



## **MOUNT IDA COLLEGE TRAVEL POLICY**

*Effective: September 1, 2017  
Subject to annual review*

**Responsible Office** Finance and Business Services

### **Policy Statement & Scope**

To outline the Mount Ida travel procedures, rules and controls that apply to College employees and are consistent with best practices in higher education institutions.

### **Policy**

#### **Mount Ida College Corporate Credit Card**

Mount Ida College provides corporate cards as a privilege extended to those faculty and staff (excluding student employees) that must travel or entertain on behalf of the College. To receive a Corporate Credit Card, an application packet must be obtained by contacting the Executive Director of Business Services. Applicants must fill out an application and a Cardholder Agreement. Department Heads are also required to review and confirm that the employee does travel and entertain on behalf of the College and must also recommend a monthly credit limit for each applicant. Applications and credit limits are subject to the approval of the Controller.

#### **Allowable Reimbursement**

All travel must be approved by a supervisor and costs should be within departmental budget limits. Exceptions require prior authorization from the Executive Director of Business Services, or the Controller. Whenever possible, travel should be planned at least 60 days in advance.

#### **Non-Reimbursable Expenses**

This list is not inclusive of all non-reimbursable expenses, but is a good representation of the types of expenses that are expected to be the employee's responsibility. Questions regarding whether particular expenses are reimbursable should be presented to the Executive Director of Business Services.

- On demand movie or game rentals
- Exercise room fees
- Recreational charges
- Laundry and dry cleaning (if trip is greater than 3 days, this may be a reimbursable expense)
- Air club membership dues
- Annual fees for personal credit cards
- Auto repair for personal vehicles
- Babysitting or pet care services
- Hair salon services
- Clothing or toiletry items

- Expenses related to personal vacation days taken before, during or after the business trip
- Items confiscated by airport security
- Loss of theft or personal property
- Gifts
- Parking tickets or violations
- Travel costs for non-employees

### **Non-Employee Travel Reimbursements**

Travel fees for speakers and consultants will be paid by check from the College payables department directly to the individual.

### **Family Members**

Family members who travel with employees are not eligible for reimbursements.

### **Transportation Expenses**

Travelers should take the most direct route and the form of transportation that supports the most direct route.

### **Commercial Transportation**

The College does not reimburse for upgrades for first class or other upgrades.

### **Airline Travel**

Mount Ida College employees needing to make airline travel arrangements for official College business have a choice of four methods of payment:

- Use Cleveland Circle Travel to book your flight (requires an approved purchase order).
  - [info@cctravel.com](mailto:info@cctravel.com)
  - **Needham 781-449-6860**
- Use a Mount Ida College-issued credit card.
- If you have not been issued a Corporate Credit Card, use a [Virtual Credit Card](#).
- If you have not been issued a Corporate Credit Card, use a personal credit card with the understanding that reimbursement will only happen after the travel is complete. Receipts must be kept for all reimbursable expenses and credit card transactions.

### **Rental Vehicles**

College travelers are expected to rent Compact vehicles unless sharing the rental with more than two business travelers. Rental of sport utility vehicles, minivans, luxury or other kinds of specialty vehicles is prohibited. Car rental fees, including taxes, gas, tolls and parking are reimbursable. The College encourages use of public transportation whenever possible.

All claims to be reported to the immediate College supervisor of the driver within 24 hours as well as Hanover Insurance Company at 1-800-928-0250. The supervisor should follow up with the Assistant Vice President for Financial Planning & Risk Management regarding the claim. Travelers do not need to opt for the collision damage waiver.

### **Personal Vehicles**

Use of a personal vehicle is reimbursed at the [current mileage rate](#). The mileage rate covers all vehicular costs including fuel. Travelers should take the least expensive route possible and only use a

personal vehicle if it is the least expensive option. Travelers should produce the following to account for reimbursement when the receipt for the expense is not immediately available at the point of sale:

<u>Expense</u>	<u>Documentation</u>
Mileage	Google Maps printout of route
Tolls	Printout of electronic toll account
Parking	Printout of credit card receipt

Questions regarding other reimbursements should be directed to the Executive Director of Business Services.

### **Overnight Accommodations**

A personal credit card may be used to hold a room as the card is typically not charged. There are several options for payment of room charges:

- You can ask the hotel front desk or conference group coordinator to give you the total estimated charges (ask them to include any standard fees) for your stay in advance of your trip and then process a Purchase Requisition. You will need to specify to the Business Office that you need an advance check (check issued before services are provided) and when you will need to pick up the check. You can pay for your room with this check when you check-out of your hotel. Important: Most international hotels will not accept checks from the United States.
- You may use a College-issued credit card.
- If you have not been issued a Corporate Credit Card, you may use a virtual credit card. Credit card purchase order request forms can be found on [Miweb](#).
- If you have not been issued a Corporate Credit Card, you may use your own personal card. However, a reimbursement form may only be submitted once the travel is complete and you must show proof of payment. You must keep all receipts for all reimbursable expenses and credit card transactions.

### **Conferences and Seminars**

Almost all conference groups will accept a purchase order or a check from those registering to attend a conference. First, submit a Purchase Requisition along with the conference announcement/ mailing information to the Business Office. You will need to specify to the Business Office to issue a check in advance, by when, and if you want a check mailed with application or other information. A departmental purchasing card may be used for this purpose.

### **Meals**

Meals are reimbursed as Cost + Tax + Gratuity. They require receipts. If you pay for a non-employee (for the purpose of doing business on behalf of the College) you must provide the name of the person or persons dining with you.

### **Telephone Calls**

The College reimburses for calls made in the process of doing business on behalf of the College.

### **Cash Advances**

Employees may request a cash advance for miscellaneous expenses such as meals, taxis, and other items. A request for Cash Advance form should be submitted to Business Services five (5) business days before the advance is needed.

An accounting of how the funds were expended plus all unspent cash is due to Business Services within ten (10) business days after the completion of the activity. Such accounting is to be prepared on a Mount Ida College reimbursement form. All receipts must be originals and indicate what was purchased.

Employees receiving a cash advance will be responsible to Mount Ida College for the return of all cash not appropriately accounted for by an original receipt and/or not used for an allowable expense.

All employees are limited to one (1) open cash advance at any time. Only employees who do not have a Mount Ida College issued credit card are eligible for cash advances.

Any reimbursement for unused travel expenses must be returned to the College and not the traveler.

### **Reimbursement Form**

Travelers who pay using their own personal funds may request reimbursement using the Mount Ida College Reimbursement form found on [Miweb](#).

### **Related Links**

[Doing Business at Mount Ida](#)

[Business Services Miweb](#).