose.
- The Foundation does not provide Wire Transfers for any purpose.

- A copy of the credit card statement does not take the place of a receipt.

#### Air and Rail Travel:

- Follow State Travel regulations as it relates to air and rail travel.
- Rates must not exceed those for tourist or coach class accommodations.
- When requesting reimbursement for air/rail fare:
  - a. prior to travel – a hard copy confirmation showing type of fare, including itinerary and cost.
  - b. after travel – a hard copy confirmation, including type of fare, itinerary & cost, as well as boarding passes.
- Charges for changes to tickets/reservations to accommodate personal comfort, convenience and taste are not reimbursable.
- Business class or First class fare may be used if it does not cost more than tourist/coach fare or if the difference is paid by the employee.
- Baggage fees – receipts must be included with the Check Request Form to be reimbursed.
- Additional fees for baggage weight limits are not reimbursable.
- The Foundation does not reimburse for Travel Insurance.

#### Taxi, Shuttle or other “for hire” transportation:

- Receipts for such expenses must be retained for submission with the Check Request Form.
- Charges for changes to tickets/reservations to accommodate personal comfort, convenience and taste are not reimbursable.
- A maximum tip of 15% of the taxi cab or shuttle service fare is reimbursable as a transportation cost.

#### Auto Rental:

- Follow State Travel regulations as it relates to auto rental.
- The reimbursement for auto rental must include a copy of the rental agreement showing the rental amount.
- The Foundation does not pay for additional insurance on auto rentals.
- Rental cars should be refueled prior to returning the vehicle. Reimbursement will be based on fuel used and receipts provided. The Foundation will not pay for fuel purchased as a result of a “Fuel Agreement”.

#### Tolls and Parking:

- A receipt for tolls and parking must be included for reimbursement. Any Check Request Form received without receipts will not be reimbursed.
- If an EZPass/SmartTag is used to pay tolls, a copy of the statement showing those tolls must be included with the reimbursement request. This statement can be obtained from the EZPass website at [www.ezpassva.com](http://www.ezpassva.com).

#### Mileage:

- A state vehicle should be used whenever one is available.

- Employees are permitted to use their personally owned automobile when a State vehicle is not available, or when the use of a personally owned vehicle is cost-beneficial to the agency.
- Employees electing to use their personal vehicle as a matter of convenience or by choice will be reimbursed for mileage at the lowest rate of \$0.246/mile.
- If a personal vehicle is used due to Cost Beneficial to State as described in State Travel Regulations, the Trip Calculator must be used and attached as documentation for the reimbursement. If the trip calculator indicates it is cheaper to rent a vehicle, the traveler's choice rate will be used as reimbursement. The Trip Calculator is available at <http://www.dgs.virginia.gov/OfficeofFleetManagementServices/TravelPlanning/tabid/170/Default.aspx>
- In most instances, use of a personally owned vehicle will result in the traveler's choice rate being used as reimbursement.

#### Lodging:

- Follow State Travel regulations as it relates to lodging.
- When requesting reimbursement for lodging, a detailed billing of the lodging expenses must be submitted with the Check Request Form. The Foundation will only reimburse for the room, surcharges and related taxes associated with the lodging.
- Additional personal expenses such as movie rentals, dry cleaning, etc will not be reimbursed.
- Telephone calls, faxes and internet service: The Foundation will reimburse telephone calls, faxes and internet service used for business purposes only. A written explanation must be provided with the reimbursement request in order for these expenses to be reimbursed by the Foundation.
- Lodging cancellations: it is the responsibility of the employee to cancel hotel reservations within the hotel cancellation policy time frame. Fees assessed due to the employee's failure to properly cancel are not reimbursable by the Foundation.
- No shows – the Foundation does not reimburse for lodging due to “no shows”.

#### Business Meals – Farmville area:

- The Foundation does not pay per diem.
- A properly completed RTA authorizing the meal must be obtained PRIOR to the expense being incurred. The RTA represents prior approval for the expense.
- The meal must involve a substantive and bona fide business discussion and proof of such must be included.
- An original itemized receipt must be included, not just the credit card receipt.
- All persons involved in the meal must be identified.
- Gratuities: See below.
- Alcohol: See below.

#### Business Meals – out of Town, including Travel:

- The Foundation does not pay per diem.
- A properly completed RTA must be included with the reimbursement request.
- The original itemized receipt must be included, not just the credit card receipt.

- If the reimbursement includes meals other than your own, that person(s) must be identified and the reason for the meal must be documented.
- Gratuities: See below.
- Alcohol: See below.

#### Gratuities:

- The gratuity must be calculated on the amount of the bill before sales tax.
- A maximum gratuity of 20% will be reimbursed.

#### Alcoholic beverages:

- Alcohol consumed by employees during business hours is not reimbursable by LUF. Business hours are considered to be 8 am – 5 pm.
- When traveling, one light alcoholic beverage with dinner is allowable. Departments may set stricter policies concerning reimbursement of alcohol. However, the Foundation must be aware of such policy to be enforced.
- Otherwise, alcohol must be paid for by the employee unless the employee's position warrants the charge being treated as a stewardship expense.

#### Conference Registrations:

- A copy of the conference registration is required.
- If the registration has already been personally paid, proof of payment is required.

**Non-reimbursable expenses:** If in doubt as to whether an expense is reimbursable, please call the Foundation prior to incurring the expense.

- airline club dues, rental car club membership fees
- in-room movies and other entertainment expenses
- fines for traffic violations, towing charges, other fees/fines due to employee negligence
- purchase of clothing and/or other personal items
- expenses for family, child, pet, home and property care while on a trip
- lost/stolen items
- travel expenses for children/spouse/companions
- ATM/Cash Advance fees
- Damage to personal vehicles, clothing, or other items
- Services to gain entry to a locked vehicle
- Entertainment expenses
- Travel Insurance (Personal injury or loss, trip interruption / cancellation, etc.)
- Expenses incurred due to trip extensions for personal reasons
- The use of Foundation funds to accommodate personal comfort, convenience, and taste is not permitted.
- Per Diem meals.

The above list is not all-inclusive. Travelers should use prudent judgment and remember that all travel expense accounts are open to the public and must be able to sustain the test of public review. If in doubt, please call the Foundation first.