

Travel and Business Expense Policy Addendum

Effective December 1, 2011

In a continuing effort to ensure that travel and business expense costs remain within reasonable limits, the following guidelines should be followed in addition to those outlined in the main body of the Travel and Business Expense Policy.

TRAVEL GUIDELINES

- Approval by the respective Division Officer or his/her delegate is required for all overnight travel for which the cost of the total trip exceeds \$1,000. Please route the Travel Accounting Form and/or the procard package to the respective Officer for signature before sending to Accounts Payable.
- Overnight travel should be limited to destinations more than 50 miles from the college. Exceptions may be granted by the respective Division Officer for instances such as when an employee is a speaker at a conference and needs to arrive early or weather conditions warrant an overnight stay.
- The following spending guidelines are suggested when traveling on college business and do not represent per diem amounts. Expenditures in excess of the amounts require approval of the respective Division Officer or his/her delegate:
 - Travel Meals – \$60 per day and \$90 per day in major U.S. cities, including tax and tip
 - Hotel - \$200 per night, \$300 for major U.S. cities
- Snacks, mini-bar, and other incidental items such as magazines and toiletries are considered personal items and are not reimbursable.
- If car service to airport is used, the traveler must document that the car service is cheaper than the sum of the roundtrip mileage reimbursement to the airport and the airport parking fee.
- The use of a rental car is required for trips of longer duration if it is cheaper than mileage and gas. The college has contract pricing with certain car rental agencies. Additional information can be found on the Business Services website <http://wheatoncollege.edu/business/rental-car-discounts-2/>

BUSINESS MEALS AND GENERAL EXPENSE GUIDELINES

- The following spending guidelines are suggested for those hosting a business meal with visitors, donors, etc. during which specific business discussions take place and do not represent per diem amounts.
 - Business Meals - \$20pp (breakfast), \$25pp (lunch) or \$60pp (dinner)
- Individual faculty/staff going away parties, retirement, or holiday celebrations are not reimbursable.
- The college is exempt from sales tax in Massachusetts, Maine, Florida, New York and Rhode Island. The appropriate certificate should be provided to vendors when purchasing goods on behalf of the college. The tax exempt certificates can be found on the Finance website under forms <http://wheatoncollege.edu/finance/tax-exempt-certificates/>.