




National University of Health Sciences General Policies

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 _____ President	Date	04-25-17		

POLICY STATEMENT

This policy is applicable to appropriately approved official travel away from the University Campus. Attendance at events on campus, or at the normal work location, is not influenced by this policy regardless of time or day.

This policy is in accordance with the organizational structure of the University. University Budget Center Managers must verify and approve, by signature, the travel expenses submitted by authorized travelers in their respective areas.

This policy intends to comply with IRS rules and regulations pertaining to the reimbursement of travel and entertainment expenses.

All arrangements for air travel, ground transportation, hotel accommodations, and other required services can be made through the appropriate Budget Center Manager.

The Budget Center Manager, as well as the traveler, is responsible for ensuring that the travel and entertainment expenses and related reimbursement request complies with all applicable policies, is properly authorized, and is supported with required receipts and other documentation. The signatures on the reimbursement form, or purchasing card statement, affirm that these responsibilities have been met. The University is not obligated to reimburse expenses that are not in compliance with this policy.

Administration of Policy

Responsibility and authority to implement and enforce this policy are placed with each Budget Center Manager who has employees, staff, or associates who may incur University reimbursable travel expenses. This responsibility includes effective communication of the policy and any necessary related procedures to all personnel affected.

The Financial Services Department, acting in conjunction with Budget Center Managers, is responsible for establishing the forms, procedures, reports, and controls necessary for proper administration. The responsibility for interpretation of the provisions of this policy will reside with the Vice President for Business Services. Any noncompliance with the policy shall result in inquiry of the Budget Center Manager and the traveler.

Written appeals may be made to the Vice President for Business Services. Cooperation and adherence to these guidelines are required of all University employees.

Advances

Upon proper authorization, money may be advanced to an employee to cover anticipated travel expenses. All advances must be used only for the purpose authorized and accounted for on the expense form. Advances may be made to employees for travel, lodging, food, ground transportation, registration fees, and other expenses to be incurred. The advances will be in the form of a check issued by the University based upon the traveler's authorized travel advance request. Travel advance funds will be distributed no sooner than 10 working days before the event or trip begins.

The University-authorized traveler will be held personally responsible to provide a complete and thorough accounting of any University issued cash advance. It is the responsibility and requirement of the traveler to submit the travel expense report and reimbursement settlement of a cash advance within 15 working days after completion of the trip. No further advances will be issued if travel accounting is late. If no such accounting has been submitted in accordance with this policy within 45 working days, the amount of the cash advance unaccounted for may be deducted from the traveler's next paycheck. An expense report submitted after 45 days will require the written approval of the Vice President for Business Services. The traveler will have to justify to the Vice President of Business Services why the report was not submitted within the required time line.

Expenses

It is the responsibility of the traveler to submit a Travel and Expense Report within 30 days after completion of the trip. Late reports must be justified to and approved by the Vice President for Business Services. In submitting expense reports, the authorized traveler must record the specific purpose, locations, dates, and amounts of all expenses, segregating and itemizing them daily according to the categories shown on the Travel Reimbursement Form. Receipts must be attached for all expenses greater than \$5.00 for which reimbursement is sought. The vendor must complete these receipts. Failure to attach proper receipts may delay or cancel reimbursement for applicable expenses. All travel reimbursement forms must be approved by the Budget Center Manger and forwarded to Accounts Payable.

The following standards are to be used as a guide to determine expenditures considered adequate for normal business purposes:

Airfares

- Air travel arrangements for University related travel are to be made only through the appropriate Budget Center Manager.
- Every effort should be made to take advantage of airline discounts by making reservations as far in advance as possible. Any personal, non-University related changes from this policy, which incur additional expense, will be the responsibility of the traveler. The cost differential will be charged to the traveler's personal charge account at the point of reservations.
- The University authorized traveler must attempt to obtain the lowest fare available, which may mean a stop or connecting flight is necessary. Exceptions occur when the savings is less than \$50.00 or when the additional elapsed time of the flight is over two hours.
- Because of the unique scheduling of Postprofessional courses, travelers involved with this enterprise will be required to accept the lowest fare available, even if a cancellation penalty is imposed.
- The University reimbursement will be restricted to coach class.
- Frequent Travel Programs: any discount/bonuses you earn through participation in frequent flyer or other travel bonus programs will be retained by you for your personal use. Employee participation in frequent flyer programs must not influence flight selection, which would result in incremental costs to the University beyond the lowest logical fare. The cost differential may be charged back to the traveler as personal expense. The University will not reimburse travelers for tickets purchased with frequent flyer miles.
- Airfare receipts must be submitted with the reimbursement voucher. This requirement applies even when the ticket has been billed to the University. An acceptable receipt for an electronic ticket purchase is the printed itinerary/invoice which shows the traveler's name, airline, flight numbers, times, destinations, class of service, amount, and form of payment.

Travel by Rail, Bus or Personal Car

Travel by rail, bus, or personal car may be authorized by the employee's Budget Center Manager. Personal car use will be reimbursed at the current mileage allowance specified by the University. No reimbursement for mileage will be made for travel between place of residence and normal workplace. The allowance will not exceed the cheapest mode of transportation. Car travel in excess of airtime travel must be done on traveler's own time and additional expenses, such as lodging, will not be reimbursed.

Ground Transportation To and From Area Airports

Ground transportation to and from airports, rail, or bus stations may be made through an authorized limousine service, and shall be, in all cases, authorized by the employee's Budget Center Manager. Authorization may include an airport limousine, personal car, or public transportation. Costs, including mileage and parking, will be reimbursed only up to the amount of round-trip limo fare that might be available. It is anticipated that every effort will be made to exercise stewardship with University funds.

Ground Transportation – Out of Town

Airport limousines, buses, taxis, or public transportation may be authorized by an employee's Budget Center Manager when traveling to and from airports while out of town. Reimbursement will be on an actual cost basis. Receipts are required for each ride and should be completed and signed by the driver. Advice on the best and lowest cost transportation can usually be obtained from the out of town hotel personnel when making reservations.

Hotel

Postprofessional lecturers are expected to stay at the hotel hosting the course. Ensure the name of the University, course, meeting, co-sponsoring agency, etc., are mentioned to obtain the lowest available negotiated rate.

Hotel room expense is to be for standard single occupancy. Expense reports must be supported by attaching the paid bill. Charges to the hotel bill, other than room expenses and taxes, must be supported by a separate, itemized bill.

Payment for hotel expenses will be made through your personal credit card or check, or to institutional credit cards if assigned. Cash advances are available, as described above. When lodging is being billed to a University master account, travelers should obtain a copy of the bill and verify all charges.

Meals

The traveler must document all meal expenses and gratuities. Meal receipts must be itemized. Credit card transaction receipts showing only a total will not be accepted. Travelers on trips 6-8 hours will be reimbursed for two meals (either breakfast and lunch or lunch and dinner).

If meeting with persons from outside of the organization, reasonable expenses are permitted with the authorization of the traveler's Budget Center Manager. If more than one individual is included on a meal receipt, the additional individuals and their affiliations must be identified on the receipt.

When a group meal function has been scheduled and provided for the traveler as a part of the official meeting, expenses for meals purchased elsewhere are not reimbursed. Group sponsored meals should be noted on the expense report in the appropriate date/meal area.

Automobile Rentals

If an authorized traveler anticipates a need for a rental car, the decision of whether or not to proceed with the rental reservation is to be made by the appropriate Budget Center Manager.

Rented automobiles should be used only when they represent the most practical and economical means of out of town transportation.

A mid-sized car or smaller from a company offering a competitive rate should be selected. The gas tank should be refilled where practical before returning the car and the expense shown in the Miscellaneous Section of the Travel Form section as "Gas". If practical, the car should be returned to the same location to avoid drop-off charges.

Travelers should decline all rental car insurance, as possible losses are covered by a University policy. Employees should obtain an "Auto ID Card" from the Vice President for Business Services prior to obtaining the vehicle.

Early reservations are suggested to insure availability of proper car type. If car rental became necessary as a result of an unforeseen circumstance or emergency, the University authorized traveler must provide a written explanation along with the expense report submitted with the traveler's immediate travel request approval before reimbursement can be made for an automobile rental.

Telephone & Internet Fees

When travel has been authorized and is being paid by the University, each employee may be reimbursed for no more than one, non-emergency personal telephone call of reasonable length per day of travel. Additional telephone calls may be reimbursed if approved by the appropriate Budget Center Manager and if they appear reasonable. Internet fees from hotel stays are reimbursable.

Miscellaneous

All miscellaneous expenses must be categorized on the appropriate form.

- Local meetings or assignments: Reimbursement for meals may be requested when times of meetings require meal purchase.
- Mileage is paid only for distances exceeding the distance between place of residence and normal workplace.

Expenses Not Paid by National University of Health Sciences (NUHS)

The following is not an all-inclusive list and is intended only as a guide:

- Cancellation fees or upcharges caused by the traveler.
- Movies, including in-room movies.
- Doctor bills, prescriptions, or other medical services (except for international travel where visas or passports are necessary).
- Parking, traffic tickets, or toll violations.
- Vehicle towing charges.
- Personal travel for non-business purposes.
- Spouse travel (unless approved by the President or his/her designee). Note: Travel for employee's family members, though approved for payment, may be added to the employee's taxable income if the additional traveler's presence does not qualify as a bona fide business purpose.
- Alcoholic beverages not purchased in conjunction with authorized business/entertainment.
- Expenses of a personal nature.

Non-exempt Employee Travel

Employees in positions classified as non-exempt under the Fair Labor Standards Act are eligible for compensation for the time they spend traveling. The compensation an employee receives depends on the kind of travel and whether the travel time takes place within normal work hours. Normal working hours within NUHS are 8:30 a.m. to 5:00 p.m. on any day of the week including weekends. The following are guidelines for compensation while traveling:

- Work performed while traveling, regardless of when the travel occurs, is considered hours worked.
- Travel time that occurs during an employee's normal work hours— even if such travel occurs outside of the regular work week (e.g., Saturday and Sunday) — is considered hours worked.
- Lunch periods while travelling are not considered hours worked.
- Time spent as a passenger of an airplane, train, boat, bus or automobile outside of normal working hours will not be considered hours worked.
- Travel time spent by an employee driving a vehicle, regardless of whether the travel takes place within normal work hours, counts as hours worked.
- Time spent traveling from home to the airport and airport to home will not count as hours worked.
- Time spent traveling to and returning from a one-day required assignment in another city/town regardless of whether the employee is the driver or passenger is considered work hours, regardless of whether the travel was during normal working hours.