SUBJECT: Conference/Business Travel Expense Policy and Checklist

EFFECTIVE DATE: 10/16

RELATED POLICIES: MHS Travel and Business Expense Policy

PURPOSE: To provide College employees guidelines for business-related conference/travel expenses, submitting business-related expense reports, and proper supervisor approval to assure equitable treatment of employees and assist in controlling travel expenses.

Nebraska Methodist College expenditures for conference/business travel and/or entertainment must occur in furtherance of College mission, and a business purpose must exist for each instance of expenditure. Each person responsible for making decisions concerning these expenditures should always ask, first and foremost, whether an expense represents a worthy use of College funds. This policy is a supplement to the MHS Travel and Business Expense policy and applies to all conference/business travel and/or entertainment expenses incurred on the College’s behalf and paid for with College funds.

Pre-Travel Requirements:

1. Complete the REQUEST TO ATTEND CONFERENCE/BUSINESS TRAVEL AUTHORIZATION FORM (attached). Attach the promotional information about the conference to the form for reference.

2. Submit the form for approval signatures from your DEAN/DIRECTOR/SUPERVISOR and VICE PRESIDENT. When the form is complete with signatures, turn the form and conference promotional information to the Administrative Support Manager, Academic Affairs—Felicia Dailey.

Travel Arrangements:

3. Administrative Support Manager will complete conference registration and/or airfare, hotel, or car reservations (rental car or fleet car) payment for your business travel.

   OR

4. If you choose to complete the conference registration and/or airfare, hotel, or car reservations on your own using your own method of payment, the following guidelines apply:

   - Conference registration fee:
     - Pay with your own credit card and seek reimbursement after travel is completed on a Weekly Expense Report or
     - Complete a Check Request along with approved conference request form and conference promotional information. Submit to Accounts Payable, location “G”. Report payment on Weekly Expense Report upon return. The “Please Issue Check To” area should be made out with the name and address of the organization. Follow up to make sure you receive confirmation of your registration prior to making travel arrangements.
• **Airfare**: All employees should travel on the least expensive airfare available, consistent with the time frame and purpose of the travel.
  - Travel to locations of less than 150 miles should generally be done by automobile.
  - Upgrade charges for air travel (i.e. seat/cabin upgrades, early boarding, etc.) will not be reimbursed.
  - Traveler may retain airline frequent flyer program benefits, however participation in these programs must not influence flight selection that would result in incremental cost to the College beyond the lowest available airfare.
  - **Only one bag per traveler will be reimbursed at the stated airline fee.** Traveler will need to obtain a receipt for the fee because it is collected at the airport. Travelers will not be reimbursed for fees associated with overweight baggage.
  - Ultimate responsibility for retrieving and compensating lost baggage lies with the airlines. The College will not reimburse travelers for personal items lost while traveling on business.
  - Traveler may volunteer for denied boarding compensation only if the delay in their trip will not result in any interruption of business or any additional costs to the College.

• **Lodging**: Make lodging reservation and provide the Administrative Support Manager the confirmation documentation. Such expenses should be reasonable, economical accommodations and must be supported by an original, itemized hotel/motel receipt or invoice. The traveler's personal charge card statement will not be acceptable and will not serve as sufficient documentation for reimbursement. Traveler may retain rewards from frequent guest rewards programs for personal use, however participation in these programs must not influence hotel selection that would result in incremental cost beyond the preferred rate. No “deluxe” or “luxury” room rate expenses will be reimbursed.

• **Rental Car**: Rental car may be used when other means of transportation are unavailable, more costly, or impractical, but should be used only with regard to the business need rather than personal convenience. Do not purchase the additional liability insurance and optional physical damage insurance from the rental car agency. When an employee travels for business purposes, the liability and physical damage insurance is covered by MHS. An economy or compact size car should be rented.

• **Fleet Car**: Automobiles may be available for use by employees traveling on College business. See Felicia Dailey and/or the MHS Travel and Business Expense Policy for MHS fleet car procedures.

5. **Visas, Passports, Vaccinations, Prophylactic Prescription Medications**: Fees for visas, passports, vaccinations, and prophylactic prescription medications are allowable when they are a specific and necessary condition of fulfilling a work assignment on behalf of the College. For example, if foreign travel is authorized as part of a sponsored program budget, and a visa is necessary for travel, this is allowable.

**Reimbursement Process**:

6. Upon return from business travel, complete a **Weekly Expense Report** (attached). List expenses you need reimbursed, i.e. hotel, shuttles, parking, etc. Also, include any items prepaid by the College such as airfare, conference registration fee, etc. Attach original, itemized receipts and documentation for all expenses.

7. **What is a RECEIPT?** Original, itemized receipts are required for all claims for reimbursement. The traveler's charge card receipt/statement alone will not be acceptable. For example:
  - Meal receipts must include location, date, time, items ordered, and number of people served and names of people served.
• Hotel receipts must be itemized as the College will not reimburse for personal expenses.
• Airfare receipts must include the itinerary and amount.
• Lost or misplaced receipts, illegible receipts, or incomplete receipts are the responsibility of the traveler. Reimbursement will not be made until all deficiencies are corrected. Credit card charges may be charged back to the traveler if MHS Accounts Payable deems receipts unacceptable.

8. What is a **NON-REIMBURSABLE EXPENSE**? Those expenses that exceed reasonableness or are not appropriately documented will not be reimbursed in accordance with this or the MHS Travel/Business Expense policy. **Expenses that are non-reimbursable include, but are not limited to:**
   • Travel insurance
   • Airline ticket upgrades or early boarding
   • “Deluxe” or “Luxury” Room Rates
   • Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
   • Alcohol
   • Car washes for personal vehicles
   • Traffic and parking violations
   • In-room movie rentals
   • Babysitting fees and kennel costs for pets
   • Valet or laundry services
   • Doctor bills or other medical services
   • Spa, exercise, or massage service

9. **Meals:** Reimbursable meal allowance for all NMC employees while on an overnight or out-of-town business travel for more than one day is $25 per day. **Alcoholic beverages of any kind, whether purchased with meals or separately, will not be reimbursed.** A reasonable tip is an authorized expense. Excessive tipping is considered a personal expense and will not be reimbursed.

10. **Taxi, Shuttle, Other Ground Transportation Services:** Travel to and from airports should be made by the most reasonable cost effective mode of travel. Employees traveling to the same location should share ground transportation to and from the airport whenever possible.

11. **Parking and Tolls:** Parking and toll expenses incurred while traveling on business will be reimbursed. Parking tickets, fines, car washes, or valet services will not be reimbursed. On airport parking is permitted for short business trips. For extended trips, travelers should consider off-airport facilities.

12. **Personal Automobile:** Employees are compensated for use of personal cars when on business and mileage will be reimbursed at the currently approved IRS rate per mile. Mileage must be recorded on a **Request for Mileage Reimbursement Form.**
   • Mileage is not reimbursed for travel between home and designated work site.
   • Mileage may be eligible for reimbursement for travel from home to a location other than their worksite that exceeds normal mileage to their designated work site. Eligible reimbursable amount would be the difference in mileage. Mileage from the other location to their designated worksite is reimbursable.
   • Travel between airport and employee’s home can be made by taxi or personal car. Mileage is reimbursable if using personal car.
   • Drivers must have accident/liability insurance. If you are involved in an accident in your personal automobile, your insurance will provide primary coverage.
• **Weekly Expense Reports** are used for mileage reimbursements for periods of one week or less. Attach a **Request for Mileage Reimbursement** to the Weekly Expense Report for obtaining mileage expense reimbursement for periods of more than one week.

**Monitoring and Auditing:**

The authorizing supervisor must ensure supporting and substantiating documentation is appropriately attached and expenditures are in agreement with this and the MHS Travel/Business Expense Policy before authorization and reimbursement will occur. The authorizing supervisor must review the expense report for appropriateness. Conference and travel expenses may **not** be reimbursed through Petty Cash. Periodic reviews of conference/business travel expenditures will be conducted to ascertain whether payments made for the travel were made in accordance with this and the MHS Travel/Business Expense Policy. All significant deviations must be investigated and reported to the next level of management and the Education Compliance Director.

**Forms:**

The following forms are to be used in conjunction with this policy:

- Conference/Business Travel Checklist
- Request to Attend Conference/Business Travel Authorization Form
- Weekly Expense Report
- Request for Mileage Reimbursement Form
CONFERENCE/BUSINESS TRAVEL CHECKLIST

Pre-Travel Requirements:
- Complete REQUEST TO ATTEND CONFERENCE/BUSINESS TRAVEL AUTHORIZATION FORM
- Attach CONFERENCE PROMOTIONAL MATERIALS & DAILY AGENDA

Travel Arrangements:
- CONFERENCE REGISTRATION
- AIRFARE
- LODGING
- GROUND TRANSPORTATION (includes rental car, MHS fleet car, shuttle, taxi, etc.)

Reimbursement:
- Complete WEEKLY EXPENSE REPORT (include everything you need to be reimbursed for, such as lodging, shuttles, airport parking, etc. AND items prepaid by the College such as airfare and conference registration fee)
- Provide ORIGINAL, ITEMIZED RECEIPTS & OTHER REQUIRED DOCUMENTATION
- Submit WEEKLY EXPENSE REPORT TO YOUR VICE PRESIDENT FOR SIGNATURE
- Submit COMPLETED & SIGNED WEEKLY EXPENSE REPORT TO FELICIA DAILEY FOR PROCESSING BY ACCOUNTS PAYABLE, LOCATION “G”
- Receive BUSINESS TRAVEL REIMBURSEMENT CHECK by mail at your home address
REQUEST TO ATTEND CONFERENCE/BUSINESS TRAVEL AUTHORIZATION FORM

(PLEASE SAVE THIS FORM WITH ANOTHER NAME BEFORE PROCEEDING)

Use this form to request to attend a seminar/conference. Upon completing the form, print and submit to your supervisor(s) for signature.

<table>
<thead>
<tr>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Today's Date:</strong> [Date]</td>
</tr>
<tr>
<td><strong>(PLEASE SAVE THIS FORM WITH ANOTHER NAME BEFORE PROCEEDING)</strong></td>
</tr>
<tr>
<td><strong>INFORMATION</strong></td>
</tr>
<tr>
<td><strong>Last name:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Name of Conference/Seminar (if applicable):</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Department Name:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Office Phone #:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>How your name appears on your DL:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Do you have mileage or travel membership numbers:</strong> Click here to enter text.</td>
</tr>
<tr>
<td><strong>Date of Birth (If flying). This must include the year.</strong> Click here to enter a date.</td>
</tr>
<tr>
<td><strong>Reason for Attending:</strong></td>
</tr>
<tr>
<td><strong>Date Event Begins (if applicable)</strong> Click here to enter a date.</td>
</tr>
<tr>
<td><strong>Registration Fee:</strong> $ Click here to enter text.</td>
</tr>
<tr>
<td><strong>Hotel / Lodging:</strong> $ Click here to enter text.</td>
</tr>
<tr>
<td><strong>Other:</strong> (please describe)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee signature</strong></td>
</tr>
<tr>
<td><strong>Supervisor/Director signature</strong></td>
</tr>
<tr>
<td><strong>Vice President signature</strong></td>
</tr>
</tbody>
</table>