

Lincoln University

Business Travel Expense Policy

General Guidelines

All business travel requests must be submitted on a Travel Authorization Request form (TAR) and be approved in advance by the appropriate Vice President, or the President in the event of overseas travel. **A traveler should submit all paperwork at least 15 business days in advance to insure approvals and processing of any necessary travel advances.**

Only those employees who have followed University policy and procedures for travel by completing the Travel Authorization Request form will be permitted to travel on University business at the expense of the University.

It is the policy of Lincoln University that the traveler will secure the least expensive airfare and will therefore search all airlines, including low cost carriers when making their own travel arrangements. The University will not pay for first class or business class fares. All other travel related expenses, i.e., meals, etc., will be reimbursed through the Travel Expense Statement (STE). Employees are expected to limit expenses submitted for reimbursement to business related purposes.

The University will not pay for any unapproved travel expense, travel expense not approved prior to the trip, or travel expense not approved by authorized University personnel.

Employees who are involved in an accident while traveling on business must, within 24 hours, report the incident to their immediate supervisor and Risk Management at x8059 and, if a University vehicle, Fleet Management at x7113. Vehicles owned, leased, or rented by Lincoln may not be used for personal use unless they have written consent from the appropriate Vice President.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved and as long as a Fleet Management vehicle is not used. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit a completed Statement of Travel Expense (STE) report within 15 calendar days. Receipts for expenses \$10 or more must accompany the STE and be attached to an 8-1/2" x 11" sheet of paper (*non per-diem*). Reimbursements will not be authorized without proper receipts/documentation.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Travel Procedures for Air, Train, Hotel, and Car Reservations

Once the required Travel Authorization Request form (TAR) has been submitted and proper approval has been attained, it will be up to the employee or referring department to make the travel reservations. Approval for all reservations for a single trip should be requested at the same time. For example, for an overnight stay, the airline, hotel and car rental information (if necessary) should be requested simultaneously on one Travel Authorization Request form for the Vice President's approval.

The University will pay for transportation costs associated with travel booked through an approved travel agency, or through an online agency.

Travel arrangements reserved through the University will be paid by the University and booked through a Lincoln University approved travel agent. Currently, International Tours & Galaxsea Cruises and American Express Travel Services are Lincoln University approved travel agents.

Employees choosing to book travel through online services should be aware that they may not have the benefit of using the services of a personal travel agent should they experience difficulty with their hotel, flight, logistical, travel, emergency, vehicle or other arrangements prior to or once travel has commenced. Please note that the University will not reimburse for any travel change or cancellation. If the University has not booked the trip, the traveler is responsible for getting the refund from the travel agency.

Fleet Management may be used to obtain a University vehicle. Please refer to the Fleet Management policy or contact the office at x7113.

Advance Payment of Travel Expense

When a registration or similar fee requires payment in advance of the travel date, the date required should be indicated on the Travel Authorization Request form (TAR) with appropriate documentation attached. The University will then remit payment directly to the applicable organization.

Travel Advances

If the estimated cost of incidentals for an approved trip exceeds \$200, the Business Office will provide the employee with an advance check of up to 50 percent of the estimated cost. The requested advance must be submitted on an approved Travel Authorization Request form (TAR) received by the Business Office no later than 15 business days prior to the date the check is needed. Travel advances will not be released more than 5 business days before the trip begins.

Requests for future travel advances will not be honored if the previous advances have not been reconciled and unspent funds have not been returned to the Business Office.

Entertainment Expenses

Expenses generated for the purpose of entertaining (lunch, dinner etc.) vendors, visiting lecturers and other non-employee constituents of the University for the purpose of conducting business is permitted and will be reimbursed for all reasonable expenses. Entertainment expenses should be submitted within 15 calendar days of occurrence. The President and the Vice President of Institutional Advancement are the only employees authorized to include the cost of alcohol as an entertainment expense.

Mileage Reimbursement

Employees will be reimbursed for mileage driven using the [IRS Standard Mileage Rate](#) in effect at the time of travel plus actual expenses for tolls and parking. Employees are encouraged to maintain a travel log if multiple destinations are included on a single trip.

Reimbursement for employees that use privately owned vehicles will be made only when mileage exceeds their normal daily mileage to and from Lincoln University Main Campus or SACE, whichever is applicable.

- a) An employee who leaves the office to conduct business in the field and returns to the office may be reimbursed for all mileage directly connected with the business trip.
- b) An employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with the business trip.
- c) An employee who conducts business prior to coming into the assigned office or on the way home from the assigned office, may be reimbursed for all mileage in excess of the commute miles normally traveled.
- d) This policy applies to any normal working day, after hour's business travel and business travel on Saturday, Sunday or Holidays. Lincoln University will not reimburse employees for normal commute mileage traveled in a private vehicle, including weekends and holidays.

Travel for Employee Recruitment

All travel arrangements for all faculty and staff recruitment will be handled by the corresponding department. A check request must be completed for each candidate and approved by the appropriate vice president. After approval has been obtained, all travel for recruitment requiring agency assistance should be coordinated through International Tours or other Lincoln University approved travel agency.

If the candidate lives within a driving distance (100 miles) of Lincoln University, the candidate will be expected to use his/her personal vehicle to travel to Lincoln University and will be reimbursed for mileage and reasonable expenses after submitting original receipts to the responsible office.

Please note that the most economical travel should be used unless the arrangements are detrimental to the candidate and/or department's schedule. Reasonable travel expenses, i.e., car rental charges, hotel reservations, etc., will not be reimbursed unless approved in advance by the appropriate Vice President/President.

Substantiation of Expenses

In general, receipts for expenses incurred by the employee must be attached to the claim that is submitted for reimbursement. A Statement of Travel Expense Report, with all required receipts attached, should be submitted to settle all travel advances, regardless of whether the actual expenses incurred were less than or more than the amount of the advance. Advances in excess of substantiated expenses shall be repaid to the University immediately upon completion of the travel for which the advance applied.

Reasonable expenses that will be reimbursed include the following:

Car rental fees, only for compact or mid-sized cars.

- Fares for shuttle or airport bus service (upon arrival at destination city), where available or costs of public transportation for other ground travel.
- Taxi and limousine fares, only when there is no less expensive alternative.
- Overnight stays for seminars or training programs when the distance is greater than 55 miles from Lincoln University one way.
- Cost of standard accommodation in low to mid-priced hotels, motels, or similar lodgings or at host hotel if attending a conference.
- Cost allowance for meals, no more lavish than would be eaten at the employee's own expenses to a maximum of \$50.00 per day, including taxes and tips for overnight stays.
- Tips (are inclusive of the daily meal *per-diem*) not exceeding 20% of the cost prior to tax of a meal or 10% other (i.e., hotel room maid service if staying more than one night, luggage handlers, curbside check-ins, etc.).
- Laundry services for overnight business stays greater than 5 days.