

Academic Affairs Travel Policy Interpretation

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Foreword

January 3, 2016

The intent of this Academic Affairs Travel Policy is to reinforce existing guidelines and provide written clarity in areas where I have observed ambiguity.

Please read carefully and follow these guidelines so we continue to make Bryant University better and better in all that we do.

Go Books. Go Bulldogs.

Glenn M. Sulmasy LL.M

Provost & Chief Academic Officer

I. Academic Affairs Travel Policy Interpretation

This document has three goals: 1) Memorialize and fully document travel procedures and process, 2) Provide faculty and staff of Academic Affairs (AA) with clear expectations as to what is an allowable/reimbursable expense, 3) Ensure student tuition dollars are spent prudently.

The document is formatted to first display the official Bryant University travel policy, then expand upon the topic to provide additional examples, interpretations, and clarification. The official Bryant University Travel Policy is maintained by Business Affairs. The AA Interpretation is maintained by the Academic Business Manager.

II. GENERAL PROVISIONS

1. Objectives – Official Bryant University Policy:

- Ensure that employees have a clear and consistent understanding of policies and procedures for business travel and entertainment
- Ensure that compliance with IRS regulations is maintained
- Ensure maximum insurance coverage for the traveler and the University
- Provide business travelers with a reasonable level of service and comfort at the lowest possible cost

2. Objectives – Additional interpretation, examples & notes:

- Provide AA faculty & staff with clear and reasonable expectations of costs that are allowable while traveling on University funded events;
- Ensure expenses are spent conservatively; this is our student's & their parent's money
 - Tuition dollars should be spent on expenses you would be willing to openly discuss with the students and their parents;
- Eliminate any potential violations of official Bryant University Policies.

3. Scope – Official Bryant University Policy:

This travel policy applies to anyone who incurs travel or entertainment expenses paid by Bryant University regardless of the source of funds. Departments may elect to impose stricter controls over travel expenditures than those required by this policy.

4. Scope – Additional interpretation, examples & notes:

This policy applies to expenses from departmental budgets, academic centers, or any other types of budgets, whether funded with institutional dollars, gifted funds, or grants. Grant funding, depending upon funding source, may have additional stipulations (i.e. Federal regulations).

5. Responsibility of Traveler – Official Bryant University Policy:

The traveler is responsible for spending Bryant funds prudently. Business travel expenses will be paid by the University if they are reasonable, appropriately documented, properly authorized, and in compliance with this policy.

Travelers may not authorize reimbursement for their own travel expenses. In general, employees should not be asked to approve travel or entertainment expenses for an individual to whom they

report. Any exception to overall University Business Travel Expense Policy requires approval by the Associate Controller and Vice President for Business Affairs.

6. Responsibility of Traveler – Additional interpretation, examples & notes:

AA travelers must obtain approval from their supervisor before booking any travel or conferences. The AA Travel Authorization form should be utilized to ensure relevant details and a reasonable estimated cost is compiled. Expenses that are not approved before the date of travel will not be reimbursed unless specifically approved by the Dean (for faculty) or Provost/designee (for staff). Preapproval is necessary to ensure budgetary & strategic plans are effectively met.

Travel authorization forms can be obtained from the Accounting Coordinator within the Office of the Provost, x20452.

7. Responsibility of Authorized Signer – Official Bryant University Policy:

The authorized signer should verify that expenses and expense reports meet the following criteria:

- Travel expenses were incurred while conducting University business
- Information contained on the expense report and attached documentation is accurate and in accordance with this policy
- Expenditure is charged to the proper expense account(s).

8. Responsibility of Authorized Signer – Additional interpretation, examples & notes:

By signing, the authorized signer certifies the following:

- The expenses appear reasonable and necessary to complete the objective of the travel, event, etc.;
- The signer has reviewed the underlying expenses;
- The expenses are being charged to the proper department.

III. TRAVEL ARRANGEMENTS

1. Reservation Procedures – Official Bryant University Policy:

All University personnel who plan to travel at some point should contact the travel agencies listed below. In an effort to receive advance purchase discounts, travelers should make reservations as soon as travel plans are finalized.

When making your reservations, you are required to provide a valid Bryant University departmental organization number.

2. Reservation Procedures – Additional interpretation, examples & notes:

To eliminate AA employees from carrying airfare balances on personal credit cards and to comply with industry best practices, the Bryant University travel agent should be utilized so that airfare is directly billed to the University. Airfare booked with personal funds will NOT be reimbursed until the travel is complete. As of December 2015, the University's travel agent is Donovan Travel: 401-885-3500 or www.donovantravel.com. Although there is a booking fee, the fee entitles the traveler to emergency services. This booking fee is allowable under both Bryant University and AA travel policy.

3. Domestic Air Travel – Official Bryant University Policy:

Domestic travel includes travel in the United States and North America with the exception of Alaska and Hawaii. (Please refer to International Air Travel for Alaska and Hawaii.)

Airline Class of Service

- All domestic air travel must be in economy class.
- Travelers may use Business Class in the following instances:
 - Employee has certain physical conditions/disabilities;
 - It does not cost more than the lowest available Coach fare;
 - Flight time is in excess of seven (7) hours.

When it is necessary to use Business Class, a letter of explanation along with a completed Travel Expense Report, must be forwarded to the President for authorization prior to travel.

4. Domestic Air Travel – Additional interpretation, examples & notes:

Seven (7) hour flight time is per individual flight, not including layovers. For example, flying from Boston to San Francisco, stopping in Chicago for three hours does not qualify for upgraded airline class.

5. Airline Frequent-flyer Programs – Official Bryant University Policy:

Bryant will not reimburse travelers for tickets purchased with frequent flyer miles because it is difficult to determine the dollar value of these tickets. Frequent flyer program participation should not influence travelers to select a flight that is not the lowest-priced flight available.

6. Airline Frequent-flyer Programs – Additional interpretation, examples & notes:

Same as Bryant University Policy.

7. Airline Reservations using the Internet – Official Bryant University Policy:

Employees wishing to compare pricing for ticket reservations using the Internet are encouraged to do so. If a cheaper flight has been located, you may wish to ask the University's travel vendor to match the price.

Please research both the cancellation and rescheduling policy prior to making your purchase using the Internet.

8. Airline Reservations using the Internet – Additional interpretation, examples & notes:

If the University's travel vendor cannot price match, then you may coordinate with the Administrative Assistant for your respective Dean (Faculty – x6729 for A&S, x6308 for COB) or Provost's Office Accounting Coordinator at x20452 (for Staff) to utilize their Pcard. If they are not available, check out the University Pcard from Purchasing via the Purchasing Manager x6018. If you pay with personal funds, the flight will not be reimbursed until after the trip has been completed.

9. Cancellations – Official Bryant University Policy:

When a trip is canceled after a ticket has been issued, the traveler should speak with the University's travel agency about using the same ticket for future travel. Certain airline tickets can be reused if airfare eligibility requirements are met. Whenever possible, revalidation stickers should be requested from the issuing travel agency for future use.

- **Unused/voided Airlines Tickets**

- Unused airline tickets or flight coupons should never be discarded or destroyed as these documents may have a cash value. If at all possible, travelers should try to use any ticket that may still be valid for travel.

10. Cancellations – Additional interpretation, examples & notes:

If the trip is cancelled for personal reasons, reimbursement for the trip will be at the discretion of the Department Chair in conjunction with the applicable Dean (for faculty) or Provost/designee (for staff).

Unused tickets should be utilized for future Bryant University travel, if possible.

11. Air Travel Payment Procedures – Official Bryant University Policy:

When using the University's travel agency to purchase tickets for travel and with prior departmental approvals, airline tickets may be purchased over the phone by giving the appropriate departmental organization number to be charged to our vendor representative. Air travel is centrally billed to the University's JPMorgan Chase Visa account and paid by the Accounts Payable office. Air travel is recharged on a monthly basis.

12. Air Travel Payment Procedures – Additional interpretation, examples & notes:

AA encourages employees to utilize the University's travel agent to book travel since it can be directly billed to the University. Only airfare paid directly with University funds (via University travel agent, or University Pcard) will be paid before the date of the trip. Travel paid with personal funds will be reimbursed after travel is completed.

IV. INTERNATIONAL TRAVEL

1. Advance Planning for International Travel – Official Bryant University Policy:

Employees who anticipate travel to international destinations should notify the University's travel agencies at least fourteen (14) working days prior to the proposed departure date. For purposes of this policy, international travel covers all destinations outside the U.S. (excluding Canada, Mexico, and the Caribbean). Bryant encourages the purchase of cancellation insurance for all international flights.

If traveling abroad on a Federal Research Grant, employees are required to fly on a U.S. Flag Carrier. If none are available, employees are able to use other carriers; however an explanation must be provided for grant accounting review.

2. Advance Planning for International Travel – Additional interpretation, examples & notes:

Travel authorizations for International travel should be submitted as soon as possible so that travel can be booked early to maximize University savings. Recommend travel authorization submission at least one month before travel to maintain compliance with the Official Bryant University Policy of booking travel at least 14 business days before the travel date.

Travel authorizations for Summer Stipend are not necessary if the following conditions are met:

- Travel was part of the summer stipend proposal submitted and approved by the Dean
- Estimated travel costs are less than or equal to the summer stipend award

- If summer stipend expenses exceed those awarded, the faculty member must personally pay the difference or obtain approval to utilize other funds (i.e. Department budgets)
 - If excess funding authorization is not obtained before travel, reimbursement cannot be guaranteed

Faculty led international travel programs (similar to SIE) must be preapproved through the Study Abroad Office according to Study Abroad Office policies. These policies include substantial lead time as determined by industry best practices. Contact the Study Abroad Office for the most current best practices.

3. Airlines Class of Service for International Travel – Official Bryant University Policy:

Travelers whose destination is within North America (Alaska and Hawaii excluded) should book the lowest price, non-stop, coach-class airfare available. For Alaska, Hawaii, and destinations outside of North America, business class airfare is allowed. North America is defined as Canada, Mexico, Puerto Rico, and the United States.

Employees may use Business Class in the following instances:

- Employee has certain physical conditions/disabilities
- It does not cost more than the lowest available Coach fare
- Total flying time is in excess of seven (7) hours

Coach Class is completely sold out, and no alternate flights are available.

When it is necessary to use Business Class, a letter of explanation along with a completed Travel Expense Report, must be forwarded to the President for authorization prior to travel.

4. Airlines Class of Service for International Travel – Additional interpretation, examples & notes:

International travel for Sophomore International Experience (SIE) or similar group travel booked in bulk through a separate travel contract shall be Coach, Economy class, or whichever is specified in the travel contract unless the Employee has certain physical conditions/disabilities. Due to the cost associated with group travel, the lowest cost, yet reputable airline, should be sought.

Seven (7) hour flight time is per individual flight, not including layovers. For example, flying from Boston to San Francisco, stopping in Chicago for three hours does not qualify for upgraded airline class. Exceptions can be made for consecutive lengthy flights (i.e. two back to back six-hour flights). Seat upgrades are reimbursed on the same basis of the Seven hour rule.

5. Passports and Visas – Official Bryant University Policy:

The University's travel agent can assist travelers with passport and visa applications.

6. Passports and Visas – Additional interpretation, examples & notes:

Same as Bryant University Policy.

7. International Travel Advisories – Official Bryant University Policy:

Employees should not travel to countries for which a travel advisory has been issued by the State Department.

Contact the University's travel agent to obtain a list of current advisories

8. International Travel Advisories – Additional interpretation, examples & notes:

Prior to making reservations, contact Bryant University's Risk Manager at x6006 who can also assist with travel advisories and obtain an international travel insurance package for a small fee (billed directly to the University).

9. Foreign Currency Services – Official Bryant University Policy:

International travelers can obtain foreign currency from any of the following locations:

- Foreign banks
- Major hotels
- Designated travel-agency offices
- Airport foreign-exchange counters
- Currency-exchange outlets

Because the conversion rate is usually better abroad, it is advisable to change local currency back to U.S. dollars before departing from the foreign country. Foreign currency conversion receipts must be attached to the Employee Travel Expense Report.

10. Foreign Currency Services – Additional interpretation, examples & notes:

When reporting foreign currency conversion fees on an expense reimbursement, the traveler has the following options:

- Submit receipts from the cash conversion site
- Submit the credit card statement showing the actual US amount (**preferred**)
- Utilize a travel currency calculator such as XE's at <http://www.xe.com/travel-expenses-calculator/>
 - Cannot submit BOTH a receipt and an XE report for the same conversion

V. LODGING

1. Payment Procedures – Official Bryant University Policy:

If employees choose to utilize their own personal credit cards for prepaid trip expenses (i.e. airline tickets, registration fees, lodging, etc.), reimbursement will only be made when all trip expenses, along with receipts, are submitted to the Accounts Payable office after the completion of travel. A copy of the hotel bill, with charges clearly identified, should be attached to the Employee Travel Expense Report. The University will not reimburse for the following personal expenses incurred:

- Room service charges (beyond normal meal expenses)
- In-room movies, video rentals
- In-room alcoholic beverages
- Babysitting
- Recreational activities

2. Lodging in a Private Residence – Official Bryant University Policy:

The University will not issue reimbursements for any expenses incurred when staying in a private residence.

3. Upgrades – Official Bryant University Policy:

Travelers are entitled to stay in a single room with a private bath. Upgrades to suites or executive-floor rooms are permissible only if there is no additional cost to the University, and this should be

explained on the Travel Expense report. With prior approval, travelers may stay in a suite if required to conduct business (e.g., meetings, interviews, etc.).

4. Spending Guidelines – Official Bryant University Policy:

The University will reimburse an employee for hotel expenses incurred for business purposes. Travelers are expected to use negotiated or preferred rates whenever possible. Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received. Room service is reimbursable when confined to reasonable limits as determined by the meals guidelines. (Refer to the Meals and Entertainment section.)

5. Cancellation Procedures – Official Bryant University Policy:

It is the traveler's responsibility to notify the hotel to cancel a room reservation. Travelers should request and record the cancellation number and the name of the person responsible for the cancellation in case of billing disputes.

Travelers should note that cancellation deadlines are based on the local time at the destination hotel.

Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error. Exceptions require the approval of a Dean or a Vice President/Provost.

6. Other Allowable/Unallowable Lodging Costs – Additional interpretation, examples & notes:

Internet charges on the hotel bill are allowable if used for business purposes.

To accommodate for a comfortable arrival, one night's lodging before the conference (travel day) is reimbursable. Nights in excess are considered personal and therefore not reimbursable.

Personal expenses or those for a travel companion/family are not allowable. Bryant University employees are allowed to combine both business and personal trips as long as there is no increased cost to the University. Laundry/dry cleaning services are not permitted unless specifically approved by the appropriate Dean (for faculty) or Provost/designee (for staff).

VI. RENTAL CARS

1. Rental Car Provisions – Official Bryant University Policy:

Rental car reservations should be made directly through the rental car company.

When traveling out of the local area, it may be necessary to rent an automobile at the destination point. Car-rental reservations may be made through the University's authorized travel agency.

When signing car-rental agreements, employees are to sign their name, along with the words Bryant University. When renting a vehicle for more than 30 days, contact the Risk Manager at Ext. 6006 for insurance information. Omission of Bryant University next to one's name voids any University Insurance coverage on the rental.

- Rental-car Agencies and Class of Service

- When traveling on University business, travelers are authorized to rent cars up to and including the mid-size/intermediate-class size. Travelers are responsible for daily rental costs in excess of the approved car class.
- The rental of 15-passenger vans is prohibited by the University.

2. Rental Car Provisions – Additional interpretation, examples & notes:

Rental cars must be preapproved on the traveler’s travel authorization form to guarantee reimbursement. It may be possible for the University’s travel agent to assist in booking a rental car. See below for additional guidelines regarding rental cars.

3. Rental Car Guidelines – Official Bryant University Policy:

Travelers may rent a car to travel to their destinations when driving is:

- More convenient than airline or rail travel;
- Necessary to transport large or bulky material;
- Less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles.

4. Rental Car Guidelines – Additional interpretation, examples & notes:

If the traveler chooses to rent a car rather than drive their personal vehicle or other mode of transportation, then the traveler will only be reimbursed for the least expensive mode of transportation. Reimbursement will be calculated by comparing the cost of the rental car to that of driving a personal vehicle (currently reimbursable at \$0.485/mile) and standard airfare or other mode of transport (i.e. shuttle, taxi, rail). Gasoline on rental cars is reimbursable, but do not contract, or commit, to the automatic refill option since it is usually for a much higher cost per gallon than filling the tank yourself. For Rental Car Insurance policy, see section below on “Business Travel Insurance.”

5. Rental Car Accidents – Official Bryant University Policy:

Should a rental-car accident occur, travelers should submit a written accident report as soon as possible to:

- The rental car company
- Local authorities, as required
- The Risk Manager; x6006

The department will be charged the deductible in the event of any insurance claim.

6. Rental Car Accidents – Additional interpretation, examples & notes:

Same as Bryant University Policy.

VII. BUSINESS TRAVEL INSURANCE

1. Business Travel Insurance – Official Bryant University Policy:

The University will not reimburse travelers for the purchase of travel, life, or accident insurance.

Rental-car Insurance – Domestic

When renting a vehicle for more than 30 days, contact the Risk Manager at Ext. 6006 for insurance information.

Employees who travel on University business should decline the collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance, and any liability insurance.

The University provides coverage in the U.S. during business trips for the following:

- Collision damage to the rental vehicle
- Personal-injury coverage through Workmen's Compensation Insurance
- Liability Insurance

Liability Insurance

For more information on any insurance question, contact the Risk Manager at Ext. 6006.

Rental-car Insurance – International

Travelers should accept all insurance coverage, including collision damage insurance and liability-damage waiver coverage when renting cars in a foreign country. (This coverage is often referred to as DCW or LDW coverage.)

Insurance Coverage for Personal Use of Rental Car

Personal use of a rental car during a business trip is not covered under the University's insurance. Travelers who choose to extend a business trip for personal reasons, either before or after business is conducted, should purchase insurance coverage for those days. This coverage is not reimbursable by the University.

2. Business Travel Insurance – Additional interpretation, examples & notes:

Business Travel Insurance is only reimbursed for international flights, as noted in section IV.1., paragraph 1.

VIII. OTHER TRANSPORTATION

1. Personal Car Usage Guidelines – Official Bryant University Policy:

Employees may use their personal car for business purposes when:

- It is less expensive than renting a car, taking a taxi or alternate transportation
- It is timelier than taking public transportation
- The employee is transporting University goods for delivery
- The employee is entertaining clients
- It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage (a minimum of \$100/300K bodily injury and 100K property damage) for their own protection and for the protection of any passengers. Frequent use of personal vehicles for business travel is discouraged.

2. Personal Car Usage Guidelines – Additional interpretation, examples & notes:

Same as Bryant University Policy.

3. Insurance for Personal Car Usage – Official Bryant University Policy:

When using a personal car for Bryant business, an employee's personal car insurance is the primary insurance policy. The University's insurance covers bodily injury or liability damage that exceeds the coverage limits of the personal vehicle.

Such accidents should be reported promptly to the employee's manager and the University's Risk Manager (Ext. 6006).

Employees are not covered by the University's insurance when:

- Commuting to and from work
- Driving on and around campus

Travelers will not be reimbursed by the University for collision losses that occur during business use of a personal car.

4. Insurance for Personal Car Usage – Additional interpretation, examples & notes:

Same as Bryant University Policy.

5. Reimbursement for Personal Car Usage – Official Bryant University Policy:

Travelers will be reimbursed for business usage of personal cars at the prevailing rates set by the University. Tolls and parking fees are also reimbursable expenses that require proper receipts.

Expense reports submitted for reimbursement are to include the following information:

- Purpose of the trip
- Date and destination
- Number of business-miles driven
- Receipts for tolls and parking

Travelers will not be reimbursed by the University for the following, even if these costs are incurred during business travel:

- Personal car repairs
- Rental-car costs during the repair of a personal car (unless on University business)
- Tickets, fines, or traffic violations
- Annual membership dues in automobile clubs

The University reserves the right to verify the accuracy of miles submitted for reimbursement on the Travel and Expense Report.

6. Reimbursement for Personal Car Usage – Additional interpretation, examples & notes:

Reimbursement rate as of August 2015 is \$0.485 cents per mile. Gasoline is not a reimbursable expense; it is included in the \$0.485 per mile.

7. Commuting Expenses – Official Bryant University Policy:

Employees will not be reimbursed for commuting expenses between home and the employee's business location. However, employees reporting to a location other than their normal business location will be reimbursed for mileage in excess of their normal commuting distance.

8. Commuting Expenses – Additional interpretation, examples & notes:

Same as Bryant University Policy.

IX. PERSONAL/VACATION TRAVEL

1. **Personal/Vacation Travel – Official Bryant University Policy:**

Personal/vacation travel may be combined with business travel provided that there is no additional cost to the University. University-negotiated hotel rates can be used for personal/vacation travel. Rental-car rates may be used for personal/vacation travel; however, it is your responsibility to verify that insurance coverage is included at the time of reservation. The traveler should inquire about insurance coverage through their own personal car insurance carrier through their personal credit card.

The JPMorgan Chase Visa card is not to be used to pay for personal/vacation travel.

2. **Personal/Vacation Travel – Additional interpretation, examples & notes:**

Same as above

X. TELEPHONE USAGE

1. **Personal Phone Calls – Official Bryant University Policy:**

Travelers will be reimbursed up to 10 minutes per day for any personal telephone calls made while on a University business trip.

2. **Personal Phone Calls – Additional interpretation, examples & notes:**

Since the vast majority of employees have cellular phones with extensive calling plans, reimbursement for personal phone calls will not be reimbursed without express written approval by the appropriate Dean (faculty) or Provost/designee (staff). If approved, an original copy of the bill is required to determine the amount of the reimbursement.

3. **Cellular Phone Reimbursement – Official Bryant University Policy:**

Travelers will be reimbursed for business calls made on cellular phones when:

- Calls are reasonable and necessary for conducting business
- An original copy of the bill is attached to the travel expense report

Travelers will not be reimbursed for cellular phone purchases, accessories, installation, activation, or repair costs.

4. **Cellular Phone Reimbursement – Additional interpretation, examples & notes:**

Except for extraordinary cases, reimbursement for cell phone calls will not be granted without express written approval by the appropriate Dean (faculty) or Provost/designee (staff). If approved, an original copy of the bill is required to determine the amount of the reimbursement.

If travelling internationally and a short term international calling plan is required, then a portion of this cost may be reimbursable.

XI. MEALS AND ENTERTAINMENT – Expense Reporting

1. **Personal Meal Expenses – Official Bryant University Policy:**

Travelers will be reimbursed for actual and reasonable meal expenses when accompanied by proper and original receipts.

2. Personal Meal Expenses – Additional interpretation, examples & notes:

Itemized receipts are required to ensure full reimbursement. If attending a conference/event that provides a meal(s) as part of the conference fee, then only meals not covered by the conference/event will be reimbursed unless undertaken for business purposes or special circumstances. These break times often provide valuable networking opportunities and participation is encouraged.

Examples: Assume the traveler attends a conference that includes lunch each day.

- Example 1: The traveler chooses to go out to lunch alone to catch up on Bryant obligations. Allowable/Reimbursable
- Example 2: The traveler chooses to go offsite with colleagues from the conference to network/conduct business discussion. Allowable/Reimbursable, must include names/titles of the other attendee(s) and business purpose
- Example 3: The traveler chooses to go out to lunch with an old acquaintance. Potentially Not Permitted/Obtain Supervisor/Dean approval

If dining with a companion(s), indicate which items on the itemized receipt relate specifically to the traveler and/or those that were split. Combining business and personal trip components is allowed as long as it is not an increased cost to the University. See sections on Recruitment, Fundraising, Alumni, and Other Special Events below for additional information, if applicable.

3. Mini Bars (In-room) – Official Bryant University Policy:

Purchases for both soda and water beverages from a mini bar are reimbursable.

4. Mini Bars (In-room) – Additional interpretation, examples & notes:

Same as Bryant University Policy.

5. Business Meal Expenses – Official Bryant University Policy:

Business meals are defined as meals taken with students, colleagues, or donors during which specific business discussions take place.

Business Meals with Other Employees

Employees will be reimbursed for business-related meals taken with other employees only in the following circumstances when:

- For confidentiality reasons, business is conducted off University premises;
- Dining with other employees during an out-of-town trip such as a conference;
- Authorized by the department head for reward, recognition, or other appropriate business purposes

6. Business Meal Expenses – Additional interpretation, examples & notes:

As noted above, Business Meals are those where a business discussion takes place and could potentially include various parties. Below are examples of allowable and potentially allowable business meals:

- Meal(s) for recruitment purposes, including faculty and staff hiring

- Meal(s) aimed to form a partnership for fundraising, research collaboration, or large scale events
 - When fundraising, obtain preauthorization from the Development Office to ensure there are not multiple parties pursuing the same person/organization
- Meal(s) with students will be reimbursed on a case-by-case basis; examples of potentially allowable meals include: offsite presentation/conference, large scale research activities.
 - See sections on Recruitment, Fundraising, Alumni, and Other Special Events below for additional detail

7. Alcoholic Beverages – Official Bryant University Policy:

The use of alcohol for business entertainment purposes should be kept to a minimum. Employees should be aware that the purchase and use of alcohol places significant legal exposure on the University.

8. Alcoholic Beverages – Additional interpretation, examples & notes:

While Academic Affairs does not prohibit the consumption of alcoholic beverages during meals at conferences and other events (with some exceptions), it should not be an expense taken for granted, or potentially abused.

Alcoholic beverages during conference travel are limited to 1 per meal. Although alcoholic beverages may appear on the itemized meal receipt, any alcohol exceeding 1 drink will be excluded from the reimbursement.

When undergoing a fundraising, program partnership, alumni relations, faculty recruitment, or upper administrative staff recruitment, alcoholic beverages are allowable, but should be kept to a minimum when possible.

Consumption of alcoholic beverages with current students is strictly prohibited due to potential liability concerns. For example, if an incident were to occur soon after consumption of alcohol with our employees, it could be construed that Bryant University (or the employee) was responsible for the unrelated incident. An exception is made for official Bryant University events with security personnel in accordance with University policy (i.e. Senior Wine & Cheese event).

9. Entertainment – Official Bryant University Policy:

Entertainment expenses include events when a business discussion takes place during, immediately before, or immediately after the event.

Employees will be reimbursed for entertainment expenses:

- With prior department approval, if required;
- If the person(s) entertained has/had a potential or actual business relationship with the University;
- If the business discussion will benefit the University.

The following entertainment expenses are not reimbursable:

- Concert and theater tickets
- Sporting-event tickets

- Outings to nightclubs
- Transportation to and from a non-reimbursable event
- Meals and beverages consumed at a non-reimbursable event

10. Entertainment – Additional interpretation, examples & notes:

Same as Bryant University Policy.

11. Tipping for Meals – Official Bryant University Policy:

Tips included on meal receipts will be reimbursed. Generally, 15 to 18 percent is considered reasonable, with 20 percent being the maximum limit. Tips should be included with the cost of the associated expense on the travel expense report.

12. Tipping for Meals – Additional interpretation, examples & notes:

Same as Bryant University Policy.

13. Individuals Covered during Conference Travel – Additional interpretation, examples & notes:

Only business related expenditures are reimbursable. As previously stated, while the employee may combine a personal and business trip, it should be at no additional cost to the University. Except under rare circumstances (requiring preapproval), significant other/family expenses are not allowable or reimbursable.

Conference meals only cover the employee's expenditures unless meeting with another party to pursue a fundraising opportunity, program partnership, alumni relations, or research partnership and qualifies as a business expense. If another person is being covered, the employee must document the person's name, organization, title, and brief description of the business purpose/discussion.

14. Recruitment, Fundraising, and Other Special Events – Additional interpretation, examples & notes:

Offsite meals undertaken in order to recruit faculty or upper level administrative staff, fundraising, and other special events are allowable and should be kept to a reasonable level. Alcoholic beverages during recruitment meals are allowable, but should be kept to a minimum.

If entertaining a guest whose spouse or significant other is in attendance, it is allowable for the employee to bring their significant other. For recruiting purposes, spousal/significant other reimbursement is reimbursable if the recruit and their family/significant other would need to relocate as a result of the hire.

When entertaining for Fundraising, Alumni Relations, Guest Speakers, and other Special Events, alcohol is allowable, but should be kept to a minimum. In general, significant others are not reimbursable for these events unless preapproval is obtained and the guest's significant other is also present. Preapproval should be obtained from the appropriate Dean (faculty) or Provost/designee (staff).

15. Documentation and IRS Requirements – Official Bryant University Policy:

An original receipt should be submitted with the Travel Expense Report for individual meals and any entertainment expenses.

In addition, for business meal and entertainment expenses, the following documentation is required by the IRS, and should be recorded on the travel expense report:

- Names of individuals present, their titles and organization name
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- Specific business topic discussed
- In the case of entertainment events, the specific time when the business discussion took place (i.e., before, during, or after the event)

16. Documentation and IRS Requirements – Additional interpretation, examples & notes:

All meals must have an itemized receipt to guarantee full reimbursement. If business and personal expenses are combined on the receipt, simply indicate those relating to the employee's reimbursement.

17. Business Use of Personal Charge/Credit Card – Official Bryant University Policy:

Travelers will not be reimbursed for annual fees on personal charge cards or credit cards.

18. Business Use of Personal Charge/Credit Card – Additional interpretation, examples & notes:

Same as Bryant University Policy.

XII. CASH ADVANCES

1. Cash Advances – Official Bryant University Policy:

Advances may be issued for trips of two or more days. The amount of cash requested should be the minimum necessary to cover anticipated out-of-pocket expenses. Request for advances should be made a minimum of 10 business days prior to the travel date.

Cash-advance Settlement

All cash advances should be settled on a travel expense report within seven business days after completion of the trip. Any unused cash advance should be returned immediately when a trip is canceled or postponed. Advances or reimbursements will not be issued to any employee who has an advance outstanding of more than 30 days.

Outstanding Cash Advances

Failure to properly account for cash advances may result in:

- Notification sent to employee's supervisor/manager
- Suspension or cancellation of cash-advance privileges
- Non-reimbursement for out-of-pocket expenditures
- W-2 compensation reporting of outstanding advance

2. Cash Advances – Additional interpretation, examples & notes:

Cash Advance paperwork should be submitted to the Academic Business Manager (Provost's Office) 15 business days before travel since Accounts Payable needs 10 business days to process in time.

Cash Advances should be made on the Academic Affairs expense reimbursement form in accordance with the instructions on the “Directions” tab.

Only one travel advance is allowed per traveler at a time.

XIII. EXPENSE REPORTING

1. **Timing for Expense Report Completion and Submission – Official Bryant University Policy:**

Travelers should file a Travel Expense Report no later than seven business days after completion of each trip. Travel expense reports are available on the Controller's Web site under forms.

To access the form, go to: web.bryant.edu/~controlr **Outdated form, see below**

2. **Timing for Expense Report Completion and Submission – Additional interpretation, examples & notes:**

Travel undertaken by Academic Affairs employees must be prepared on the AA Expense Reimbursement form and submitted to the Accounting Coordinator (located in the Office of the Provost) within 30 days of return from travel – except at University fiscal year end. Reimbursement forms received after this timeframe will not be reimbursed. To comply with the year end audit requirements, all expenses incurred June 30th or earlier must be remitted by July 15th.

3. **Approval/Authorization Process – Official Bryant University Policy:**

All requests for reimbursement of travel and related expenditures require the signature of the individual and his/her direct supervisor.

Accounts Payable will review each employee Travel Expense Report for:

- Proper approval signatures
- Identified business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

4. **Approval/Authorization Process – Additional interpretation, examples & notes:**

The above section relates to the approval and authorization of travel/expense reimbursements, not the preauthorization of travel.

In cases where an employee is working on a special project/travel/initiative such as Sophomore Int'l Experience, a grant, or center, the approver should be that overseeing the project rather than the employee's direct supervisor. For example, an employee who typically works within the Graduate School acts as a facilitator on an SIE trip would send their reimbursement to one of the lead faculty, not their supervisor within the Graduate School.

5. **Documentation Requirements – Official Bryant University Policy:**

University policy requires receipts for all expenditures.

Documentation that travelers must submit with their travel expense reports include:

- Air/Rail: Original passenger coupon
- Hotel: Hotel folio issued at time of checkout, along with credit-card receipts
- Car Rental: Rental car agreement plus credit card receipt
- Meals/Entertainment: Credit-card receipt or cash register receipt (no restaurant tear tabs)

When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required on the travel expense report.

Actual bills/receipts should be submitted whenever possible. Receipts should include the name of the vendor, location, date, and dollar amount.

Disregard for University policy or altering of receipts can result in disciplinary action or termination.

6. Documentation Requirements – Additional interpretation, examples & notes:

Original itemized receipts are required for reimbursement including proof of payment. For example, submitting an email confirmation from a conference vendor confirming your registration is inadequate unless it also illustrates proof of payment (paid with card ending XXXX).

For items missing a receipt, the employee must complete the Missing Receipt Affidavit and ensure it is signed by the person approving the expenditures. The Affidavit is one of the tabs within the AA Expense Reimbursement form. This includes cash tips (other than meals), such as tipping a bus driver for transporting a bus full of students. For tips on meals, please notate this on the receipt for easier review. If the entire meal receipt is missing, then include the entire amount of meal plus tip on the Missing Receipt Affidavit.

7. Converting Foreign Currencies – Official Bryant University Policy:

Employees who travel internationally must provide supporting documentation for exchange-rate conversion with the Travel & Expense Report. When the rate is unknown, the traveler calculate the amount using the tables found at:

<http://www.xe.net/ucc/> or <http://www.oanda.com/convert/classic>

- Unknown conversion rates may be estimated for submission on the Travel Expense Report and, if necessary, Accounts Payable will adjust the rate to the billed amount when the voucher is processed.
- Personal charge/credit cards will be reimbursed by using the Wall Street Journal exchange rates unless supported by a personal charge/credit card statement.

A separate travel expense report page should be completed for each type of currency in which expenses are incurred. U.S. dollars may be combined with one type of foreign currency.

All expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the travel-expense report and on all supporting receipts.

8. Converting Foreign Currencies – Additional interpretation, examples & notes:

All expenditures must be reported in U.S. dollars. The best way to ensure full reimbursement is to utilize a credit card when on international travel and submit a copy of the credit card activity along with the reimbursement form. This is the best way to ensure all foreign fees have been fully reimbursed. Submitting a credit card statement/activity report does eliminate the need to submit receipts, but can be used as a substitute if a receipt is missing.

For cash transactions or for those who are not comfortable submitting a copy of credit card account activity, one of the most user friendly tools is the XE Travel Expense Calculator located at <http://www.xe.com/travel-expenses-calculator/>. This tool allows the user to enter details on multiple transactions, convert to U.S. dollars, and print the results for submission with expense reimbursement. If you cannot finish converting in one sitting, click the link in the lower left-hand side to generate a link that you can save and return to once time permits.