Travel Expenditures Policy

I. GENERAL POLICY

A. General Policy

Travel by University personnel should be for necessary and reasonable travel expenses incurred for Official University business in accordance with established University policies stated herein. Individuals traveling on Official University business should exercise the same care in incurring expenses, as they would exercise in personal travel. The intent of this policy is that the reimbursement of travel expenses be fair and equitable to both the traveler and the University.

The individual departments of the University will make decisions regarding the use of travel funds. Travel policies, procedures, regulations and reimbursement rates apply to all University travel regardless of source of funds. University business travel is defined as any travel paid for, whether in advance or through reimbursement, out of a University of La Verne account, including grant and agency accounts. This policy also applies to non-La Verne employees whose travel is paid for by the University (e.g. students, recruits, consultants, speakers and other La Verne guests).

When travel is funded by a contract, grant or sponsored program, the use of travel funds will be governed by the more restrictive of grant, contract, program or University policies.

The Expense Report form that is located on La Verne’s website must be used to request travel expense reimbursement. Expenses that are submitted 90 days after the date the expense was incurred are not reimbursable. Forms must be properly completed with correct documentation and/or receipts attached in order to be processed. Expense Reimbursements for University Employees and Student Workers will be reimbursed through the Payroll Department, effective on the March 10, 2009 paycheck. To review the Expense Reimbursement Form Schedule, please visit http://sites.laverne.edu/accounts-payable/expense-reimbursement-schedule/. All other Expense Reports must be received in Accounts Payable by noon on Fridays in order to receive a check the following Friday.

B. Eligibility

All employees of the University, persons who are invited to the University or who are asked to travel for the University, students representing the University in intercollegiate athletics, scholastic competitions, and other University sanctioned events are eligible for travel reimbursement.
C. Limitations, Exceptions, and Authorizations

1. All travel must be authorized or approved in advance by the Department Heads, and/or the Program Director providing the funding for the travel.

2. The administrator responsible for the funds or budget must sign the Expense Report Form, authorizing the expenses. The immediate supervisor of the administrator incurring travel expenses will authorize his/her expense report.

3. University employees are offered the option to have airline ticket purchases through the University’s approved travel online/offline American Express Business Travel Program (AXO) which may be accessed at [http://sites.laverne.edu/treasurer/travel-services](http://sites.laverne.edu/treasurer/travel-services) (also see Schedule below). Airline tickets may be billed directly to the University through the direct billing feature in the AXO system. For training in the access and use of the AXO system, please contact the Travel Manager’s office at jstillwell@laverne.edu or extension 4522.

4. The cost of commercial air fares for University business will be paid or reimbursed at the coach or economy class rate to the traveler, except when first-class service is the only service available between two points or when such accommodations are necessary for specified medical reasons. First-class air travel may be used for University travel purposes provided that the individual pays the incremental difference over the coach or economy class fare. Executive Vice President approval is required for first-class travel.

5. Costs in connection with the use of privately owned or rented aircraft are not reimbursable. The University insurance policy specifically excludes coverage for persons who are acting as "pilot, operator, or member of crew" of private or rented aircraft. Persons traveling on such aircraft are considered to be on personal business and the University disclaims any responsibility for loss thereof.

6. As a general policy, expenses attributable to spouse travel are not reimbursable. Prior written approval for specific trips must be obtained from the Executive Vice President. In order to be approved, these situations must meet the bona fide business criteria provided for by the IRS regulations and may result in taxable income to the employee.

7. Conference registration fees must be paid in advance whenever possible. The Check Request Form must detail the name of the attendee, date, location and the title or name of the conference. Attach copies of conference agenda/materials to your request.

8. Cancellation - When a trip is canceled after the ticket has been issued, the traveler must immediately notify the AXO online or offline reservation office that issued the ticket (for contact information, please refer to contact information posted on [http://sites.laverne.edu/treasurer/travel-services](http://sites.laverne.edu/treasurer/travel-services)). Service fees incurred in the normal course of doing business are reimbursable. Fees
incurred by the traveler through negligence, personal choice, or carelessness of the traveler are not reimbursable.

9. Commuting expenses to your place of employment are not a reimbursable travel expense. Mileage reimbursement requests for travel on weekends or holidays to your place of employment are not allowable. Under certain criteria, La Verne-RCA part time faculty may be eligible to receive a travel stipend (see Schedule of Rates). All such payments will be processed as part of the part time faculty teaching contract, through the Payroll Office.

10. Mileage reimbursements to attend campus events of ceremonial and collegial nature (University retreats, Town Meetings, Service Awards, Graduation and Hooding Ceremonies) are allowable. It is encouraged that Off-campus sites make use of the carpool to attend these functions.

11. Reimbursement for toll bridges or toll freeways is limited to business travel only. Regular employees whose commute requires the use of a toll bridge or freeway may not be reimbursed.

12. Alcoholic beverages are not reimbursable.

13. The President, Provost, Executive Vice President, Associate Vice President of Finance, and Associate Vice President and Treasurer of the University administer exceptions to these travel policies and procedures.

II. LOCAL TRAVEL

A. General Information

Local travel is defined as travel within the home community of the traveler's place of employment.

When University business requires an employee or University representative to travel extensively in the local area; reimbursement for business expenses related to local travel may be authorized.

B. Reimbursement

1. On-campus travel is not reimbursable.

2. Local travel consistent with the criteria noted above may be reimbursed as follows:
   a. Transportation: Reimbursement will be based upon the University mileage rate (see Schedule of Rates). Sufficient detail should be documented on the Expense Report Form to support mileage being reimbursed.
   b. Meals: Reimbursement will not be made for meals taken in the local area except when attendance at a meal is necessary for participation in a conference or meeting. Business reasons for the exception must be stated and receipts are required in all instances. Meals with other University staff are not
reimbursable. Occasional meals for committee meetings with other La Verne staff may be authorized.

c. Lodging: Reimbursement will not be made for lodging in the local area. However, employees whose home offices are elsewhere in the state (at least 90 miles from the local area) are eligible for meals and lodging in the local area. A supervisor may authorize lodging for conferences within the local area of an employee's workplace, if the employee's presence at an early morning meeting or function is deemed necessary to conduct University business, as well as taking into consideration the distance of the employee's residence from the conference site and the traffic conditions to travel to the site.

3. Reimbursement for local travel will continue to be made by submission of an Expense Report Form. As a guideline, travel reimbursement forms should be submitted no less than quarterly or when expenses total a minimum of $25. Expense submitted that are over 90 days old are not reimbursable.

III. DOMESTIC TRAVEL

A. General Information

In-state travel is defined to include travel for which the destination is outside the local area but within the state of California.

Out-of-state travel is travel for which the destination is outside the state of California but within the United States, including Alaska.

When University business requires an employee or University representative to travel within the United States; reimbursement for business expenses related to the travel may be authorized.

B. Limitations, Exceptions and Authorizations

1. All travel must be authorized or approved in advance by the Department Heads, and/or the Program Director providing the funding for the travel.

2. The administrator responsible for the funds or budget must sign the Expense Report Form, authorizing the expenses. The immediate supervisor of the administrator, or someone administratively senior to the traveler incurring travel expenses, will authorize his/her expense report.

3. The original authorized Expense Report Form, along with original receipts and justification for the expenses should be submitted to the University's Accounts Payable Department. This form provides evidence that the traveler is on University business and may be critical in the event of an insurance claim, worker's compensation claim or other litigation.
C. Transportation

1. Air Travel
   a. Air travel must be at the lowest available airfare, which is defined as travel in coach or economy class. First or business class travel for medical reasons is allowed on an exception basis when the Executive Vice President approves a separate written justification prior to booking.
   b. Travelers may travel on weekends, utilizing excursion fares, if the cost savings for the fare exceed the additional lodging costs. This must be documented on the expense report.
   c. When travel is by rail or personal vehicle, the fare or mileage reimbursement may not exceed the cost of the lowest available airfare.
   d. Taxi, shuttle, bus and limousine services incurred in connection with authorized travel by common carrier are reimbursable. Expenses are allowable only for travel related to business. For example, taxis between an airport and hotel are allowable; taxis from a hotel to a restaurant to eat a meal, or taxis for sightseeing trips are not allowable.
   e. Use of helicopter taxi service or costs in connection with the use of privately owned or rented aircraft are not reimbursable.
   f. Travelers must use the most economical airport parking facilities available within reason, which are normally the airport long-term lots.

2. Personal Vehicles
   a. When it is appropriate within the guidelines of this policy for an individual to use a privately owned vehicle for University business, the University will reimburse the person at the established University rate per mile (see Schedule of Rates).
   b. Expenses for gasoline, oil, repairs, towing, etc. are included in the mileage allowance, and cannot be reimbursed separately.
   c. Expenses for parking fees and tolls may be claimed for reimbursement for business travel only. The University does not reimburse tolls for regular employee commute to work.
   d. When traveling by personal vehicle, the total transportation expenses reimbursed, including meals and lodging, should not exceed the cost of the most economical public air transportation fare. The dollar value of work hours lost while en route should also be factored into the cost of automobile travel.
   e. Mileage payments are calculated from the distance between the destination and the employee's residence or official workplace, whichever is less.
   f. Employees must carry their own comprehensive and collision auto insurance in amounts adequate to protect them from
financial consequences of accidents. Auto repairs due to accidents are not reimbursable.

3. Rental Vehicles
   a. An employee who finds it necessary to rent a car while traveling on Official University business may be reimbursed. Enterprise Rent-A-Car is the University’s preferred provider and may be booked through the AXO system and directly billed to the University. The business purpose for use of a rental car must be clearly documented on the Expense Report Form. The department head's signature on the form constitutes approval for the traveler to rent a car.

   b. Normally, car rentals are allowed only when employees are on travel status away from their workplace. The Executive Vice President's office may grant exceptions to allow employees to rent cars while at their workplace for unusual circumstances.

   c. The use of a rental vehicle is limited to situations where commercial transportation facilities either are not available or their use is impractical. Justification for the expense of car rental as compared with other transportation must be documented (based on comparable total cost, availability, and functionality for the intended business use).

   d. Any La Verne employees and students, while on official business of the University in the United States should decline the Collision Damage Waiver (CDW) insurance and Liability Damage Waiver (LDW) insurance offered by rental car agencies. For insurance reasons a car rental agreement should include the name of the University in addition to the name of the traveler.

   e. The University will reimburse the traveler for the actual cost of renting a compact or economy size car. If justified, a full-size car rental may be reimbursed for (e.g. three or more travelers are traveling together in the same vehicle).

   f. Employees are reminded that it is their responsibility to refuel a rental car prior to returning it to the agency. Rental car agencies charge excessive amounts to refuel a returned vehicle, so whenever possible it is encouraged that a vehicle is refueled before turning it in.

   g. Mileage reimbursement may not be used with rental vehicles. The University will only reimburse the actual business use portion of fuel purchases with original receipts.

D. Lodging

1. The traveler may be reimbursed for lodging, while on University business and when away from home for one night or more.
2. Lodging rooms should be single rate with hotel or motel original receipts. If two or more travelers share a room, and the other occupant(s) is not an employee, the single room rate should be submitted on the expense report.

3. The traveler or the traveler's department makes lodging arrangements either directly or through the AXO system. The traveler is responsible for confirming or canceling reservations and for obtaining refunds if reserved accommodations are not used.

4. The name and location of each hotel or motel, along with the business purpose, and original invoice or receipt must be submitted with the Expense Report Form.

5. Lodging for meetings, seminars, and conferences within the vicinity (90 miles of your place of business or home) are not reimbursable. However, employees whose home offices are elsewhere in the state are eligible for reimbursement for meals and lodging.

E. Meals

1. Meal expenses are reimbursable only for overnight, official business travel outside the traveler's official workplace.

2. The maximum meal allowance per day is $40 (See Schedule of Rates).

3. Regular meals within commuting distance of your place of employment are not reimbursable. Employees engaged in constant, daily routine business travel are not reimbursed for meals.

4. Meal expenses not involving an overnight stay are not reimbursable unless documentation supporting the reimbursement clearly establishes that the meal is taken during overtime work periods or for Official University business reasons. To be eligible for reimbursement, such meals must be considered essential to the University's operations, and a business necessity.

5. Meals are reimbursed only if they are "directly related" or "associated" with the active conduct of University business and must be shown as such on the Expense Report.

   Definitions:

   **Directly related:** a University business meal is directly related when the principal purpose is the promotion of the University of La Verne and/or fostering positive University relations.

   **Associated:** A meal to develop goodwill or foster University relations is considered to be "associated" with the conduct of University business and is reimbursable if it precedes or follows a substantial and bona fide business discussion.

6. Meals consumed while teaching for the University are not a reimbursable expense.
7. Meal reimbursement will not be made for meals taken close to your workplace except when attendance at a meal is necessary for participation in a conference or meeting. Business reasons for the exception must be stated and receipts are required in all instances.

8. Meals with other University staff are not reimbursable. Occasional meals for committee meetings with other La Verne staff may be authorized, with proper documentation.

9. Alcoholic beverages consumed by you or others are not reimbursable. The only exception to this rule applies when a University designated official incurs an expense on behalf of a La Verne Board Member or a donor. Proper documentation and receipts are required for reimbursement.

F. Other Travel Expenses

1. Reimbursements for official telephone calls, facsimile transmissions, duplicating and printing, and postage paid for by the traveler, are reimbursable expenses. The name of the parties, business purpose, and points between which the calls were made must be stated to document the business necessity of the expense.

2. Tips for taxi or limousine service, up to 10% of cost, are reimbursable. Tips for restaurant meals are reimbursable between 15% to 20% of the meal cost and are included as part of the $40 per day maximum. A receipt must be provided.

3. Tips for lodging limited to $2 per occupancy (not per night) are reimbursable.

4. Fees and charges for excess baggage are reimbursable only when the traveler is transporting University materials, such as computers, equipment, class material, etc. The amount reimbursable for baggage handling tips is actual out-of-pocket cost limited to $1 per bag.

5. The cost of laundry, dry cleaning, and pressing services utilized away from home is reimbursable when the business trip exceeds six days.

6. It is the University's policy to reimburse the traveler for all reasonable and necessary University related business expenses. Expenses specifically non-reimbursable are those which:
   - Lack required documentation;
   - Demonstrate no clear University business purpose;
   - Are unreasonable as to the amount;
   - Are not actually incurred;
   - Paid to individuals or vendors for services rendered.

7. Expenses for personal necessities and entertainment are not reimbursable. Examples of non reimbursable expenses include:
   - Lost or stolen articles;
   - Alcoholic beverages;
   - Excessive meals and lodging;
• Damage to personal vehicles, clothing, or other items;
• Expenses related to accident or injury while the employee is not on official business;
• Towing charges;
• Expenses related to the personal negligence of the traveler, such as fines;
• Personal entertainment expenses;
• Expenses for children, spouses, and companions while on travel status;
• In-room movies or video games charged to hotel bills;
• Personal memberships and health club charges;
• Floral or other arrangements for University staff;
• Decorative furnishings and plants for offices.

G. Entertainment Expenses

Expenses incurred for ordinary and necessary business entertainment including, but not limited to, food, beverages (non-alcoholic), refreshments, social and recreational activities may be reimbursed. All such expenses should be clearly documented with the business purpose, and names and titles of persons entertained.

Business entertainment at the University of La Verne is defined as one or more of the following:

1. Payment for meal(s) of prospective donors, new students, parents, prospective staff members, alumni, trustees, and vendors.
2. Payment for meal(s) and other related expenses as an assigned representative of the University to local organizations, Chambers of Commerce, United Way, etc.
3. Participation in charity events as an assigned representative of the University.
4. Catered luncheons/dinners for LA VERNE employees if such event is an occasional multi-departmental or University wide recognition/award event (e.g. Faculty and Staff Awards Luncheon, Rideshare Breakfast, Commencement Committee "Thank You" BBQ, Administrative and Classified Picnic, etc.).
5. Personal payment by a Senior Management Team member for similar type recognition events at off campus locations, where University catering is not available.
6. Staff or departmental lunches associated with a working retreat (e.g. RCA coordinator's retreat, Faculty Retreat, etc).
7. Refreshments for University wide events (e.g. Retirement, Social, Town Meetings, etc.).
8. Refreshments for occasional departmental staff meetings or committee meetings.
9. Payment for meals for departmental celebratory type of events (e.g. Christmas). One event per person, per department, per year.

H. Recruitment Expenses

Employee recruitment (full time) is considered Official University business. Therefore, reasonable expenses incurred by prospective employees or University employees who are directly involved in the recruitment process are reimbursable. Generally, guests or spouses of prospective employees are not required to be present during the recruitment process and their expenses are not reimbursable. However, the inclusion of the prospective employee's spouse only, at a meal is allowable, for Senior Management and Full-time Faculty positions. Expenses of University employees' spouses involved with the interview process are not reimbursable.

The University will reimburse the necessary and reasonable travel and lodging expenses of a prospective employee. Travel expenses of the guests or spouse of a prospective employee are not reimbursable.

I. Relocation Expenses

All or part of moving expenses may be authorized for new faculty and senior staff employees when the offer of paying these expenses is a factor in attracting highly qualified candidates. Payment of moving expenses for under $3,000 must have prior approval by the appropriate Dean or the Vice President. Moving expenses for over $3,000 must have prior approval of the Provost, Executive Vice President or President.

When an offer is made to pay moving or relocation expenses, a letter of authorization and information on the University's policies and procedures should be sent to the new employee at the time employment is accepted. A Moving Expense Reimbursement Information request form, signed by the employee and authorized by the University, along with a Check Request Form or Purchase Requisition Form (if paying a vendor directly), or Expense Reimbursement Request Form, and all original receipts should be forwarded to the Treasurer's Office. This enables the University to conform to Internal Revenue Service reporting and/or withholding requirements on Moving Expenses.

J. Travel/Cash Advances

Regular full-time faculty and staff of the University of La Verne, who are traveling on University business, may be eligible for travel advances, if following normal expense reimbursement procedures would cause financial hardship for the traveler.

Travel advances may be obtained by completing a Check Request Form, and submitting it to the Accounts Payable Department for processing. Documentation regarding dates (travel start and return dates) and
business purpose of the travel, along with a supervisor's approval is necessary on all travel advances.

No advances will be issued to cover conference registration fees or hotel deposit fees. These fees should be paid in advance through either the Check Request Form or the Purchase Requisition/Order Form.

No advances will be issued for stipends, honorariums, wages, or consulting fees.

The repayment of travel advances is the responsibility of the traveler. All travel advances are due no later than 15 days after the date the trip is completed (return date). Due dates may be extended upon approval of a written request submitted to the Accounting Office prior to the original due date. Remittances of travel advances can be made with either a personal check or with the remaining cash.

A past due advance must be settled before an employee is eligible for additional advances. Failure to promptly repay a travel advance may result in the traveler incurring taxable income for the outstanding amount. Failure to respond to repeated contacts by the Accounting staff to clear a travel advance will also result in the forfeiture of the privilege of receiving future advances.

IV. FOREIGN TRAVEL

A. General Information

Policy and procedural statements as defined in this handbook apply to foreign travel. The Vice President responsible for the division must authorize all foreign travel in writing in advance of departure.

B. Reimbursements

1. Reimbursement for foreign travel will be made on a "lodging-plus per diem system" in accordance with the U.S. Department of State per diem rates. Per Diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE). Foreign countries (and localities within those countries) are assigned a daily rate by the U.S. Department of State. These rates are subject to change on a monthly basis. Rate information is available from the U.S. State Department web site at http://aoprals.state.gov (select foreign per diem rates) or you may contact the Treasurer's office for official rates.

2. Lodging includes expenses for overnight sleeping facilities. The term "lodging" does not include accommodations on airplanes or trains. Rather, these expenses are classified as transportation. Actual lodging expenses (single occupancy) are reimbursed up to the published maximum.
3. M&IE includes all charges for meals and related tips and taxes; laundry; cleaning and pressing of clothing; fees and tips to porters, baggage handlers, and hotel maids.

4. M&IE are computed on a daily basis with the day divided into four quarters. They are:

   12:01 a.m. to 6:00 a.m.
   6:01 a.m. to 12:00 p.m.
   12:01 p.m. to 6:00 p.m.
   6:01 p.m. to 12:00 a.m.

   Times of departure and arrival must be listed in order to compute the allowable amount of M&IE per diems. For each quarter day that an employee is in travel status, one fourth of the applicable M&IE rate is allowable.

5. If a domestic layover is required for a foreign travel, lodging and meal expenses will be reimbursed based upon University policy and procedure for domestic travel.

6. All per diem requests for foreign travel should be on a Check Request Form. Dates and times for departure and arrival as well as the University business purpose, and the number of days and the per diem rates per day should be listed on the request. This is necessary to establish the correct quarter day allocation.

7. Traveler's checks, passports, and visa expenses for Official University business for foreign travel may be reimbursable. Vaccinations and medications required for entry to some countries are also reimbursable. Receipts are required.

**SCHEDULE OF RATES**

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th>REIMBURSEMENT RATE</th>
<th>RECEIPT REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Car Mileage</td>
<td>0.565 cents per mile</td>
<td>None; itemized business substantiation.</td>
</tr>
<tr>
<td>Rental Vehicle Gas</td>
<td>Actual Cost</td>
<td>Original receipt. Substantiation.</td>
</tr>
<tr>
<td>Bridge &amp; toll road</td>
<td>Actual Cost Receipts</td>
<td>Business travel only.</td>
</tr>
<tr>
<td>Plane, train, bus</td>
<td>Lowest round trip fare</td>
<td>Original receipts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Substantiation.</td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Parking</td>
<td>Actual Cost Receipts</td>
<td>Substantiation.</td>
</tr>
<tr>
<td>Taxi, Limousine</td>
<td>Actual Cost</td>
<td>Receipts. Substantiation.</td>
</tr>
<tr>
<td>Tips</td>
<td>$1 per bag</td>
<td>No receipts. Substantiation.</td>
</tr>
</tbody>
</table>

**Lodging**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Substantiation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room</td>
<td>Actual cost (single rate)</td>
<td>Itemized receipt from hotel/motel.</td>
</tr>
<tr>
<td>Suites/Conference rooms</td>
<td>Actual cost</td>
<td>Itemized receipt and statement of its use</td>
</tr>
<tr>
<td>Tips</td>
<td>$2 per occupancy. $1 per bag</td>
<td>No receipts.</td>
</tr>
</tbody>
</table>

**Meals**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Substantiation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Meals</td>
<td>$40 maximum per day</td>
<td>Itemized restaurant receipt detailing meal expenses; Substantiation.</td>
</tr>
<tr>
<td>Guest meals</td>
<td>Full Reimbursement</td>
<td>Specific business purpose, name of guests(s), and his/her affiliation. Receipts required.</td>
</tr>
<tr>
<td>Tips</td>
<td>15% to 20% of meal cost.</td>
<td>On restaurant receipt detailing meal expenses.</td>
</tr>
</tbody>
</table>

**Other**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Substantiation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone, Postage</td>
<td>Actual cost</td>
<td>Date, name, business affiliation and location of person contacted; Receipts required</td>
</tr>
<tr>
<td>Foreign Travel-Lodging, Meals, and Incidentals</td>
<td>Outside Continental United States (OCONUS) Per Diem Rates</td>
<td>No receipts; Substantiation.</td>
</tr>
<tr>
<td>Name</td>
<td>LA VERNE Web Address</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------------------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>American Express Travel</td>
<td><a href="http://sites.laverne.edu/treasurer/">http://sites.laverne.edu/treasurer/</a></td>
<td>Online 888/762-8728, Option 1</td>
</tr>
<tr>
<td>Business Program (AXO)</td>
<td>travel-services</td>
<td>Offline 888/762-8728, Option 2</td>
</tr>
</tbody>
</table>