

WELLESLEY COLLEGE

TRAVEL POLICIES AND PROCEDURES

The purpose of this document is to establish and communicate equitable standards and effective procedures for reducing travel costs while complying with Federal regulations, and to ensure consistent and fair treatment of all members of the community whose travel will be reimbursed or paid for by the College. This policy applies to all travel regardless of the source of the funds.

This policy should help you:

- identify reimbursable versus non-reimbursable expenditures
- clarify responsibility for controlling and reporting travel and entertainment costs
- identify required documentation

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I. Introduction

Travel expenses incurred on official Wellesley College business will be paid by the College if the expenses are properly approved, reasonable, and documented. College-approved travelers who incur such expenses should neither lose nor gain personal funds as a result.

This document covers reimbursement for transportation, auto mileage, auto rentals, hotel lodging, meals, gratuities, tolls and parking, telephone calls, meeting registration fees, and other miscellaneous expenses. It also details the documentation required, as well as describing travel advance procedures and the authorizations needed for reimbursement.

The College will reimburse travelers for the cost of accommodations and services which meet reasonable and customary standards for convenience, safety and comfort. Travelers should incur expenses prudently to assist in controlling their department's travel budget.

If travel expenses are to be charged to a grant or contract sponsored by an outside agency, the requirements of the outside agency prevail if they are more restrictive than the College's travel policies.

For faculty conference and research travel supported by the Committee on Faculty Awards important additional guidelines are listed in the section of the Faculty Handbook on Research Awards and Grants.

II. Preferred Travel Agency

Carlson Wagonlit has been selected to organize and arrange travel for Wellesley College. As Wellesley's preferred travel agency, Carlson Wagonlit will book and arrange any and all air, rail, car rental, motor coach or airport transport for members of the college community. In addition to transportation, Carlson Wagonlit will also book any lodging needs, arrange conference, coordinate special tours and handle special travel needs of the individual or groups traveling. As Wellesley's preferred travel agency, Carlson Wagonlit has access to any and all discounts the College has negotiated (including MASCO rates) with the travel industry and to the Wellesley College Travel Policies to help you in securing the most cost effective and appropriate business travel arrangements. As a full service agency, Carlson Wagonlit can offer you assistance with your personal travel needs as well. To contact the Wellesley College team at Carlson Wagonlit, simply call their main office at 800-810-2327 and ask to speak to a member of the Wellesley team (Corporate Team Two). Once you have selected a travel consultant from the team you may wish to use e-mail to make your arrangements. You may also wish to visit Carlson Wagonlit Travel's Home Page at <http://www.carlsonwagonlit.com>.

III. Approvals

Each person who is to travel on official business for the College is required to obtain prior approval by the appropriate individual; this should be the person responsible for managing the budget to which the travel will be charged. For those employees traveling on sponsored research funds the Controller's Office should be notified if the travel is not specifically budgeted for in the grant.

IV. Reimbursable Expenses

For authorized trips, the actual reasonable expenses will be reimbursed subject to the limits set forth in this policy document.

The following items are reimbursable within the limits explained in the supporting sections (refer back to Travel Policy Table of Contents):

- A. Use of personal automobile
- B. Cost of car rental
- C. Airplane (or train, bus or taxi)
- D. Lodging
- E. Meals
- F. Business-related telephone calls
- G. Registration fees for meetings
- H. Foreign Travel
- I. Liquor - when not charged to a federal grant or contract

A. Personal Automobiles

Personal vehicle travel shall be reimbursed at the current mileage rate established by the College, plus parking and tolls. The mileage rate is updated annually on July 1. Mileage will reflect the most direct route from the College to the destination. Reimbursement should not exceed the cost of commercial transportation, where available. For two or more persons traveling together in the same vehicle, only one person will be reimbursed for mileage.

An employee involved in an auto accident while on College business is covered by his/her own automobile policy for damage to his/her own vehicle. For damage to a third party the employee's insurance will cover to its limit and then the College's policy will cover up to \$25 million.

Note: An employee involved in an accident using his/her own automobile for College business will not be reimbursed for any out-of-pocket deductible expense to repair his/her automobile.

B. Rental Cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical or available, and in emergency situations. Reimbursable costs include the daily rental fee of a compact car for a single person or a midsize vehicle for two or more travelers, mileage fees, gasoline charges, parking expenses, and tolls.

Automobile rental companies offer various forms of insurance. It is important when renting automobiles on College business to purchase the correct type of insurance offered by rental companies.

Insurance You Should Take:

The insurance coverage called variously "**Collision**" "**Loss Damage**" "**Loss Damage Waiver**" or "**Damage Waiver**". This type of insurance covers damage to or theft of the rental vehicle.

Insurance You Should NOT Take:

Insurance offered as "**Personal Accident**" or "**Personal Injury**" insurance covers the medical bills of the driver of the rental car and any passengers. This is redundant for persons covered by a health plan.

Coverage variously titled "**Additional Liability**" or "**Liability**" or "**Excess Liability**" pays for damage to other people or their property. The College has a policy which covers this exposure. If you have an accident please file a report with the rental company and the Risk Manager at the College who will file with the College's insurance carrier.

You Can Take It If You Want To (But The College Won't Pay For It):

Another type of insurance is variously called "**Personal Effects**" or "**Personal Belongings**" insurance. This add-on provides coverage for the personal belongings of the driver or passengers in the rental car. There is no substitute for this coverage within the College; a person's belongings are their own responsibility. If you are covered by a homeowner's or renter's insurance policy, it may provide some coverage.

C. Travel By Air

When the most efficient travel is by air, reimbursement will be limited to coach fare except for the instances noted below:

- 1) In the event of medical necessity.
- 2) In an extreme emergency.
- 3) Business class travel is allowed for international flights that have a time zone difference of 2 or more, unless travel is funded by grants, which prohibits funding for flights outside of economy class.

An employee may upgrade his/her travel class at any time by paying the incremental cost. A letter of explanation will be required for any exceptions.

Note: The last page of the ticket showing the itinerary and costs, usually called the "passenger receipt", is required for reimbursement.

Wellesley agrees in general that frequent flier points accumulated by employees traveling on College business belong to the individual, not the College. The traveler, in turn, has the responsibility to the College never to elect more expensive travel alternatives in order to accrue frequent flier mileage credit.

*****Cost saving Considerations*****

When planning your airline itinerary, consider the following cost-saving strategies.

Stay over one Saturday night at your outward destination. Most deeply discounted air fares require staying over a Saturday night. Compare the cost of hotel and meal expense of staying Saturday night to the savings in air fare. If the cost of staying over is less, the traveler is encouraged to stay over the Saturday night and the College will reimburse the traveler for Saturday night lodging and meals.

Make reservations in advance. The most deeply discounted fares are available when purchased three to thirty days before departure. Most of these fares are non-refundable but the fare paid can be applied to a future non-refundable ticket for travel on the same airline upon payment of a fee (usually \$25 - \$50).

Be flexible in selection of airlines and times of travel. One airline may have a promotional fare not offered by competing carriers.

If a ticket is lost or stolen, immediately inform the airline so that a "Lost Ticket Application" can be filed. Most airlines will refund the full amount of the lost ticket less a \$50 processing fee approximately 4-6 weeks after the return date of the ticket. Tickets are negotiable instruments and can be used by anyone. If a lost ticket sustains unauthorized use, it becomes non-refundable. In addition, replacement tickets are not always issued at the originally ticketed fare. If a higher fare is in effect when replacement tickets are issued, it is often necessary to pay the higher fare therefore, please safeguard your tickets.

D. Lodging

Reimbursement shall be allowed for accommodations up to the single room rate.

Note: The actual hotel bill is required for reimbursement.

*****Cost saving Considerations*****

Whenever practical the most economical means of transportation to and from hotels and terminals should be used. Many hotels provide complimentary shuttle service to and from airports.

E. Meals

Reimbursement shall be allowed for reasonable actual meal expense incurred, including tips. Meals included in the costs of registration fees or when served by airlines at no additional charge to the traveler shall not be submitted as reimbursable items. Names of guests, if any and their professional affiliation must be included on the expense report.

Note: A receipt is required for reimbursement.

F. Telephone

All business telephone calls will be reimbursed by the College. Personal phone calls to maintain reasonable contact with family will also be reimbursed (e.g., safe arrival, change in itinerary).

G. Registration Fees

Registration fees will be paid directly to the sponsoring organization upon submission of a properly completed check request to the Controller's Office.

If registration fees are not prepaid, the College will reimburse travelers for registration fees and conference materials when receipts are submitted with the Travel Expense Report. If a receipt cannot be obtained, conference brochures listing costs or other documentation for the expenditure should be submitted.

H. Foreign Travel

Persons traveling in foreign countries shall report their expenditures by item in US dollars noting the rate of exchange used. In order to accommodate fluctuations in currency exchange rates, expenses in foreign countries charged to a credit card should be submitted for reimbursement when the credit card bill is received in US dollars. Please submit the original receipts along with your credit card bill to obtain reimbursement. Allowable expenditures include passports, visas, required inoculations, etc.

Due to strict federal regulation of foreign travel, foreign travel chargeable to federal grant/contract funds must be approved by the Grants Accountant unless the trip, including all named participants, was specifically budgeted for in the year in which the travel is to take place.

I. Liquor

Federal regulations prohibit the College from reimbursing any expenditure for alcoholic beverages with federal funds. Reimbursement for alcoholic beverages from non-federal funds must be charged to the object code 7848 (Not Federally Reimbursable). Using this object code enables Wellesley to exclude the cost of alcohol from its federal indirect cost proposal as required by federal regulation.

V. Non-Reimbursable Expenses

Reimbursement shall not be made for expenses incurred for the sole benefit of the traveler such as valet service, entertainment, movie rentals, etc. Other expenditures not reimbursable include:

- traffic fines for parking or speeding violations
- lost or stolen cash or other personal property
- alcoholic beverages when charged to federal grants and contracts
- repairs to personal vehicles used for College travel
- cancellation fees for unreasonable failure to cancel hotel or transportation reservations
- personal-vehicle mileage reimbursement that is in excess of the cost of commercial transportation (plane, train) to and from the stated destination
- spouse or other family member expenses
- commuting costs between home and the College
- laundry service except for long international trips

Travel with Companion

Wellesley will not reimburse personal, spouse, or companion travel and other related travel expenses. The employee is responsible for allocating only his/her portion of expenses on the Travel Expense Report and for identifying them in the hotel, restaurant, transportation and other receipts. The College will pay only up to the single room rate at hotels.

VI. Travel Arrangements and Advances

A. Corporate American Expense Card

As a convenience to frequent travelers, Wellesley provides the Wells Fargo Cash Back Card. To apply for this card fill out an enrollment form. Upon approval of the application by Wells Fargo, you will be issued a Wells Fargo Cash Back Card. Each individual is personally responsible for the payment of their Wells Fargo Cash Back Card charges. Reimbursement for these business related charges can be submitted to the College through a Travel Expense Report.

B. Advances

A cash advance may be issued for travel where payments must be made prior to the actual travel (i.e. airline tickets and hotel reservations). The Travel Cash Advance form does not replace the expense report because the travel has not yet occurred, so *it is the employee's responsibility to complete the expense report within 60 days from the travel date. Any travel cash advance made without the completed expense report will be repaid to the College as a payroll deduction. No additional travel advances may be made until the overdue expense report has been completed.* All travel advances must be approved by an authorized individual other than the traveler. To request a travel advance, submit a Travel Advance Form and forward to Accounts Payable for processing. For requests over \$200, an itemization of reimbursement must be included on the travel advance form. Please allow 7-10 business days for processing.

VII. Taxability of Reimbursements

Travelers who keep accurate daily records, obtain the required receipts, and submit signed Travel Expense Reports to the College are not required to report travel advances and reimbursements on their federal income tax returns. However, if travel reimbursements are not adequately supported by **original** receipts, the traveler may be required to report the College's payment of this expense as income on the applicable federal income tax return.

If a travel advance is not properly accounted for, the College is required by IRS regulations to include the amount of the advance as "other compensation" on the traveler's W-2.

VIII. Personal Travel

The College does not provide reimbursement for personal expenses incurred while on official College business. If, for other than College business, a traveler takes an indirect route, reimbursement for transportation costs will be that which would have been incurred by traveling the most direct route.

IX. Travel Accident Insurance

The College provides a travel accident insurance policy for its employees in the amount of \$100,000 maximum per accident which covers loss of limb or life. Coverage begins at the start of any College business trip whether it is from your home, the College, or other location and terminates upon your return to the College or home, whichever shall occur first. Travel between an individual's home and the College is considered commuting travel and is not covered by this insurance. For employees older than 70 years of age, the amount of accident insurance is less than the \$100,000 maximum stated above.

X. Travel Expense Report

The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts.

To receive reimbursement for authorized travel, please submit a Travel Expense Report form to the Controller's Office. Travel Expense Report forms are available in the Controller's Office and can be requested at any time. A separate Travel Expense Report is to be submitted for each trip taken. Original documents (not photocopies) such as receipted bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt", and receipts for other expenses whenever possible must be attached to the Travel Expense Report for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expenses. In the event a receipt is lost please provide a written explanation.

The traveler is required to sign the Travel Expense Report certifying that the amounts included on the report are actual and reasonable; the purpose of the trip must be indicated.

Refunds of unused advances, by a check payable to Wellesley College, should be submitted to the Controller's Office with the Travel Expense Report. The Travel Expense Report must be approved by a person, other than the traveler, authorized to charge expenses to the account(s) that will bear the cost.

Travel Expense Reports charged to grants or contracts must be approved by the Controller's Office.

The Controller's Office is responsible for the review of all Travel Expense Reports. During the review of these reports, the office is authorized to return any questionable or incomplete reports to the employee in order to obtain additional approval or documentation to support expenses.

Although the Controller's office has "final review" of documentation before payment of these expenses, it is the responsibility of each employee, as well as the person approving the Travel Expense Report, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel.