



**Policy: Travel and Business Expense**

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Financial Affairs Department  
Procurement Policies and Procedures

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## Policy

### **General:**

Villanova University is responsible for expenses related to business travel for employees of the University. This includes all actual and reasonable expenses in accordance with the guidelines of University Policy. This policy shall apply to all travel and business expenses paid with University funds, including grant and contract monies. Travel under sponsored programs may be subject to different conditions specified in the grant or contract and will be monitored by the Office of Research and Sponsored Projects. If the sponsor does not specify certain conditions, the University Travel and Business Expense Policy will apply.

All expenses must be submitted according to Travel Procedures as stated in the Procedure section of this document.

### **Use of Procurement Card:**

Use of the University Procurement Card has been approved and preferred for University travel and business expense. These expenses are to be reported as outlined in the Travel and Business Expense and Procurement Card Procedures.

### **Use of Personal Credit Card or Cash:**

Any out-of-pocket expenses, such as tolls, mileage, or use of personal credit cards, must be submitted on a Travel Expense Report for travel or a Request for Payment for business expenses to the Procurement Department. With the correct Departmental approval, expenses less than \$100 can/should be taken to the Bursar's Office for cash. The Bursar's Office will not issue amounts in excess of \$100 without prior approval from your Department Head and the Procurement Department.

Departments can establish a Departmental petty cash fund for business expense reimbursements. Departments must follow the petty cash policy and procedure and are subject to review and audit. The Controller must approve all requests to establish a Departmental petty cash fund.

### **Use of University Travel Agency:**

The University recommends the use of Worldtek Travel the University's travel agency when booking reservations. Worldtek guarantees the lowest prices when booking travel. Worldtek's agents are available from 8:30 am to 5:30 pm Monday through Friday. In addition a 24-hour, 7-day a week emergency help line (1-800-243-1723) is available. Worldtek is available to assist with airline tickets, Amtrak tickets, hotel accommodations, car rentals, group arrangements, and passport and visa service. Please see the Travel Office Policy for further information.

### **Advances:**

Since most travel-related expenses can easily be charged to the Procurement Card, travel advances should not be necessary. However, for those travelers who do not have a University Credit Card, Villanova will issue an advance of \$50 per day for domestic travel or \$100 per day for foreign travel. The University will also issue an advance for any out-of-pocket expenses prior to the trip. Advances must exceed \$50 in order to be issued. All advances are subject to review by the Procurement Department.

All advances must be settled within thirty days of completion of the trip. Further advances will not be processed with an outstanding overdue advance. The Director of Accounting must approve exceptions.

### **Allowable Business Expenses:**

Villanova will be responsible for business expenses that have been approved by the Department Head. Business expenses include miscellaneous Departmental needs, Department funded student group needs, and business meals with donors, alumni, and business associates. When attending a group meeting or a business meal with employees, the senior level person attending is required to charge the expense. Advances for Business Expenses will not be issued; see petty cash policy.

### **Allowable Travel Expenses:**

Villanova will be responsible for expenses incurred for business travel only. It is acceptable to travel a day prior to or after the meeting, conference, or other business activity, but must have the approval of the Department Head. Allowable expenses include transportation, accommodations, meals, business and reasonable personal telephone calls, registration, tips, and tolls. Original receipts are required for all expenses. It is the responsibility of the traveler to make the best use of University funds, and the traveler will be held responsible for such.

### **Transportation**

**Airfare:** Coach accommodations must be used. For your convenience, Villanova recommends the use of the Worldtek Travel, Villanova's official travel agency at 1-800-243-1800. The traveler should take advantage of special conference rates or discounts whenever possible, and the traveler may make arrangements directly with the conference. Purchasing tickets on the Internet is acceptable. Please note that airfares are usually cheaper when staying over on a Saturday night and will need approval by the Department Head.

**Train:** Coach accommodations must be used.

**Personal Cars:** Villanova will reimburse mileage at the rate that has been set yearly by the Procurement Department according to the IRS (this rate can be found on the [Travel Expense](#)

Form excel format). The University will not reimburse the traveler for violations such as parking tickets, fines for moving violations, and vehicle towing charges.

**Rental Cars:** Rental cars are permitted only if no other means of local transportation is available, and if pre-approved by the Department Head. Enterprise Rental Car 1-800-736-8222 is our preferred vendor. All travelers will be supplied with a membership card, or the traveler can visit the Enterprise Rental web site for more information. The driver must be a Villanova employee. The traveler should secure economy/mid-size vehicle at the best rate possible. Villanova will pay for gas, not mileage. Insurance/Damage is covered by the University's insurance policy; additional coverage is not required. If additional coverage is purchased, it is the responsibility of the traveler.

**Long-term Parking:** Villanova will reimburse for long-term parking during business trips. Our preferred vendor is Express Park 610-521-1500. This facility is located minutes from the Philadelphia International Airport. It is open 24 hours, and shuttle service is available. Travelers can obtain a membership card either in the Procurement Department.

**Taxi/Airport Shuttle Service:** Transportation services will be reimbursed. Local shuttle service may be arranged through our preferred vendors, Main Line Express Inc, 610-361-1955 or Hermes Transportation, 877-367-6227. Pricing may be obtained at their respective web sites.

**Parking/Tolls:** Villanova will reimburse for these fees.

**Accommodations:** The traveler is expected to secure single room accommodations at a reasonable rate and should take advantage of special conference rates whenever possible. Use of the conference hotel is appropriate. Villanova will not pay for personal expenses such as movies and health clubs.

**Registration Fees:** Villanova will be responsible for conference or association meeting registration fees. This excludes guest registration fees for a spouse or guest, as well as any recreational activities for the traveler and/or anyone accompanying the traveler.

**Meals:** Villanova will be responsible for meals during University business. It is expected that the traveler be reasonable. A guideline has been provided for your convenience. Breakfast - \$10, Lunch - \$15, Dinner - \$30. It is understood that certain areas are more expensive and that these are **only** a guideline. Per Diems are not permitted.

**Phone Charges:** In order to reduce the cost of very high hotel phone charges, Villanova has two 800 numbers available, for use while traveling on business. Misuse of these numbers may result in disciplinary action under University Disciplinary Policy as stated in the Human Resources Employee Handbook. To reach the Villanova Operator, use 1-800-634-8773; this number can only be used between the hours of 8 to 5. To check your voice mail, use 1-800-338-0442. Telecommunications can make available loaner cell phones for those travelers anticipating making a large number of phone calls. Since the Telecommunications Office has a limited number of cell phones on hand, it will be necessary to give adequate notice. Please contact Telecommunications at extension 94188 to make these special arrangements. Due to the high per minute charge rate on cellular phones, cellular phones should not be used to call the toll free number. Personal phone calls are acceptable, providing the charges are not excessive and if approved by the Department Head.

**Miscellaneous:** Villanova will be responsible for certain miscellaneous charges such as business faxes, tips, tolls, laundry for business meetings exceeding 5 days, and fees for airline schedule changes due to conference cancellations.

### **Unallowable Travel Expenses**

Unallowable expenses include, but are not limited to:

- additional insurance
- lost or stolen property
- fines (parking/traffic violation)
- personal entertainment
- in-room movies
- exercise/recreational facilities
- conference tours and golf outings
- guest related costs
- valet service
- maintenance/repair of personal automobile
- babysitting
- pet care fees
- toiletries/pharmaceutical items
- haircuts/beauty salon services
- individual limousines
- personal gifts
- fees/expenses involved with extending trip for personal vacation

### **Receipts**

Villanova requires original receipts for all expenditures. Below is a list of acceptable receipts. Please see the Procedure section of the document for submission instructions.

- Accommodations: Itemized hotel statement.
- Meals: Original restaurant receipt. A hand written receipt is unacceptable. If dining with a group, most restaurants are able to print extra copies of the receipt. Hand written adjustments are acceptable.
- Transportation: The passenger receipt copies of the airline or train ticket or screen print of on-line airline ticket is acceptable. Original car rental agreement. Original gasoline receipts (for rental cars only).

- Parking: Original parking receipt is required.
- Registration Fees: A copy of the cancelled check or original receipt is required, if not prepaid by the University or on the Procurement Card.
- Taxi/Shuttle Services: Original receipt is required.
- Tolls: Original receipt is required.

### **Foreign Travel**

When traveling outside of the United States and the traveler does not have a Procurement Card or Visa is not accepted, the traveler must provide the exchange rate being used and the US dollar equivalent printed on all receipts. If expenses are paid by credit card, the charges may take longer than thirty days to appear on the traveler's statement. The traveler should wait until all charges can be accounted for before submitting for reimbursement.

Daily exchange rates can be found at <http://www.oanda.com/convert/classic>.

### **Student Travel**

If Villanova student(s) must travel, the University will be responsible for any expenses that have been approved by the Department Head.

When traveling with an advisor, it will be the responsibility of the advisor to pay for the student(s) business expenses.

When student(s) travel alone, an advance will not be issued to the student but can be issued to the advisor on behalf of the student(s). Large expenses such as airline tickets and hotels can be charged to the Procurement Card of someone in the Department or by contacting the Controller's Office at extension 94531 for information regarding the University Travel Account. For hotels that will not accept the Procurement Card as payment, a check in the name of the hotel can be processed prior to the trip or sent with the student(s).

### **University Travel Insurance**

All employees on University business will be covered under the University Travel Accident Insurance as stated in the Human Resources Employee Handbook.

In addition to the University coverage, any travel ticket purchased with the Procurement card will receive, from MBNA, an additional 1 million dollars of coverage for accidental death while traveling on University business. Contact the Procurement Department at extension 94231 for limitations and restrictions.

### **Approvals**

All travel must be approved by the Department Head.

Travel Expense Reports must be signed by the traveler, certifying that the information reported is accurate and that all claimed expenses were allowable and were incurred in conducting University business.

The traveler's supervisor must approve all Travel Expense Reports. It is the responsibility of the individual approving the Travel Report to assure that it is accurate and in compliance with University Travel Policy. Deans and Directors must have the approval of their Vice President. Vice Presidents must have the approval of the President. During reviews and audits both the traveler and the supervisor will be held responsible for any discrepancies.

Individuals may not approve their own travel expenses. Individuals cannot have their Travel Expense Reports approved by an individual who reports to them.

All signatures must be originals. Approval stamps are not acceptable.

### **Traveling with a guest**

Villanova will not be responsible for expenses of guests who accompany travelers on University business. Any additional charges/fees incurred on behalf of the guest will be the responsibility of the traveler.

Villanova's Procurement Card can be used only for the employee's portion of the expense. Guest charges must never be charged on the Procurement Card.

An employee who wishes to use the University Travel Office must provide a personal credit card for the guest's charges.

Discrepancies found may result in disciplinary action against both the traveler and the individual approving the travel report, under standard University Disciplinary Policy as stated in the Human Resources Employee Handbook.

### **Extending trip for personal vacation**

Reimbursement for meals, accommodations, and other expenses will be limited to the days of approved business travel, meeting, or other business activity attended by the traveler. If using Villanova's Procurement Card, extended trip expenses must be separated.

### **Emergencies**

If travel is impossible or unsafe, Villanova will be responsible for additional night accommodations. This situation must be documented and approved by the Department Head.

If a trip needs to be cancelled and the ticket can be used toward a future trip, the University will be responsible for any additional charges, providing it is a true emergency.

### **Fiscal Year-End Charging**

If a trip occurs before May 31st, expenses related to that trip should be charged to the fiscal year ending May 31st. If a trip occurs June 1st or later, it should be charged to the new fiscal year beginning June 1st.

Problems charging expenses to the correct year can occur when the Procurement Card is used. For example, expenses such as airfare or conference registration may be incurred weeks or months in advance of a trip in or after June. If those expenses are paid by using the Procurement Card, they will be charged to the old year when April or May charges are uploaded into Banner. Since there is no way for Accounting to identify such charges, it is the responsibility of the Department to notify Accounting Services that the charges need to be moved to the new fiscal year.

If a trip spans the end of May to the beginning of June, any cash reimbursement portions of the trip will be charged to the fiscal year in which the majority of the trip took place, and is processed in accordance to the year-end schedule. The Procurement Card charges will be charged to the fiscal year in which the transaction took place. It is the Department's responsibility to notify Accounting Services of any charges that need to be moved into the proper fiscal year.

For trips occurring prior to May 31st, it is imperative that all Travel Expense Reports be submitted to the Procurement Department in accordance to the year-end schedule.

## Procedure

### **Travel Reporting**

After the traveler returns from the trip a Travel Expense Report must be completed. This must be done within 30 days of completing the trip. A copy of the expense report can be downloaded from the Procurement Department's web site into Microsoft Excel for completion. All Procurement Card, cash, and personal credit card expenses for the trip must be reported at this time. When the report is completed, a copy is printed for signature and approval.

**Cash Reimbursement:** If reimbursement is necessary, all receipts are to be attached to the original Travel Expense Report and sent to the Procurement Department for reimbursement. For reimbursements with a travel advance, the advance number must be referenced on the Travel Expense Report. If the amount to be reimbursed is less than \$100, the Travel Expense Report with receipts can be taken to the Bursar's Office for cash.

**Procurement Card Charges:** When the Procurement Card is used, the original receipts and the Travel Expense Report should be attached to the Procurement Card Report Statement. See Procurement Card Policy and Procedure for reporting and receipt retention. It is not required to submit the Travel Expense Report or receipts to the Procurement Department and the traveler must keep this in their Department for future audit.

**Procurement Card and Cash used on same trip:** If personal cash and the Procurement Card are used, the original Travel Expense Report and cash receipts are to be sent to the Procurement Department for reimbursement. A copy of the Travel Expense Report and the Procurement Card receipts are to be kept with the Procurement Card Report Statement.

**Cash returned to the University:** If a cash advance was received, and cash is to be returned to the University, the original Travel Expense Report referencing the advance number, cash receipts, and the reimbursement are to be sent to the Bursar's Office. Any checks must be made payable to Villanova University. Do not send cash in inter campus mail.

### **Business Expense Reporting**

The use of the University Procurement Card is preferred for business expenses and must be reported on the Procurement Card Report. If cash or personal credit card is used, the expense must be reported on a Request for Payment Form and submitted to the Procurement Department or to the Bursar's Office if under \$100. It is required to make note of business purpose and attendees on the Procurement Card Report or the Request for Payment.

### **Travel Advances**

A Request for Payment Form must be submitted to receive a travel advance. The Bursar's Office will issue cash for travel advances of \$50 per day. The Procurement Department will issue a check for travel advances that may include reimbursement of expenses previously paid for by the traveler. Both the Bursar's Office and the Procurement Department will issue a letter referencing the advance number. This number must be referenced when filing the Travel Expense Report. All advances must exceed \$50.