

WHEATON COLLEGE

TRAVEL AND BUSINESS

EXPENSE POLICY

Revised September 1, 2010

TRAVEL AND BUSINESS EXPENSE POLICY

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TRAVEL AND BUSINESS EXPENSE POLICY

INTRODUCTION

The policies set forth in this handbook are applicable to travel and business expenses incurred by faculty and staff as well as its Board of Trustees and all others acting on behalf of or as a guest of Wheaton College. The policies are applicable irrespective of the source of funds. The Travel and Business Expense Policy, including updates, is available on the Finance website at: <http://www.wheatoncollege.edu/Finance/Policies/>.

This handbook outlines the policies and procedures in general terms to ensure only reasonable and necessary expenditures for authorized business, travel and entertainment are incurred, documented, and paid for by the college in conformity with applicable laws, acceptable practices, and good judgment.

While the information in this handbook should be sufficient to cover the majority of scenarios, it is inevitable that certain situations are not addressed. This handbook is not expected to cover every possible situation. For example, federally funded awards may have additional requirements associated with their expenditures. It is encouraged that items of an unusual nature be discussed with the Finance Office. If you find yourself in a situation where such is the case, please contact the Controller at ext. 3440.

The travel, business meals, and general expense reimbursement policies exist primarily for three reasons:

1. To ensure that the college is in compliance with federal regulations instituted by the Internal Revenue Service (IRS). The IRS requires the following:
 - a. Expenses must have a business connection.
 - b. There must be adequate accounting by the employee to the employer for the expenses, substantiating the amount, date, time, place, use, and business purpose of the expenses incurred.
 - c. Excess cash advances or reimbursements must be returned within a reasonable period of time (no later than 30 days following the last expense incurred).
2. Expenses are reasonable and do not conflict with the college's not-for profit tax status and primary mission of education, research and public service. College funds shall not be used for purposes that are personal in nature or that do not have a clear business purpose.
3. To ensure that the college's budget dollars are spent as effectively as possible.

Failure to comply with these requirements may result in a payroll deduction for expenses incurred but not properly accounted for according to IRS regulations. Employee violations of the Travel and Business Expense Policy will be treated as violations of college policy, and may result in disciplinary action.

RESPONSIBILITY OF TRAVELERS/PURCHASERS

College travelers/purchasers are expected to spend college funds prudently. Travelers/purchasers are expected to familiarize themselves with the college's Travel and Business Expense Policy. Travel and entertainment expenses will be paid or reimbursed by the college if they are reasonable, appropriately documented, properly authorized, and within the standards of this policy. Individuals who incur authorized expenses should neither gain nor lose personal funds as a result of travel for Wheaton.

RESPONSIBILITY OF APPROVERS

Essential to the reimbursement of expenses incurred by employees, travel and otherwise, is the approval process. Expense/Travel Reports should be signed by the employee and should also contain a signature of approval by the appropriate authority. As each college department has a different structure, the appropriate authority is defined as the Department Head. The traveler's required approver is the person who is the next highest level with budget authority for the "org" to which the expenditures will be charged.

Under no circumstances should an employee approve his or her own Expense/Travel Report. Furthermore, in no situation should a peer or subordinate approve another employee's Expense/Travel Report.

The approver's signature indicates that the reviewer has examined the Expense/Travel Reports in detail, verified the validity of the expenditures in accordance with the college policy, attests to the accuracy of the form and is in full agreement with the amount expended and/or due to the employee.

RESPONSIBILITY OF ACCOUNTS PAYABLE AND FINANCE

Accounts Payable and Finance are responsible for the following:

- Review of forms and attachments for completeness, accuracy, reasonableness, and compliance with government regulations and college policies;
- Return of forms to employee or the approver when items appear unreasonable, incomplete, personal in nature, or violate government regulations or college policies;
- Maintenance of auditable records of expenses;
- Verification of required approved signatures;
- Ensuring the proper tax treatment of taxable income items and compliance with IRS regulations.

RECEIPTS/MISSING RECEIPTS

Original documents must be submitted as support for all expenses. A receipt is defined as a verifiable written acknowledgement that a specified remittance article or delivery has been made. The receipt must support the propriety of the transaction and contain the following information:

- Vendor name;
- Detailed listing of goods purchased, including item description, quantity and price;
- Transaction date; and
- Total dollar amount of purchase.

Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statement, receipts or restaurant stubs are not acceptable unless the original document was lost and the photocopy is signed with a full explanation of the circumstances. If a copy of the receipt is not attainable, a Missing Receipt Form must be completed and attached to the Expense Report. The Missing Receipt Form should be completed by the employee seeking reimbursement and signed by both the employee and the authorized approver with a complete explanation of the expense incurred.

In the event of a missing airline receipt, some form of supporting documentation must accompany the Missing Receipt Form. The ticketing agency should be contacted and a copy of the receipt requested. Please note that all ticketing agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue. There may be a fee associated with requests for duplicate copies of tickets. If the employee is unable to obtain a copy of the airline receipt, a copy of the record of charge (credit card statement or cancelled check) must be included with the Missing Receipt Form.

The Finance office may question duplicate receipts, ask for additional documentation and/or request that a Missing Receipt Form be completed for the expenditure.

CORPORATE CREDIT CARD PROGRAM (Also see Corporate Card User Guide)

For those employees who travel and/or make frequent purchases on behalf of the college, a Corporate Credit Card program is available for transactions primarily under \$2,500. The Corporate Credit Card allows college employees to obtain goods much faster and easier and the work associated with the payment for purchases is reduced. Whenever possible, travel expenses should be paid through the use of the Corporate Credit Card. The credit card benefits the college by reducing cash outlays and extending cash float.

Only full time employees of the college (with approval from a Department Head and Division Officer) may be permitted to receive a Card. An application for a Corporate Credit Card is available through the Business Services Office and on the Wheaton Finance or Business Services website. The employee's Department Head must sign the application for the Card. The Corporate Credit Card is intended for purchases related to college business only.

Please refer to the Corporate Credit Card User Guide for additional information on the program.

SALES TAX EXEMPTIONS

The college is exempt from sales tax in Massachusetts, Rhode Island, Maine, New York and Florida. If you are traveling to or purchasing goods from any of these states, you should contact Business Services for the Tax Exemption certificate or download it from the Finance website at <http://www.wheatoncollege.edu/Finance/Forms/taxexempt/home.html>. These exemptions are available for expenses incurred on behalf of the college and for which the college is responsible to pay.

TRAVEL SPECIFIC POLICIES AND PROCEDURES

The college appreciates the efforts of those employees who travel on college business. Travelers should be comfortable while traveling, understand all related policies, and obtain reimbursement quickly. At the same time, it is necessary to keep trip costs within reasonable limits and to follow consistent reimbursement procedures.

When traveling, employees of the college are required to select the most cost-effective means of transportation and lodging, weighing the factors of safety, convenience and price differences. Travel policies are designed to fit the college's mission and culture as a not-for-profit institution. In general, college personnel should travel using good judgment and make responsible choices.

The college has a preferred travel agency to provide travel services to those who travel on behalf of Wheaton College. Faculty and staff traveling for college business purposes may make travel arrangements through the college's approved travel agency or you may utilize a travel service website (i.e. Orbitz). All travel arrangements must be prudently purchased to obtain the lowest fares/rates available that meet your travel itinerary. Please refer to the Business Services website for the travel services and agency related information.

Group Travel Accident Coverage

Emergency 24-hour travel assistance services are provided by AIG Assist as part of WorldRisk Travel Accident and Sickness coverage. These services are available for college business travelers who are traveling 100 miles or more away from home. AIG Assist staff members, including travel assistance coordinators, registered nurses and U.S. board certified doctors, are fully trained to handle emergency situations with a consultative and caring approach towards employees and their families. AIG Assist services are designed to provide fast-acting, life-saving help in an emergency and to make international travel less troublesome. AIG Assist cards and pamphlets are available in the Business Services Office.

TRAVEL AND BUSINESS EXPENSE POLICY

Travel Expense Reimbursement

Whenever possible, travel expenses should be paid through the use of the Corporate Credit Card program. However employees of the college who spend their own funds for legitimate business-related travel expenses are entitled to a prompt reimbursement for those expenditures. Claims for reimbursement should be made on a Travel Accounting Form and submitted to Accounts Payable. Original itemized receipts must be attached to the Travel Accounting Form that is submitted for reimbursement, regardless of the dollar amount. Guidelines for receipts follow those outlined for general expense reimbursement. In addition, documentation for all business meals transactions must include names of attendees and business purpose to comply with IRS regulations. If there are a large number of attendees, listing of the type of group is acceptable.

All reimbursements are paid to employees through direct deposit (allow five to seven working days for internal processing). If Accounts Payable is required to return a report which does not have adequate support or proper approval, the reimbursement process may be delayed.

Travel Advances

If the estimated out-of-pocket cost of an approved trip exceeds \$100, an employee is entitled to request a travel advance. A travel advance cannot be issued for airfare, lodging, conference fees or other substantial costs that can be prepaid, invoiced or charged on the Corporate Credit Card. Therefore, if cash expenses such as taxis, tolls, tips and meals (not chargeable to Corporate Credit Card) are expected to exceed \$100 the employee's supervisor can approve a travel advance.

Prior to the issuance of each advance, an employee must complete/sign an Employee Travel Advance Agreement. The Agreement should be submitted to Accounts Payable no later than five working days prior to the date the funds are needed. It should also be noted that travel advances will be paid through direct deposit and will not be released more than three to five days before the travel is to begin.

The Travel Advance Agreement requires both the traveler's signature (indicating his or her review of the document) and the signature of the Department Head (indicating their approval of the advance). If a travel advance request is over \$2,000, the signature of a Division Officer is required. If a travel advance request is over \$4,000, the advance must be also be approved by the Vice President of Finance and Operations.

An employee may only have one travel advance outstanding at any given time. The travel advance must be accounted for on a Travel Accounting Form and submitted to Accounts Payable within 30 days following the completion of business travel. All travelers are responsible for completing a Travel Accounting Form in such a manner that properly substantiates each expense item in order to be in compliance with IRS mandated rules. Receipts are required to substantiate all Travel Advances, regardless of whether the actual expenses incurred were less than or more than the amount of the advance. Receipts are required for all expenses paid with these funds.

Original, itemized receipts should be attached to the Travel Accounting Form. Missing receipts or copies of receipts must comply with the policies documented in this guide.

Failure to account for a travel advance in a timely manner will result in the following:

- Suspension of travel advance privileges,
- Payroll deduction, and
- Notification of Division Officer.

Any unused funds from the Travel Advance should be delivered to the Accounting Services window in Park Hall or the Accounting Services depository box located directly below the mail drop-off slots in Balfour Hood. Do not send cash or checks through campus mail.

All checks should be payable to: "Wheaton College." A receipt should be obtained from Accounting Services and attached to the Accounting Form prior to submitting the accounting to Accounts Payable. If actual travel related expenses exceed the travel advance, then the college will reimburse the traveler for the net amount due.

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Emergency Travel

On rare occasions, knowledge of upcoming travel will be of such short notice that the general Travel Advance procedures cannot be adhered to. If it can be demonstrated such a situation exists, a travel check will be prepared without the normal lead-time. However, 24 hours is the minimum amount of notice required to prepare an emergency travel check. Requests of this nature will be made to the employee's supervisor and forwarded to Accounts Payable.

International Travel

Reimbursable international expenses include expenditures incurred for travel, personal meals, business meals and entertainment, lodging, passport fees, airport taxes, exchange rate fees, and other items necessary for the conduct of college business. The college will reimburse for the cost of coach transportation.

Expense reports must be submitted in U.S. dollars with an explanation and translation of the foreign receipts and their conversions. Employees who travel internationally are encouraged to use the college's Corporate Credit Card whenever possible. If the charge is on the traveler's credit card statement, payment will be for the amount shown for the item on the credit card statement. This will ease the conversion rate accounting. Out-of-pocket expenses must be converted to the currency rates that were in effect when travel took place.

Web currency converters can be located at <http://www.eurotrip.com/exchangerates.html> or <http://www.oanda.com/convert/classic>

Travel to countries/regions for which a travel warning has been issued by the State Department is not permitted. You may access the list of current advisories through the following web-site: http://travel.state.gov/travel_warnings.html. When proposing or planning a trip that may involve a questionable location, please contact Business Services for a consultation.

Sharing Expenses with External Organizations/Consortia/Groups

Travelers are encouraged to combine college travel with other businesses if travel expenses can be shared with other organizations. Where travel expenses are being shared with external organizations a duplicate copy of receipts will suffice if the reimbursement form contains a detailed explanation as to which organization is paying the balance of the expenses. All reimbursement checks must be made payable to Wheaton College and be brought to Accounting Services for deposit.

Air Travel

Airline transportation should be used for long-distance travel, except when suitable arrangements cannot be made and/or there is a substantial cost savings for alternative transportation. When the most efficient means of transportation is air travel, all efforts should be made to obtain the lowest coach fare available. An employee may upgrade his or her travel class by personally assuming the incremental cost.

When making business travel arrangements with a preferred travel agency of the college, the traveler will be asked for an 'org' number to which the cost of the airfare should be charged. The college will directly charge the appropriate department based upon this information.

When booking travel arrangements independent of the college's preferred travel agency, those employees that have a Corporate Credit Card are required to use this form of payment, otherwise a personal credit card should be used. When seeking reimbursement from the college for such arrangements, note that only non-refundable tickets charged to employee's personal credit cards will be immediately reimbursable, when supported by a properly approved reimbursement request. Employees who choose to purchase *refundable* airline tickets for business travel will be entitled to reimbursement after the travel has taken place, when supported by a properly approved reimbursement request.

Certain airlines have special service clubs in many of the larger airports. Membership in a travel club may be purchased at the personal expense of the traveler and is not a reimbursable expenditure by the college.

TRAVEL AND BUSINESS EXPENSE POLICY

The college has partnered with certain airlines to help reduce and better manage our travel costs. These free programs enable the college to earn points every time an employee travels for business. At the same time, the employee will continue to earn individual miles. The employee may retain frequent flier miles; however, an employee should always travel on the least expensive airline, not the airline with which they have a frequent flier account. If an employee uses frequent flier miles, personal credit vouchers, etc. to pay for business travel they cannot be reimbursed for it.

Please refer to the Business Services website for airline points programs.

Long-term airport parking should be avoided. Alternative arrangements for travel to and from airports should be considered when airport-parking charges are expected to exceed the cost of a round-trip taxi.

Rail Travel

Rail travel may be used when the traveler finds it convenient and it is the least costly transportation available. Rail travel should be at the lowest available fare that offers reserved seating taking into account schedule and timing. The original passenger receipt is required for reimbursement.

Car Rental

The following should be considered before renting a car:

- Availability of hotel shuttle service and taxi cabs;
- Airport transfers (included at some hotels);
- Proximity of hotel to destination;
- Number of travelers (cost sharing);
- Length of stay; and
- No-cost upgrades.

The use of a rental car should be justified as an economical business necessity. The use of a car rental versus a personal automobile is encouraged for trips of longer duration – such as trips exceeding 150 miles round trip. Travelers are required to use economy (subcompact), compact or midsized cars. Travelers will not be reimbursed for specialty rental vehicles (i.e. luxury, sports utility, and convertible). Fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

Please refer to the Business Services website for rental car discount companies.

The college's automobile insurance policy provides coverage for staff and faculty on college business. As such, college employees may choose not to accept additional insurance coverage offered by car insurance companies. However, damage to rented vehicles that are not covered by insurance (deductible) will be paid from the department operating budget. It is important to inspect any rented vehicle before driving it. Make sure any dents, scratches or other damage to the vehicle are noted on the rental form otherwise, the college may have to pay for damages you did not cause. Please be aware there is a \$1,000 deductible for which the individual department would be responsible for in the event of an at-fault automobile accident. When you are signing a rental agreement, you should indicate your name/Wheaton College. In addition, you should list your office address rather than your own personal address and phone number. If you are on international travel and rent a vehicle you are required to purchase compulsory coverage from the rental company. Note that the college's other insurance coverage applies to your business travel. In particular, the Foreign Auto Liability coverage sits "on top" of the compulsory coverage provided by the rental car company.

You may also be required to attend driver training programs and obtain a satisfactory driver history check, for authorization of your vehicle rental. Please contact Business Services with questions on domestic or foreign car rental, risks and insurance coverage.

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Personal Automobile

When traveling locally, employees may be required to use their personal auto for business trips. The use of an employee's personal automobile for business travel purposes will be reimbursed at the college's effective mileage reimbursement rate. See the Accounting Services website for the rate applicable to the date of travel. This mileage reimbursement rate is designed to cover gas, oil, and fixed costs such as insurance and general depreciation. Since the IRS does not allow reimbursement for commuting expenses, business travel should originate from the shorter distance of the college campus or the traveler's home, to the business destination and vice versa. Tolls and parking fees are reimbursable.

When you drive your own car on college business, your own insurance policy serves as a "primary" policy for third party liability and physical damage to your vehicle. Mileage reimbursements are designed to include an incremental cost for insurance and deductibles. Please note that no reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual. It is the obligation of the owner of a personal vehicle being used for the college business to carry adequate insurance for his or her protection and for the protection of any passengers. In the event of an accident, the employee is responsible for his/her own auto insurance deductible.

Fuel

As indicated in the previous sections, fuel is not a reimbursable expense except for refueling costs on rental cars or the vehicles owned by the college.

Other Transportation

Travelers should use taxi or public transportation in metropolitan areas to realize greater savings and convenience (i.e. Boston, New York, Washington, Chicago, etc.).

Reasonable expenditures for local ground transportation to and from airports, railroad stations, hotels, meeting places, and business appointments are payable or reimbursable by the college. Commuting costs are not reimbursable.

Lodging - Hotel

Lodging costs should be kept to a minimum. The college will pay actual room costs, as supported by a detailed hotel bill, for each day that lodging away from home is required for business purposes. Travelers are expected to utilize economical accommodations and inquire about educational corporate discounts. The traveler can stay at the hotel where a meeting, convention or conference is being held, even if it is not the most economical option available. Employees are expected to stay in standard rate rooms.

Reimbursement must be documented by an original itemized hotel bill and receipt, and is limited to room and tax and business phone calls and internet access. Personal expenses for items such as in-room movies, child care, in-room alcoholic beverages or recreational activities, will not be reimbursed.

Since hotel reservations are usually guaranteed in order to ensure lodging for late arrivals, employees are required to cancel reservations in a timely manner in order to prevent "no show" charges.

Lodging – Private Residence

Travelers who stay in a private residence with friends or relatives while traveling on business may be reimbursed for reasonable actual expenses incurred to extend appreciation for their hospitality up to a maximum value of \$75 if the gift is less than the expense normally incurred, and bears a reasonable resemblance to the benefit provided. This "payment in lieu of" actual expense is defined as a host gift and travelers may be reimbursed for one host gift per trip subject to the foregoing limitations. The host gift is intended to express the college's gratitude to the host. Cash payment to the host is not permitted. Appropriate host gifts might include a meal at a restaurant or a tangible household item. Gifts must generally be purchased and presented to the host during the trip. Reimbursements for host gifts should be processed within 21 days after the traveler returns to campus.

TRAVEL AND BUSINESS EXPENSE POLICY

Travel Meals

Reasonable expenses incurred for travel meals will be reimbursed. Travel meals are meals taken when traveling on college business, i.e. conference, recruiting trip, etc. Please refer to the section on Business Meals as well.

Reimbursement will be made for all actual costs (including gratuities). Receipts are required for all meals, regardless of dollar amount. The IRS requires specific details for meal expenses. These details must be provided within the Travel Accounting Form or in the Corporate Credit Card package submitted to Accounts Payable:

- Amount;
- Date;
- Name and location of establishment;
- Business purpose;
- Names, titles and business relationships of all persons attending. If there are a large number of attendees, listing of the type of group is acceptable; and
- Itemized receipts are required for **all** meal expenses.

No meal reimbursement will be granted in instances in which meals are covered by conference or registration fees, or any other instance in which the employee does not pay for the meal. In lieu of itemized meals, student travelers may choose the option of using the meal per diem reimbursement of \$25 per day/per person while traveling. No receipts are required under this option. This option is not available to faculty and staff.

IRS regulations state that in order for a meal reimbursement to be excludable from income the employee must generally be away from home overnight. For day trips requiring an employee to be away from home for an extended period of time beyond the normal working hours, the college may reimburse the employee for meal reimbursement with prior supervisor approval. An overtime meal may be reimbursed to the employee on a non-taxable basis if day travel extends the employee's work day beyond his/her normal work schedule as long as this is not a "frequent" and "regular" occurrence. The employee may be reimbursed for only the meal that becomes necessary as part of the employee's extended workday (typically dinner). The approver is responsible for ensuring that such reimbursement is not a frequent and regular occurrence. Any meal reimbursements that do not require an overnight stay, and are not infrequent or irregular must be coded as such in Banner (account 73145 Travel Meals – Day) and will be considered a taxable fringe benefit to the traveler and added to their gross wages on their Form W-2 and subject to applicable employment taxes.

Purchases of alcohol are not generally reimbursable by the college. Travelers who wish to purchase alcohol with their meals or at social events are expected to purchase alcohol with personal funds.

Family/Friend Travel

Spouses, family members or friends may accompany college employees on business trips. However, any additional costs incurred because of these additional travelers are non-reimbursable.

When personal travel is combined with college business travel, the college will not assume any additional costs associated with the personal portion of the trip. Unless they are an integral part of a larger college business charge, these expenses are not to be paid by the college. The business purpose of the spouse's expenses must be stated on the appropriate expense report. Any additional expenses should be paid directly by the employee. Under no circumstances should non-business family/friend travel expenses be charged to the Corporate Credit Card or Travel Agent Account.

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Cost Savings Consideration

When planning business travel itineraries, it is asked that employees consider the following cost-saving strategies:

- **Make reservations in advance.**
Deeply discounted airfares have strict advance purchase requirements of 30, 21, 14 or 7 days in advance. Most advance-purchase airfares also carry substantial penalties for change or cancellation.
- **Consider the cost of a rental car versus use of personal automobile.**
For travel over 150 miles by car, it may be more economical to rent a car than use your personal automobile. The college has contract pricing with certain rental car agencies. Please refer to the Business Services website for a listing of these agencies as well as a calculator that will compare the mileage reimbursement versus a rental car.
- **Be flexible in selection of airlines and times of travel.**
One airline may have a promotional fare not offered by competing carriers. One airline offering single-stop or change-of-plane service may offer substantially lower fares to compete with a carrier flying nonstop. Time of day and day of the week may also influence airfares.
- **Look for special promotional fares.**
When consulting a college approved travel agency, identify yourself as being flexible and willing to explore special fares and promotional opportunities on alternate dates and times if you are in fact flexible.
- **Consider early-bird conference registration rate.**
If a conference offers an early-bird registration rate all efforts be made to take advantage of this rate taking into consideration certainty of attendance and cancellation fees.

Reimbursable expenses

The college will pay for business, travel and entertainment expenses that are reasonable and actually incurred for conferences, transportation, meals, lodging, and other incidental expenses if they are properly authorized and appropriately documented (including explanation of the business purpose of the travel).

If reasonable and necessary, the following are examples of additional payable/reimbursable expenses as defined in this Policy:

- ATM fees;
- Baggage handling/storage;
- Business phone calls;
- Change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (supporting documentation must be supplied with the T&E form);
- Currency conversion fees;
- Gasoline for rental vehicles;
- Ground transportation including taxi and metro fares, mileage for personal vehicles, parking fees, and tolls;
- Maps;
- Parking and tolls;
- Non-employee travel costs (job applicants, guest lecturers, consultants, and others);
- Registration and fees for attendance at approved conferences and seminars (to prepay, use an Accounts Payable Request for Payment form or the Corporate Credit Card as appropriate);
- Taxes associated with transportation, lodging, and meals;
- Telephone, faxes, and data transfer by modem;
- Tips associated with lodging, meals, and transportation if customary of not more than 15% to 20% of the bill; and
- Travel to and from an airport calculated and reimbursed at the college's mileage rate.

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Non-reimbursable expenses

It is the college's policy to reimburse employees for all reasonable and necessary business expenses. Expenses specifically non-reimbursable are:

- Airline club membership fees;
- Alcoholic beverages;
- Annual membership for charge cards;
- Auto repairs;
- Baggage insurance;
- Car wash;
- Child care;
- Clothing or toiletry items;
- Commuting costs to/from home and normal place of business;
- Costs incurred by unreasonable failure to cancel reservations;
- Entertainment under federal grants and contracts;
- Excessive tipping;
- Family/dependent travel;
- Fees, interest, and/or late charges associated with personal credit cards;
- Fines, tickets or enforcement towing resulting from traffic, parking, or other violations;
- Golf or tennis court fees, membership in country, tennis, or golf clubs, or any sporting equipment, except when part of a preauthorized group event;
- Haircuts;
- In-flight headsets;
- Lawn care;
- Life, accident, or flight insurance premiums;
- Lost, broken, or stolen property;
- Luggage or briefcases;
- Massage or other spa or relaxation services;
- Meals when traveling locally on college business;
- Movies or games (hotel, theater, or rentals);
- Newspaper and magazines;
- Pet care; and
- Shoeshine.

BUSINESS MEALS AND GENERAL EXPENSE REIMBURSEMENT – NON TRAVEL

Employees of the college who spend their own funds for legitimate business-related expenses are entitled to a prompt reimbursement for those expenditures. Claims for reimbursement should be made on a Request for Payment Form and submitted to Accounts Payable with proper approval. Original itemized receipts for business expenses incurred must be attached to the Request for Payment Form, regardless of the dollar amount. All reimbursements are paid to employees through direct deposit (allow five to seven working days for internal processing).

Business Meals

Business meals are meals taken with visitors, colleagues, donors, etc. during which specific business discussions take place. Such meals may take place locally or while traveling on college business. At the discretion of their Division Officer, employees may be reimbursed for alcohol purchased during business meals. Employees should, however, use prudence in these circumstances and should not purchase an unreasonable amount of alcohol as compared to the cost of the overall meal. Receipts submitted to substantiate such purchases should note the name of the guests and the nature of the meeting. The federal government has mandated that no alcohol may be charged as either a direct or indirect expense of federally sponsored projects. This mandate means that under no circumstances should alcohol be charged directly to a federal grant or contract account. Please refer to the Alcohol Policy for additional information <http://www.wheatoncollege.edu/Admin/BusinessServices/purchasing/alcoholpolicy.pdf>.

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Reimbursement will be made for all actual costs (including gratuities). Receipts are required for all meals, regardless of dollar amount. The IRS requires specific details for business meal expenses. These details must be provided within the Travel Accounting Form in order to obtain reimbursement from the college:

- Amount;
- Date;
- Name and location of establishment;
- Business purpose;
- Names, titles and business relationships of all persons attending. If there are a large number of attendees, listing of the type of group is acceptable; and Itemized receipts are required for **all** meal expenses.

Meals taken between two or more **college** employees without a clear business purpose, which ordinarily could be conducted during normal work hours, are not reimbursable from any college funding source. The cost of such meals should be borne by the employees.

Expenses incurred in relation to the following events are considered personal in nature and therefore not reimbursable. Such events include parties or meals for birthdays, weddings, births, or showers.

Gifts

College departments may incur an expense, in the form of a gift, on behalf of an employee or an employee's immediate family, for the events listed below. There should be no more than one gift per division and it must be approved prior to purchase by the Division Officer.

- Recognition of a long-term employee leaving a department or retiring from the college. A general guideline is \$10.00 for every year of service. Such gifts should not exceed \$400.00, the maximum non-taxable limit established by the IRS, for gifts of recognition to long-term employees.
- Illness of an employee or student, requiring hospitalization.
- The death of an employee or an employee's immediate family member. Memorial gifts made on behalf of an employee may include flowers or a donation to a charitable organization. In such cases the college should be acknowledged as the sender, e.g., "from all your friends and colleagues at (Department/Division)." In the case of a donation to a charity, the notation should indicate the donation is from Wheaton College. A recommended limit for this gift is \$75.00.

Gifts in recognition of employee work-related achievement or years of service are only allowable as provided through official recognition programs authorized by the Human Resources and can be excluded from employee wages if all of the following conditions are met:

- Given for length-of-service;
- Awarded as part of a meaningful presentation; and is
- An item of tangible personal property (cannot be cash, cash equivalent, vacations, meals, lodging, theater or sports tickets).

Holiday gifts for faculty, staff, students and volunteers are not allowable.

Gifts to honor an individual for personal reasons other than those indicated above (e.g. birthday, wedding, baby shower, housewarming, promotion, etc.) may not be charged to college funds. Personal contributions among colleagues should be the method of providing such gifts.

Gift Cards/Certificates

Gift cards/certificates should not be purchased. They are considered a cash equivalent and represent taxable income to the recipient as wages or prizes.

Raffles and Games of Chance

Operating raffles and other games of chance are strictly forbidden by the Commonwealth of Massachusetts. While educational organizations are eligible to obtain a license for such events, it is required that all proceeds of charges for admission or participation in such games, after expenses, must be applied exclusively for charitable or educational purposes. Please refer to the raffle policy on the Finance website for additional information.

TRAVEL AND BUSINESS EXPENSE POLICY

Donations to Other Charitable Organizations

The college is classified by the IRS as a tax-exempt charitable organization. As such, donations made by the college to other charitable organizations (with the exception of memorial gifts stated above) should be done under extraordinary circumstances only. Payments to such organizations must include documentation explaining the nature of the donation, and the relationship to the college. All such payment requests must be approved at the Division Officer level.

Hospitality

Refreshments provided at college or departmental business activities such as staff meetings, committee meetings, business presentations, or in honor of college guests are allowable. Such expenses should be kept to a reasonable level of cost and occurrence.

Entertainment

Business entertainment expenses include meals, related tips, transportation, lodging, and other entertainment expenditures incurred by college employees, agents, et al. for the benefit of others. Entertainment may be claimed if it is for the purpose of advancing a business relationship between the college and its donors or suppliers; it is within the bounds of good taste, moderation, and legal requirements; and the cost is within reasonable limits and does not include lavish, excessive, or inappropriate entertainment.

Some examples of business entertainment may include:

- receptions for college guests and visitors,
- alumni reunions or similar alumni events,
- entertaining donors or prospective donors, or
- welcoming receptions for parents and students.

Valid entertainment expenses are those incurred for business entertaining at which food and beverages, catering services, banquet facilities, decorations and musical groups may be used or present. All food or refreshments required for a college event (breakfast, luncheon, dinner, or reception) can be provided through the college's food service provider, Aramark. However, on occasion it is may be more cost effective to provide your own food and charge it to your corporate credit card or receive reimbursement from the college.

If the college event you are holding involves alcohol, please refer to the Alcohol Policy at <http://www.wheatoncollege.edu/Admin/BusinessServices/purchasing/alcoholpolicy.pdf>. In no event should alcoholic beverages be offered or served to minors. The use of alcoholic beverages while in the conduct of college business should be kept to a minimum. All college events held on campus, at which alcoholic beverages are served, require that Dining Services be engaged for the purpose of providing these beverages. A tips trained bar tender to service such events is highly recommended and may be provided for by Dining Services.

In planning entertainment for guests of the college, all efforts should be made to keep costs to a reasonable level in relation to the nature of the event.

Employee Events

Expenses associated with employee business events, (e.g. receptions, open houses, retreats) complementary to the department's mission and goals, or that foster a sense of community among faculty, staff and students are allowable. Expenses would normally include food and beverages, facility rental and catering services.

Expenses associated with personal events, (e.g. birth of a child, wedding, anniversary, birthday, etc.) are not allowable.

Annual holiday parties and picnics are allowable provided they are reasonable in scope and available to all employees within the department. While such events play an important role in the college community, it is also important that fiscal responsibility be a priority in planning these events. Approval for such events must be authorized by the Division Officer.

TRAVEL AND BUSINESS EXPENSE POLICY

Stamps

Outgoing mail from campus should be processed through Campus Mail Services. Stamps purchases at the Post Office are generally not a reimbursable expense unless it is for use on a reply card included with a mailing or is approved by the Division Officer.

Electronic Equipment & Handheld Devices

The college recognizes that there may be rare occasions when it is in the best interests of both the college and the employee for the college to provide special, work-related equipment – including handheld devices. Requests for this type of equipment will be made in writing and presented to the Division Officer for consideration. Requests will include the reason the equipment is needed, how and when it will be used, the specific type and model of equipment requested and its associated costs. This equipment, if approved, is the property of the college, and must be returned to the college upon request.

Purchases of computer and electronic equipment should be conducted through Technology Support. Under no circumstance should any technical or electronic device be purchased off campus and reimbursed through the general expense reimbursement process or the College Credit Card Program.

Employees utilizing electronic devices while driving a vehicle must utilize hands-free devices and follow the operating laws of the state where the travel takes place.

Personal Cellular/Smart Phone and Internet Charges

The college recognizes that certain jobs may require an employee to have internet connections in their personal residence. Requests of this nature will be made to the employee's supervisor and Division Officer for consideration. Annual re-approval is required.

The college recognizes that certain jobs may require an employee to carry either a cellular/smart phone or a beeper. Requests of this nature will be made to the employee's supervisor and Division Officer for consideration. Annual re-approval is required.