

# **Gonzaga University**

## **Travel Guidelines**

**Effective 12/1/2009**

### **19.1 General Guidelines**

Since travel costs represent a sizeable portion of the University's total expenditures, appropriate efforts must be made to contain and control these costs. The University seeks the cooperation of all employees to maximize cost saving opportunities. While the University recognizes the need for flexibility in administering travel guidelines, expenditures which appear to be in conflict with the intent of these guidelines will be submitted to the employee's Department Budget Officer for review. These travel guidelines are meant to be used for general University travel purposes. Some departments of the University routinely travel as part of their departmental activity. They may have addendum guidelines that are specific to their departmental activity. These departments must submit any addendum guidelines to the Controller's Office so that the Controller's Office can properly audit the department's travel activity against the department's approved guidelines.

These guidelines are intended to provide employees (faculty, staff, and student), who are duly authorized by their Department Budget Officer to travel on behalf of the University, with adequate levels of transportation, lodging, meals, and other services necessary to conduct the University's business. The University intends that employees should travel in reasonable comfort when away from home on business. However, accommodations, meals, transportation, and services used should be in keeping with those to which the individual is accustomed in normal circumstances and should never be lavish or extravagant. Travel funds should be expended as though they were coming from one's own pocket.

Since departmental travel funds are limited, Department Budget Officers, at their discretion, may impose additional restrictions on expenditures and/or may authorize only partial reimbursement of travel expenses.

The University also has a Vehicle Use and Driver Control Risk Management Policy. This policy describes in more detail the criteria for being an approved driver, rental and use policies, driver responsibility, driving rules, and driving conditions. Please refer to this Vehicle Use policy for further information to supplement the information contained in the Travel Guidelines. You can go to [Microsoft Outlook, Public Folders, All Public Folders, Controller's Office, Documents, Travel Policy](#) or contact Pam Siedhoff, ext. 6139, for a copy.

## **19.2 Substantiation and Documentation**

The Internal Revenue Service imposes specific requirements for travel and entertainment reimbursements and advances to be considered as nontaxable to the employee. For reimbursement of incurred expenses, the following must be documented in the space provided on the travel expense form:

- A. The business purpose
- B. The dates and amounts of each item of expense
- C. The business relationship to Gonzaga of those entertained, if such entertainment is required.

The University requires that original receipts be submitted for all expenses. In the case of hotel bills, the folio account which details room service for meals, beverages, and incidentals, from the hotel is necessary. Credit card statements/slips alone are not adequate documentation. All purchases of gasoline or other supplies for rental cars should be documented with a receipt. For business entertainment, one must indicate in the appropriate space the names and affiliation of those entertained, the purpose and justification of the entertainment, and when and where the business discussion took place. It is expected that business entertainment will be kept to a minimum.

Employees must substantiate all travel and entertainment expenses within fifteen (15) days after incurring the expense. In cases where an advance was obtained for travel, all items not substantiated within sixty (60) days of the expenditure will be reported to Payroll as taxable income.

### 19.3 Air Transportation

**Air transportation can be reserved and ticketed through one of the travel agencies designated by the University.** The approved agencies are Travel Leaders (formerly Carlson Wagonlit Travel) at 327-8749 or Egencia Corporate Travel (formerly Expedia Corporate Travel)@ [www.egencia.com](http://www.egencia.com)

Tickets purchased through these agencies must be placed on a purchase order. You will need to contact Purchasing to set up an Egencia account in order for you to be able to access their website.

For air transportation arrangements other than listed above, a preapproval from the Department Budget Officer in your area is required. Payment is on a reimbursable method or as a corporate credit card expense.

All domestic and foreign travel should be booked in excursion class. Airfare booked at other than the lowest available class will be charged back to the employee to the extent that it exceeds the lowest available fare.

The following links describe in-depth travel processes prepared by the Purchasing Department. You can go to [Microsoft Outlook, Public Folders, All Public Folders, Plant and Construction, Purchasing, Travel, GonzagaUniversityTravel.ppt.](#) or [www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel](http://www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel) and double click on "PowerPoint Presentation on Travel Procedure."

To maximize discount fare possibilities, air travel arrangements should be reserved as far in advance of the travel date as possible. Restricted fares provide opportunities for saving funds but the traveler should weigh carefully the savings potential against the risk of change or cancellation. To be a cost effective traveler, one should plan early and carefully. Acquaint yourself with the airline's/agencies policies of missed, delayed, or cancelled flights.

Due to the change in airline policy, the employee may be responsible for any additional luggage charge over the designated one luggage piece. (See Section 19.8) Special circumstances may apply such as carrying on supplies or brochures. Check with your Department Budget Officer for specific guidelines.

The University's guidelines allow frequent flyer awards to be retained by the employee. If the IRS classifies these awards to be an additional tax burden, the employee will be responsible for the resulting tax liability. If an employee uses **personal** frequent flyer award miles for a business trip, the trip will not be reimbursed for cash. The trip should be recorded in University Relations as a gift in kind. Any employee found to be incurring unnecessary travel expense (additional trips, circuitous routes, unwarranted use of high cost airline, etc.) for purposes of building bonuses, will be considered to be defrauding the University and will be subject to disciplinary action.

## 19.4 Ground Transportation

**Airport Transfers:** The airport shuttle service should be the preferred method of transportation to a hotel or meeting site. Taxis and private limousines should be used only when they represent a more reasonable alternative or are essential because of time constraints.

**Taxis:** Taxi use should be limited, with preference given to public transportation. If public transportation is unavailable or inadequate for local travel, then taxis may be used. Trips should be of minimal length and each trip should be separately identified on the travel expense form. Receipts should be obtained whenever possible.

**Car Rental:** Whenever possible, use Budget Car Rental which is the preferred vendor for travel outside of Spokane. These arrangements can also be made through Egencia. Make certain that the Washington State contract number (V515846) is on the Budget billing and use a Gonzaga “authorized representative” card. The Controller’s Office has these cards for the following vendors: Budget/Avis, National, and Alamo. A completed Car Rental Request Form with the Budget Officer’s signature is required for a car rental card to be checked out.

You may make reservations directly with Budget or through your travel agent. Please follow these instructions:

1. Budget Telephone Reservations :
  - Call Budget (800-527-0700)
  - Tell the reservation agent that you want to make a reservation using your Gonzaga corporate discount number, **V515846** and use your corporate rates.
  - Reservation agents may ask if you want a promotional rate such as those offered through a Costco, Sam’s Club or Triple AAA. Do NOT take promotional rates – they void all of the coverage’s provided under the State of Washington agreement such as Loss Damage Waiver.
  
2. Budget.com Reservations:
  - Go to [www.Budget.com](http://www.Budget.com)
  - Enter in pertinent pick up and drop off information for your trip under the section that says, “Step 1 of 4”.
  - You MUST include Gonzaga’s discount number, V515846 where it says “Optional Offer Code (BCD)” to ensure that you are given rates and benefits under Gonzaga’s discount.
  - If you have a Fastbreak number, please also include your Fastbreak number where it says, “RapidRez #/online ID” so that you receive your Fastbreak service for your rental.
  - For Fastbreak information – contact the travel buyer in the Purchasing Department.
  - Click on “Continue” and follow instructions to complete your reservation.
  
3. Travel Agency Reservations:
  - Tell the agent that you want to use your Gonzaga corporate program and rate.

#### 19.4 Ground Transportation (cont.)

- Provide the agent with your BCD number, V515846.

\*\*\* Please note that our Budget rates include insurance coverage as long as you are renting on University business and are using the corporate rates. Therefore, please do not book a promotional rate even if they are cheaper, as these rates do not include insurance.

Avis Budget Group has stated they are on the exception list that states there is no underage fee for anyone less than 25 years of age and the requirement to meet age requirement of 25 years old to rent is no longer applicable. Consequently, 21 to 24 year olds can rent standard cars and SUV's through the Avis Budget Group. Vans are not approved unless prior authorization is given.

If you are departing from Spokane and need to rent a vehicle, there are several local vendors that accept University purchase orders: Enterprise (509-328-0173), Dollar Rent A Car (509-462-4981) and Thrifty Car Rental (509-838-8223). Travel Leaders (327-8749) can also make car rental arrangements.

Always rent the automobile in the name of **The Corporation of Gonzaga University**. Do not rent it in the traveler's name. Should the automobile be rented in the name of the individual and not the Corporation of Gonzaga University, insurance coverage is NOT automatic. Should the automobile be rented in the name of an individual, it is HIS OR HER responsibility to assure that insurance coverage is purchased at the time of rental or that proper coverage is available through the individual's personal automobile insurance.

Rental of 12 to 15 passenger vans is not approved unless you are renting a van directly from the University. You will need to rent standard vehicles or mini-vans only. Depending on the type of vehicle, a SUV may be acceptable as many of these are now the equivalent of mini-vans from a wheel base standpoint. For further clarification, please contact Pam Siedhoff (509-313-6139).

Do not purchase physical damage insurance (CDW or Collision Damage Waiver). As long as the automobile is rented in the name of The Corporation of Gonzaga University, the University is covered for rental car physical damage for rentals of less than 30 consecutive days. This is true for autos and vans with a value of \$50,000 or less. Coverage for a bus or vehicle exceeding \$50,000 value should be arranged with Pam Siedhoff, Assistant to the Vice President for Finance (509-313-6139).

Prior to taking possession of a rental vehicle, employees should make a thorough inspection to assure that any existing damage is noted on the rental agreement. Employees are encouraged to plan their travels to return rental cars to the renting location to avoid unnecessary drop-off charges. Such charges can substantially increase rental costs.

#### **19.4 Ground Transportation (cont.)**

Employees should always attempt to refill the gas tank before returning the car. Service station prices for fuel are considerably less than the charge imposed by rental companies.

Employees who continue on a trip for personal reasons must transfer the rental to a personal credit card.

**Personal Automobiles:** Staff members must use University vehicles whenever available. If a personal automobile is used, reimbursement will be based on the following:

The University authorizes reimbursement at the current IRS rate. The rates and the effective dates can be found in Public Folders/All Public Folders/Controller's Office/Documents/Mileage Rate Log. A log, with date, destination, travel purpose, and mileage must be submitted to the Controller's Office along with the Reimbursement Request.

Mileage from home to work is considered a personal expense and is therefore not reimbursable by the University. However, if an employee leaves from home to go to another business place (such as an airport), the mileage that exceeds the distance from home to work can be reimbursed.

If an employee is authorized to use a personal automobile in lieu of alternative transportation, reimbursement will be based on the least costly of the normal public transportation or the automobile allowance. Should two or more employees travel together in one personal automobile, reimbursement will be made only to the employee whose vehicle is used for the travel.

Corporate credit cards should not be used to fill a personal vehicle with gasoline. Employees required to use their personal vehicles while engaged in University business are eligible for mileage reimbursement consistent with this policy and subject to the approval of their Department Budget Officer. The mileage reimbursement rate is determined by the IRS and includes gas, oil, maintenance, insurance, and depreciation costs. Any changes in the IRS reimbursement schedule will be automatically implemented by the University. The current mileage reimbursement rate is listed in Public Folders/All Public Folders/Controller's Office/Documents/Mileage Rate Log .

If an accident occurs when a University staff member is driving his or her privately owned vehicle, that individual's insurance is primary and will be utilized prior to Gonzaga's possible provision of any excess liability protection.

## 19.4 Ground Transportation (cont.)

### Reporting Accidents

In the case of an accident involving a rental vehicle refer the rental company, injured party, or anyone claiming injury to Pam Siedhoff (509-313-6139) or to Payne Financial Group, Inc. personnel at 1-877-455-6767 or 509-455-6767. The fax number is 509-455-6006. Be prepared to furnish the following information:

#### Rental Vehicle

1. Driver's Name
2. Make, year, and license number of vehicle
3. Rental contract number
4. Name, address, and phone number of passengers
5. Renter's home and business phone numbers
6. Damage incurred
7. Date of loss
8. Time of loss
9. Address where accident/loss occurred

#### Other Vehicle or Property

1. Driver and owner's name
2. Address and phone number
3. Make, model, year, license number, state of registration
4. Name of insurance company
5. Name, address, and phone number of passengers
6. Damage incurred

#### General Information

1. Police officer's name and badge number
2. Name, address, and phone number of witnesses
3. Explanation of accident, including description of accident
4. Street names, weather and road conditions, direction moving, date, hour and location
5. File an accident report if required by law.

The employee should use good judgment to minimize the situation as if it were her/his own problem.

## 19.5 Hotel Accommodations

The University's policy is to use quality commercial grade hotel facilities. Some hotels will request the University's tax ID number (91-0236600). While hotel rates vary significantly from city to city, a range of \$70-\$150 per night is suggested. Federal guidelines for major cities are available in the Controller's Office.

Check with the hotel if you will be arriving late. Most hotels require you to check in before 6:00 pm. If you are arriving later than this, it may be necessary to guarantee late arrival. The employee is responsible for any changes or room reservation cancellations. Any "no show" charges will normally be the direct responsibility of the employee. To avoid incurring such costs, employees are encouraged to cancel in a timely manner and record the cancellation number assigned when the room is released.

Reimbursement is limited to a single room rate unless the room is to be shared with another University employee. Any additional charges incurred as a result of non-approved spousal, companion, or family accompaniment should be deducted before submitting a Travel Expense Request. Room service charges are discouraged but not prohibited and should be at the Department Budget Officer's discretion depending on travel circumstances.

If an employee continues a trip for personal reasons, hotel reservation must be transferred to the employee's personal credit card or be paid personally.

Additional detailed processes for hotel stays can be accessed at [Microsoft Outlook, Public Folders, All Public Folders, Plant and Construction, Purchasing, Travel, GonzagaUniversityTravel.ppt](#). or [www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel](http://www.gonzaga.edu/Campus-Resources/Office-and-Services-A-Z/Purchasing/Travel) and double click on "PowerPoint Presentation on Travel Procedure."

## 19.6 Meals

It is the University's policy to provide a per diem meal allowance of \$35 per day. If an employee starts and ends the travel period with a partial day (see guidelines for actual reimbursements below), the following per diem breakdowns are requested to be used:

Breakfast	\$ 7	(20%)
Lunch	\$11	(30%)
Dinner	\$17	(50%)

If meals are included with the conference/registration fee, an adjustment based on above rates is required from the per diem rate.

The University also recognizes that actual meal costs vary widely throughout the country. Therefore, with Department Budget Officer approval, the University may reimburse meal expenses which exceed the per diem allowance. Actual receipts are required for reimbursement of all such meal expenditures. Department Budget Officer may choose to use the IRS Per Diem guidelines for high cost city travels.

The University depends on its employees to exercise prudence in the selection of restaurants. Meals should always be commensurate with the traveler's normal eating practices. The University will not reimburse meal costs that are deemed to be lavish or otherwise extravagant.

The following guidelines apply in situations where reimbursement of actual meal expenses is authorized:

Breakfast reimbursement permitted if travel begins earlier than 7:00 a.m.  
and no meal is served on the transportation used.

Lunch costs will be reimbursed on all out of town assignments.

Dinner costs will be reimbursed when the traveler is out of town for the evening meal or returns after 7:00 p.m. and no meal was provided by the transportation company enroute.

Any meal costs which appear to be excessive will be referred to the Department Budget Officer in charge for final approval. Departmental Budget Officers may authorize expenditures for alcoholic beverages as stated in the individual department policies.

## **19.7 Local Business Meals and Entertainment**

Expenses with original itemized receipts incurred for local business meals and entertainment (meetings, employer/employee relations, etc.) may be reimbursed with approval of the Department Budget Officer. Meal costs which appear excessive will be referred to the Department Budget Officer for final approval. Good business practice may include the necessity from time to time of hosting business contacts under conditions conducive to business discussion but removed from University offices. Such entertainment must not be lavish or extravagant and must be reasonable and appropriate to conduct business. Expenditures for alcoholic beverages must have Department Budget Officer approval before submission to the Controller's Office. The practice of a quiet meal with a business associate that includes no discussion of business is not allowable.

The IRS requires documentation to support each instance of business entertainment. Included with the expense report should be a receipt that identifies the establishment and includes the city and the date on which the entertainment occurred. It also must contain the name and affiliation of those entertained and the business purpose. Credit card payment forms or statements alone are not considered itemized receipts.

## 19.8 Travel Related Expenses

**Parking and Toll Charges:** Necessary parking and toll charges incurred on University business are reimbursable in addition to mileage allowance and other transportation expenses. If you have extended your trip for personal time, and you parked your vehicle at the airport, you need to prorate the cost between business and personal.

**Baggage Fee:** Some airlines recently added an additional fee (approximate \$15 each way) for checked baggage. The University will cover the cost of one checked baggage per business trip. Receipt is to accompany reimbursement or travel advance.

**Tips and Gratuities:** Tips and gratuities should be reasonable. Receipts are generally not required.

- A. Waiters: Up to 20% of the check may be included with the meal charge on your Travel Expense form.
- B. Taxis: Up to 20% of the fare may be included with the taxi charge.
- C. Bellhops/porters: \$1.00 per bag may be identified in the miscellaneous expense column on the travel expense.
- D. Housekeeping: \$1.00 per day.
- E. Valet Parking: \$1.00-\$2.00 when car is returned.

Always write the tip amount on the receipt for record tracking. If using a per diem rate, tips are included in daily rate.

**Telephone:** When using the phone, be aware of excessive hotel fees which vary from one hotel to another. Expenditures for personal long distance calls will not be reimbursed.

**Personal Service:** Laundry, cleaning and pressing charges are allowed only when a traveler will be away from home base more than seven days. Reimbursement for such charges will be limited to \$25 for each seven-day period.

Personal expenses are payments for activities that primarily benefit the individual and will not be reimbursed. The following is a sample list of such expenses (this list is not intended to be all-inclusive):

- Movies or video rentals
- Premium TV channels
- Car washes
- Toiletry items
- Barber and hairdresser expenses
- Medical expenses

## 19.8 Travel Related Expenses (cont.)

- Hotel health club fees
- Personal reading materials (magazines, books, newspapers, etc.)
- Traffic fines or penalties
- Repairs, maintenance, or towing of personal vehicles
- Personal credit card fees or penalties
- Lost or theft of personal property
- Alcoholic beverages without Department Budget Officer approval
- Spousal, companion, or family travel

Any exceptions to the above list must have prior approval of the Department Budget Officer.

The University will not be responsible for costs incurred as a result of illegal actions by an employee, even if the employee is conducting University business. This includes vehicular violation.

**Passport and Visa Fees:** Fees for passports and visas are reimbursable, if specifically obtained for the business trip

**Registration Fees for Conferences and Professional Meetings:** Whenever feasible, registration fees for conferences and professional meetings should be paid in advance to obtain available discounts.

## **19.9 Credit Cards**

University issued credit cards may be used for business meals and travel. Charges for retail items or services need prior approval by the Department Budget Officer and should be for emergencies only. The traveler will be charged for purchases that are not in compliance with this policy or for purchases for which receipts are not provided. Original detailed receipts, not credit card slips, are required for reimbursement. Should an employee require a credit card for extended travel, the Controller's Office has gasoline, telephone, and car rental cards available for check out. These cards must be returned within two business days following completion of a trip.

Should a credit card be stolen or misplaced, inform the Controller's Office (509-313-6371) immediately. If you cannot reach anyone in the Controller's Office (ie. on a weekend) cancel the card with the company immediately by calling the 24-Hour Customer Service number ( 1-800-344-5696 for inside the U.S.) and (701-461-2010 collect for outside the U.S). Always remember to keep the card number and phone number separate from each other.

### **19.10 Companion Accompaniment**

As a general rule the University does not reimburse for spousal, companion, or family accompaniment. Under no circumstances will expenses for spousal, companion, or family travel be reimbursed unless Department Budget Officer approval has been granted in advance. If a spouse, companion, or family member accompanies an employee for personal purposes, the difference in hotel charges, if any, for a double room must be deducted before the expense report is submitted. If breakfast or other meals are charged to one's hotel account, only the amount for the employee's meals can be charged to the University. If travel is incurred by two Gonzaga employees together but from separate departments, it is very important to track the expenses separately and report separately to each Department's Budget Officer.

### **19.11 Travel Advances**

Normally, requests for travel advances should be limited to approximately \$125/day. Such request may be submitted to Accounts Payable when making travel arrangements but not less than ten full working days in advance of the date the funds are needed. A check or an ACH advance will normally be issued approximately one week before departure date.

The expense record (travel advance/request for reimbursement) should be submitted within 15 working days of the last day of the trip to the Controller's Office. Without timely and proper documentation, the advance may be turned into the Payroll Office for W-2 taxability of amount received. This is an IRS requirement for accountable plans such as Gonzaga's. A second travel advance may not be approved if a prior expense report is overdue. The University retains the right to deny travel advances to any individual who has not submitted documentation in a timely manner for a previous advance. All persons requesting reimbursement or reporting expenditures incurred on behalf of the University must submit the appropriate documentation (reimbursement request, expense report, etc.) to their Department Budget Officer for approval prior to submission to the Controller's Office.

### **19.12 Department Addendum**

All Gonzaga Departments may add addendums to the University travel policy for their specific areas.

Please forward the addendum to the Controller's Office for prior approval before distributing to department.