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July 2006

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**BRANDEIS UNIVERSITY**  
Financial Affairs and Treasurer Office  
Policy and Procedural Manual

Policy Subject: University Travel Policy: July 1, 2006  
(Updated July 1, 2009)

**POLICY STATEMENT**

The basic policy governing university travel is that travel costs will not exceed budgetary limitations, and that individuals substantiate their expenses and demonstrate a clear business purpose within a reasonable time frame.

Brandeis University appreciates the efforts of individuals who travel on University business. Travelers should be comfortable while traveling, understand the university's travel policy and procedures, and obtain reimbursement promptly. At the same time, it is necessary to keep costs reasonable and follow consistent reimbursement procedures.

**APPLICABILITY**

These policies and procedures apply to reimbursements from all University funding sources. The policy applies to travel away from home as well as other necessary and essential local travel. This policy is intended to apply to all official travel for the University by its employees and, where appropriate, official visitors.

More restrictive travel policies and procedures mandated by federal or donor regulations, specific programs, schools, departments or offices will take precedence over University policies.

**PURPOSE OF THE POLICY**

The purpose of this policy is to promote good business practice and ensure that external compliance requirements are satisfied.

Brandeis University must comply with IRS "Accountable Plan" rules related to business expenses. An accountable plan must satisfy the following three requirements:

- Expenses must have a valid business connection or purpose.
- Expenses must be adequately substantiated.
- Advances in excess of substantiated expenses must be returned within a reasonable time period (at Brandeis University, no more than 45 business days from the end of the trip.)

If accountable plan rules are not satisfied, the IRS could determine that advances and expense reimbursements are reportable and taxable income (i.e. subject to withholding taxes) to the individual.

Brandeis University is also subject to the terms and conditions set forth by donors and sponsors. Individuals making expenditures from these funds are responsible for understanding and abiding by these restrictions.

## **GUIDELINES**

### **I. Definitions**

For the purposes of this policy, the following definitions are provided.

#### **Domestic Travel**

Domestic travel is travel within and between any of the contiguous United States, Hawaii and Alaska and Canada.

#### **Foreign Travel**

Travel overseas or to Mexico constitutes foreign travel.

#### **Travel Status**

An employee is considered to be in travel status when he/she is temporarily away from his/her tax home. "Travel status" applies to a Brandeis University student or a permanent Brandeis University employee who normally works on campus, and who is away from Brandeis University overnight on business or conducting research. It may also apply to an official visitor, whose tax home is in another state or another country, who is here at Brandeis University for a period of one year or less. An individual in travel status may be reimbursed for the reasonable costs associated with that travel. Such costs would include, but are not limited to, vehicle (plane, train, car, etc.) costs, lodging expenses such as hotel, meals, tips and conference registration fees to name some of the most common.

### **II. Roles and Responsibilities**

#### **University**

Brandeis University's travel policy meets the IRS definition of an "accountable plan." Therefore, travel reimbursements do not have to be reported as income to the individual on their W-2. Under an accountable plan, travel advances and reimbursement of expenses must meet three requirements or they must be reported as taxable income to the individual. There must be: 1. Business Connection, 2. Substantiation of expenses, and 3. Return of Excess Payments.

It is the responsibility of the University to ensure that the travel policy is administered in a clear and consistent manner, that all sponsored project travel meets all contractual requirements, and that all individuals understand their responsibilities and liability for their actions.

The University reserves the right to amend or revise policies and procedures at any time. Changes in policies and procedures will be readily distributed throughout the University Community and are to be considered effective on their date of issuance.

#### **Approvers**

The traveler's supervisor is the individual primarily responsible for ensuring that travel and business expenses were incurred while conducting university business. Additionally, the supervisor ensures compliance with the University's policies by reviewing attached documentation and approving expenses that are not supported by an original receipt. A subordinate may not approve his/her supervisor's expense reimbursement. The Principal Investigator of a grant or contract is responsible for compliance with sponsor

requirements as well as the allowability, allocability and reasonableness of any travel expense charged to a grant or contract. The Budget Manager is responsible for ensuring that the expenses are charged to the proper funding source(s), and that consistent reimbursement procedures are followed in accordance with the policy. The Dean or Vice President provides a written request for all exceptions to the policy. Financial Affairs and Treasury Services is responsible for enforcing the university policy, and ensuring compliance with all federal and sponsor regulations.

### **III. General Policies**

#### **Pre-Authorization**

Pre-authorization for university travel is not required from a central administrative department. However, certain departments and/or schools may require pre-authorization of travel. Please contact your department head or supervisor before making travel arrangements to confirm the need for pre-authorization.

#### **Travel Risk Reduction; Key Personnel**

In order to reduce the loss exposure of key personnel, departments are encouraged to limit the number of individuals traveling in the same vehicle. Vehicles include automobiles, buses, airplanes, trains and boats. Judgment must be used in considering the specific situation, taking into account the travel distance, mode of travel, domestic or international issues, etc.

#### **University Preferred Travel Agent**

The university has an agreement with a preferred travel agent (Navigant International Travel), and/or as part of MASCO Consortium, has access to discounts through bulk purchases or other agreements. If individuals choose not to use the university preferred travel agent or prepay other expenses directly to the vendor, reimbursements for airfare, registration fees, hotel deposits and other expenses will be made after the trip has been completed and the expense report has been submitted.

#### **University Credit Cards**

Brandeis University provides a corporate card through JP Morgan Chase for university business travel. The card is available to all employees who travel on university business, with supervisory approval, by contacting Procurement Services. The corporate card may be used to pay for hotels, car rental, meals and other incidental expenses. Individual card holders are personally liable for all charges made against the card, and must make payments to JP Morgan Chase directly within the 25 day payment terms. In addition, airfare, hotel confirmations and registration fees may be purchased using the JP Morgan Chase Procurement Card. PCards are issued to departments with the approval of the department head or budget manager. The university automatically pays for all charges made to the PCard.

#### **Insurance while traveling on university business**

Individuals who use either of the JPMorgan credit cards are automatically covered for rental car insurance and traveler emergency services. Specifics are provided in the "Guide to Benefits Package" that comes with each card, as well as in the appropriate sections of this policy. The University also maintains a separate Life and Disability Travel Accident Insurance Plan for all full time exempt, non-exempt and non-union staff while

traveling on the business of the University. The policy excludes everyday travel to and from work. Contact the Office of Human Resources concerning this plan.

### Travel advances

The University provides several mechanisms for prepaying travel costs or making travel reservations. Therefore, travel advances will only be allowed under extraordinary circumstances for a maximum amount of \$50 per day. Advances will only be issued no sooner than 5 business days before the trip. Justification must be in writing on a Travel Advance Request Form and approved by the appropriate Dean or Vice President.

University employees should use the university corporate card (JP Morgan Chase) for university travel and business expenses in lieu of requesting a cash advance. Cash advances are available using the university corporate card. Maximum withdrawal amounts range from \$350 to \$500 per day depending on the individual bank ATM being accessed. There is a 2.5 percent fee assessed on all cash advances with a minimum \$2.50 fee, which is a reimbursable expense to the traveler.

### Travel Charged to Grants or Contracts

Individuals whose travel is supported by sponsored funds must comply with any additional federal or donor regulations not stated in the general university policy. The office responsible for determining which travel expenditures are reimbursable under a particular grant or contract is Sponsored Programs Accounting. Federally funded sponsored projects are subject to the guidelines set forth in the Office of Management and Budget Circular A-21.

### Travel Advances for Non-University Personnel

The University will not provide travel advances for non-university personnel. Expenses may be prepaid directly to the vendor (e.g. hotel, airline, livery service) by using the appropriate procurement method.

### Employment Interviews

Prospective employee may be reimbursed, if authorized by the appropriate Dean or Vice President, for travel expenses incurred in connection with an employment interview at the University.

### Lecturers and Other Official Visitors

Departments may authorize reimbursement to visiting lecturers and other official visitors for expenses incurred in connection with their travel to the University in accordance with the travel policies for employees.

### Payments to Non-Resident Aliens

The types of payments that can be made to non-resident aliens depend upon their visa status. Some may be given compensation while others can only be reimbursed for expenses. Still others may not be given any form of payments. IRS regulations limit the types of payments non-resident aliens may receive. Contact Accounts Payable for further information.

### Consultants Traveling on University Business

Consultants traveling on University business may be reimbursed for reasonable and necessary business expenses by completing a reimbursement request and submitting original receipts. Provisions for such reimbursements should be incorporated in the consulting agreement.

### Spousal Travel

Expenses incurred by a spouse accompanying the traveler will be the responsibility of the traveler. Exceptions must be approved by the appropriate Dean or Vice President.

## **IV. Mode of Transportation**

### Air

The class of air travel chosen is expected to be the least costly option consistent with a reasonable level of comfort and convenience for the traveler. Generally, this reasonable level dictates that coach economy class or standard accommodations should be used. Only the Provost or Executive Vice President can sign for and approve the use of first class or business class travel on University business. Air travel outside the United States that is charged to a federal grant is subject to the Fly America Act. The Fly America Act requires the traveler to use a U.S. carrier. For assistance, please call Sponsored Programs Accounting.

While some restrictions or penalties may apply, advance reservations secure the lowest fares. In many cases, significant costs savings may be realized by purchasing tickets on special or promotional flights that may require advance booking, entail one stop or depart/arrive at times that are less convenient. Travelers are encouraged, but not required to use connecting flights or alternative airports when it is less expensive to do so. Carrier selection should be influenced by price and not by the traveler's frequent flyer affiliation. The lowest available commercial airfare will take precedence over frequent flyer programs. Please pursue these options with our Navigant International travel counselors.

### Rail

Coach accommodations must be used for trips shorter than 7 hours of travel on the train. First class (roomette) may be used for longer trips or overnight travel.

### Personal Auto

Local travel reimbursement is based on the Federal IRS approved highway mileage guide that is updated each calendar year. The rate is currently 55 cents per mile effective 1/1/2009. This rate covers fuel, maintenance, insurance, transportation and operating costs. The University does not reimburse the cost of driving a car between home and the Brandeis campus. Miles submitted for reimbursement should be lesser of home to work or home to the business destination.

### Taxi

Limousine, livery service or taxi fares to and from airports or railroad stations plus reasonable tips are allowed. Trips are to be of minimal length and each trip should be

separately identified on the Expense Report. When available, use airport limousines to the hotel.

#### **Rental Car**

Rental of compact cars will be allowed when this form of transportation is clearly less expensive than any other mode of transportation. The University has negotiated discount rates with Avis and Thrifty Car Rentals. Account number information to obtain these rates is available through University Services. No other vendor should be used except in locations where neither vendor is available or when another vendor is less expensive or the type of vehicle required (i.e. large van) is only available through another vendor.

To maximize reporting and to ensure qualifications for corporate rates, car rental reservations should be made through our Navigant International travel agency. Since rental car companies cannot bill the University directly, payment must be made at time of rental using the university corporate card. When submitting this expense for reimbursement, the traveler's copy of the rental agreement must be attached to the Expense Report.

#### **Car Rental Insurance**

In general, the university policy provides coverage in all 50 states for business use rental, so additional insurance should be declined. When traveling internationally, it is recommended that insurance be purchased as insurance laws vary from country to country.

When using a university corporate card, Brandeis University maintains an agreement with Visa in lieu of the usual rental car company agreements (e.g. CDW, LDW, Collision or Loss Damage Waiver.) In order to activate this coverage, the traveler must initiate and complete the entire rental transaction with the university credit card, and decline the car rental company's collision damage waiver (CDW/LDW) option or similar provision if offered by the car rental company.

The Visa CDW Program reimburses for the repair or replacement of covered losses to a rental vehicle while it is the traveler's responsibility and while it is being used for university business purposes. This program is primary and provides coverage up to the actual cash value of the vehicle as it was originally manufactured if being used for university business. If the rental is for personal reasons, this coverage is secondary to any valid and collectible insurance from any other source. Covered losses are:

- Physical damage and theft of the covered rental vehicle.
- Valid loss of use charges imposed and substantiated by the rental agency through a fleet utilization log.
- Reasonable and customary towing charges due to a covered loss to the nearest qualified repair facility.

More information is provided in the "Guide to Benefits Package" when you receive the university credit card.

### **V. Accommodations**

#### **Hotel/Motel**

Travelers should use standard accommodations in reasonably priced hotels. Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no show charges. The University corporate card may be used to confirm "late arrival" hotel reservations, as well as pay for the hotel room. Please note that the department's PCard may also be used to confirm a hotel reservation for an individual, but another credit card will be required at the time of actual check in or check out. Except under extenuating circumstances, the University will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations. Personal expenses such as valet services, TV movies, spa treatments, lost or stolen property, entertainment costs of any kind and room service are the responsibility of the traveler. Excessive personal phone calls are discouraged.

Hotel and motel reservations may also be made through Navigant International travel agency. Navigant International negotiates special corporate rates to which Brandeis, as one of their accounts, is entitled. A Navigant International Hotel Guide is available to department travel coordinators. Please consult these directories or Navigant International for the benefit of this program.

When requesting reimbursement, the original itemized hotel bill and the original receipt showing proof of payment should be submitted with the travel expense report. If direct billing is involved, Brandeis University must be listed as the vendor on the invoice. Only lodging charges and related taxes and fees (such as internet access) will be paid.

#### Lodging in a Private Residence

Travelers who stay in a private residence with relatives or friends while traveling on university business will be reimbursed for reasonable actual expenses incurred to extend appreciation to friends or relatives for their hospitality. The traveler should obtain prior departmental approval before any token of appreciation is given to relatives or friends, and must submit the original receipt for any token of appreciation costing \$75 or more. Brandeis University employees who voluntarily host visitors to the university will not be reimbursed. Please note that when traveling on sponsored project funds, tokens of appreciation are not allowable.

### **VI. Meals**

#### Actual Expenses

The University will reimburse travelers for reasonable cost of their own meals while on university business. Meal costs vary widely, however, it is requested that no more than \$75 per day is spent for three meals per day, including tips, regardless of location. This should not be considered a flat amount for per diem reimbursement (see below), but is suggested as a guideline. If not using a federal per diem, only actual costs of meals will be reimbursed. Meals and tips in excess of \$75 per day will not be reimbursed unless the supervisor or budget manager initials the amounts indicating that the nature or the location of the travel warrants such an exception. Reimbursement requests for individual meals costing \$25 or more must include original receipts, including an itemization of the food and beverages purchased. When meal expenses include charges for individuals other than the traveler, the Travel Expense Report must state the name(s), the business purpose and the date of the meal.

## Federal Per Diem

Departments may choose to pay employees a federal per diem to cover meal and incidental expenses while traveling. This is referred to as the federal M&IE Rate. Reimbursement on a federal per diem basis is the payment of a flat sum to cover food and incidental expenses. Incidental expenses include fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards or stewardesses, laundry, dry cleaning, cab fare to/from the meal, and related tips and taxes for meals. Per diem reimbursement is advantageous in circumstances where an individual's actual expenses are difficult to separate from those of a group sharing costs, when the record keeping involved in actual reimbursement would be unusually burdensome, or when travel budgets are limited. The per diem amount is based on Federal Travel Regulations guidelines in effect and varies by city. This information may be found at [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC) U.S meal per diem rates are set every January. Per diems for foreign cities are set monthly. Per diems must be prorated for less than a full day's travel according to I.R.S. federal regulations. For the day the traveler departs, add  $\frac{3}{4}$  of the standard M&IE rate for that day. For the day the traveler returns, add  $\frac{3}{4}$  of the standard M&IE rate for that day. Travelers who use a federal per diem do not have to substantiate each expense, but they must demonstrate that the trip occurred with a receipt such as an airline ticket or hotel folio that indicates the dates of travel. Travelers may not request reimbursement of actual expenses for one portion of their trip and federal per diem for the remainder. Federal per diem allowances may not be issued in lieu of service payments such as consulting fees or honoraria. Rather, the individual should submit an expense report with actual receipts attached for reimbursement.

## Alcohol

For the purposes of indirect cost development, alcohol must be separately identified by using account 7370 on all expense reports. Alcohol may not be charged to a federal grant or contract, but may be allowable on other university funds.

## **VII. Conference Registration and Similar Fees**

Whenever possible the Brandeis University Procurement Card should be used to charge conference registration and similar fees. If the Procurement Card is not accepted for any reason, then Brandeis University will provide the traveler with a university check made payable to the conference upon submission of a Payment Request Form to Accounts Payable. Otherwise, the traveler will be reimbursed upon return from the conference after submitting the Expense Report with appropriate receipts attached.

## **VIII. Long Term Activity and Other Expense Advances**

The university is occasionally involved in long-term research or other extended activities conducted away from campus where the university's preferred methods of purchase or payment is not available or practical. A long term activity advance is generally set up to accommodate short term (6 months or less) projects carried out by Brandeis University faculty where a petty cash fund is not appropriate. It is intended that funds advanced for operating purchases or payments would be limited to rare circumstances. Some examples include approved and funded expeditions to remote places for which money is needed to pay for costs of operations for supplies, equipment, food, lodging, local workers and local travel expenses. Monies advanced through this mechanism are for expenses that cannot be purchased using a Procurement Card, purchase order, or the

University Corporate Card. Only employees of the university, its students and postdoctoral fellows may receive expense advances. Failure to settle an expense advance within 15 business days of the end of the allowed time period will result in the reporting of the advance as income to the IRS.

**IX. Documentation Requirements for Travel Expense Reimbursements**

In all instances employees must submit their expense reports within 45 business days of their return from the trip. Travel advance provided by the university to the employee or student may be added to their W-2 at the end of the year if expense reports are not submitted within the 45 day period. In order to capture all the costs associated with a specific trip, every effort should be made to ensure all expenses associated with a specific trip are captured on the same expense reimbursement form. Expenditures may be reported on either an actual cost (substantiated with original receipts), or a federal per diem (daily allowance for meals and incidental expenses) basis. The method chosen must be applied to the entire trip, and each trip must be reported separately.

The following table summarizes acceptable receipts for specific expenses. If a required receipt is missing, the supervisor approving the expense report must circle and initial the missing item on the expense report indicating their agreement that the cost is legitimate and reimbursable without a receipt.

<b>Expense Category</b>	<b>Acceptable documentation</b>
Airfare	Original airline ticket, boarding pass or original itinerary issued by travel agent including method of payment. E-ticket statement including dates and points of departure and arrival, travel class and total amount.
Rail	Original passenger receipt including dates, points of departure and arrival and total amount.
Rental car	Original rental agreement receipt.
Ground Transportation	Original bus, shuttle or taxi receipt for fares of \$25 or more.
Personal auto	Dates, points of departure and arrival and total miles driven.
Hotel	Original folio/receipt itemizing expenses and method of payment.
Meals	Original credit card or cash register receipt for all meals costing more than \$25. Segregate alcoholic beverages and charge to account "7370." If federal per diem used, no receipts are required.
Conference or registration fees	Receipt from conference sponsor, copy of registration form with cancelled check (both sides), credit card slip, or credit card statement.
Miscellaneous expenses such as: baggage handling and storage, business office expenses, phone calls, faxes, internet connection charges, gratuities, laundry service for trips of 5 days or more, parking and tolls	Original receipts for all expenses of \$25 or more.



**Brandeis University**  
**Business Expense and \ or Travel**  
**Detail Report**

Person incurring the expenses: \_\_\_\_\_

\_\_\_\_\_

For travel, destination or cities visited: \_\_\_\_\_

\_\_\_\_\_

Departure date: \_\_\_\_\_

Return, or date of last expense: \_\_\_\_\_

\_\_\_\_\_

**Section D-1: Travel Expenses (for one trip):** List all expenses related to the trip in the correct column [D-1 Documentation](#)

Type of expense	(a) Direct-paid by the University	(b) Reimbursable - corporate card or out of pocket - Attach receipts over \$25							Total Reimbursable
		Day one	Day two	Day three	Day four	Day five	Day six	Day seven	
<a href="#">Per-Diem meals &amp; incidental</a>									
Airfare \ Bus \ Rail									
Car Rental									
Taxi \ Limo									
Lodging									
Registration fee									
My Meals	Breakfast								
	Lunch								
	Dinner								
Misc. and Non meal tips									
Parking and tolls									
<a href="#">Mileage (personal car)</a>	Miles:								
	miles @ \$0.485 \$ Amount:								
Total Trip Expenses									

**Section D-2: Reimbursable Other Business Expenses Not Included in Section D-1 - Attach receipts over \$25** [D-2 Documentation](#)

Date	Business purpose and Type of Expense (Meals or other reimb.)	Where Held (restaurant name etc.) or who purchased from	Meals: List of all individuals attending; If items purchased, describe purchase.	Amount
Total Business Expenses				

Add additional explanations below if needed (limited to 255 characters, about 3.5 lines in Excel)

**Section D-3: Settlement of reimbursable expenses** [Docum.](#)

Add: D-1(b): Reimbursable Travel expenses

Add: D-2: Other Business Expenses

Subtract: Travel advance you received \*

Amount Due University

Amount to be Reimbursed

\* Enter the advance amount on page 2




# Brandeis University Business Expense and \ or Travel Report

(See [University Travel and Business Expense Policies](#))

Mark appropriate classification

Faculty

Staff

Student

Invited guest \ visitor

<u>Name</u>			
Remit to Address		Address Line 2	
Address Line 3		City	State
Zip			
Invoice: REIMB-	Campus Address (MS or MB) and Department		

**Charge Reimbursement to:**

Account (4)	Fund (2)	DeptID (5)	Program (5)	Project/Grant (9,6)	Amount
1263	11	72400	11000		
				<b>Total</b>	

Advance: See bottom of p.1

Business purpose of the trip \ expense

\_\_\_\_\_

Destination or cities visited: \_\_\_\_\_

Departure date: \_\_\_\_\_ Departure time: \_\_\_\_\_

Return, or date of last expense: \_\_\_\_\_ Return time: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Signatures and Approvals:

Person incurring expense signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(always required)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(always required)

Budget Manager \ PI: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
(PI signature required for grants)

Dean \ VP: \_\_\_\_\_ Date: \_\_\_\_\_  
(if required)



Voucher



# Brandeis University Travel Advance Request

Advances are provided no sooner than 5 business days before the actual departure date. Advances are not allowed in order to pay for airfare, hotel costs or registration fees charged to personal credit cards.

Today's Date \_\_\_\_\_ Prepared By \_\_\_\_\_ Ext \_\_\_\_\_

Travelers Name \_\_\_\_\_

Department Name and mailstop \_\_\_\_\_

Individual is a  Faculty member  Staff person  Graduate student  Undergrad Student

Dates of Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Number of days \_\_\_\_\_

Amount requested (not to exceed \$50 per day) \$ \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of advance \_\_\_\_\_

Handling instructions  pick up  send to traveler at above mailstop

Chart string that will be charged for final expenses associated with this trip, including this advance.

Account (4)	Fund (2)	DeptID (5)	Program (5)	Project/Grant (9,6)	Amount
<b>Total:</b>					

\_\_\_\_\_  
Signature of Recipient Date

### Approvals (all these approvals are required)

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Budget Manager / PI (for grant funded expenses) Date

\_\_\_\_\_  
Dean/VP Date

**We understand that failure to substantiate the full advance within 45 days after the trip by submitting an Expense Report will result in the amount being automatically charged to the department and added to the traveler's wages as income on their W2 form.**

6/8/2006



## Long Term Activity Advance

**This form is used for long-term research or other extended activities typically conducted away from campus. (See Travel Policy page 8.)**

Date \_\_\_\_\_ Requested By \_\_\_\_\_ Ext. \_\_\_\_\_

Department \_\_\_\_\_ Mailstop \_\_\_\_\_

Handling instructions:  pick up  send to recipient :provide address if different than department mailstop

Recipient's name \_\_\_\_\_

Faculty  Staff  Graduate Student  Undergraduate Student

Name of Project: \_\_\_\_\_

Business Purpose for Cash Advance \_\_\_\_\_

Beginning date of project \_\_\_\_\_ End Date of Project \_\_\_\_\_

Provide the chart string that will be charged when the advance is settled.

Account (4)	Fund (2)	DeptID (5)	Program (5)	Project/Grant (9,6)	Amount
<b>Total:</b>					

**A detailed advance budget must be provided below. Advances are for non-travel expenses which cannot be purchased with the University Corporate Card, University PCard or paid directly to the vendor via submission of an invoice. Non-travel related advances may not be used to pay other individuals for services performed except human subject payments.**

Individual Expenses Items	Advance Amount
<b>Total Advance Requested</b>	<b>\$</b>

**I, the undersigned advance recipient, certify (a) that these funds will be spent for legitimate Brandeis University business purposes, and (b) that all funds will be returned to Brandeis or accounted for as required by University policy within 45 business days of the end date noted above. Failure to settle the advance within the allowed time period will result in the reporting of this advance as income to the recipient by adding it to their W-2, and automatically charging it to the department.**

\_\_\_\_\_  
Signature of Recipient Date

\_\_\_\_\_  
Supervisor Date

\_\_\_\_\_  
Budget Manager / PI (for grant funded expenses) Date

\_\_\_\_\_  
Dean/VP Date

Procurement Methods for University Travel  
June, 2006

Expense Category	University PCard  Automatic Payment	University Corporate Card (will reimburse after trip has occurred)	Personal Credit Card (will reimburse after trip has occurred)	Payment Request Form (for direct payment to vendor if less than \$1,500)	Documentation Required Upon Return  Submit signed and approved detailed Expense Report within 45 days of end of trip to Accounts Payable regardless of method of payment
Transportation costs (e.g. airfare, rail, bus)	X	X	X	X	Original airline ticket, boarding pass, passenger receipt or original itinerary issued by travel agent including method of payment. E-ticket statement including dates and points of departure and arrival, travel class and total amount.
Registration fee	X		X	X	Receipt from conference sponsor, copy of registration form, credit card slip, or credit card statement.
Hotel confirmation	X	X	X	X	
Hotel payment		X	X	X	Original folio/receipt itemizing expenses and method of payment.
Car rental		X	X	X	Original rental agreement receipt.
Meals		X	X		Original credit card or cash register receipt for all meals costing more than \$25. Segregate alcoholic beverages and charge to account "7370." If federal per diem used, no receipts are required.
Ground Transportation		X	X		Original bus, shuttle or taxi receipt for fares of \$25 or more.
Personal auto (mileage)					Dates, points of departure and arrival and total miles driven.
Miscellaneous expenses such as: baggage handling and storage, business office expenses, phone calls, faxes, internet connection charges, gratuities, laundry service for trips of 5 days or more, parking and tolls		X	X		Original receipts for all expenses of \$25 or more.
Travel Advance: considered exception requiring justification				Use Travel Advance Request Form for maximum of \$50/day	Must account for advance within 45 days of return from trip or may be taxable to recipient.

## **Brandeis University Travel Policy at a Glance**

**Please note travel supported by sponsored funds may be more restrictive. Department policies that are more restrictive take precedence over the University policy.**

### Duration of Travel

- Policy applies to short-term business travel.

### Travel Reservations

- Arrange travel in advance and use Brandeis's preferred travel agency or department PCard for transportation (e.g. airfare) hotel deposit, or registration fees.
- Cancel a reservation early to avoid paying penalties.

### Domestic vs International Travel

- Domestic travel is any travel within and between any of the 50 United States, Puerto Rico, U.S. Virgin Islands, travel between the U. S. and Canada, and within Canada.
- International travel is any travel outside those specified above.

### Air Transportation

- Domestic travel: Purchase lowest coach class fare. First class is not allowed.
- International travel: Purchase lowest available class of service available. First class is not allowed.

### Car Rental

- For domestic rentals, decline all additional insurance offered by the company.
- For international rentals, purchase the damage and liability waiver insurance.

### Personal Auto

- Local travel reimbursement based on federal IRS approved highway mileage guide that is updated every calendar year.

### Business Meals

- Travelers may be reimbursed based on either a per diem allowance or actual expenses but may not combine both methods on the same trip.
- When using the actual expense method, it is suggested daily meal costs do not exceed \$75 per day. Individual meals costing \$25 or more must be supported by an original receipt including itemization of food and beverages purchased.
- The federal per diem is a flat sum to cover food and incidental expenses. Incidental expenses include fees and tips to bellhops, porters, maids, cab fare to/from a meal and related tips and taxes. Per diems should be prorated for less than a full day's travel per IRS regulations.

### Travel Advances

- Only allowed under extraordinary circumstances and for a maximum amount of \$50 per day. Are available no sooner than 5 business days before the trip, and must be accounted for within 45 days of return from the trip.

### Documentation Requirements

- Expense reports must be submitted within 45 business days of return from the trip and must be approved by immediate supervisor.
- Individual expenses over \$25 must be supported by an original receipt showing method of payment. If missing, must be initialed separately by supervisor on expense report.
- Require all hotel folios regardless of cost showing number of guests, check in/out dates, price per night, total payment and payment type.
- E-Tickets showing passenger name, issue date, ticket number, total payment, itinerary or routing, payment type.
- Registration fees showing name of attendee, name of conference, amount paid, dates and payment type.
- Traveler must provide detailed business purpose; city(s) visited, duration, purpose of trip, dates. If business meal, purpose of meal, list of people attending and where held.

### Approvers Responsibility

- Approver insures:
  - Expenses incurred in the conduct of University business.
  - Expense report has been properly prepared and is adequately documented according to the University policy.
  - Expense is being charged to the proper chartstring(s).
  - Policy exceptions have been approved by the appropriate individual.