

Policies and Standards

<i>POLICY:</i> SPAHP Travel Policy	<i>PAGE</i> 1 <i>OF</i> 3	<i>ISSUED</i> 10/15	<i>REV. A</i>
--	---	-------------------------------	---------------

SCOPE

This policy applies to all business travel and entertainment expenses incurred on the School of Pharmacy and Health Professions' expense. All items outlined below must be followed at all times unless special arrangements have been made prior to the travel. Items not specifically addressed in this policy must follow Creighton Universities' Travel Policy. <http://www.creighton.edu/finance/purchasing/travel/>

POLICY

I. Documentation and IRS Requirements

- A. Itemized receipts are required for **ALL** business travel and entertainment expenses.
- B. Meals can't exceed the daily per diem.
- C. For business meal and entertainment expenses, the following documentation is required by the IRS, and must be recorded:
 - 1. Names of individuals attending, their titles and company name
 - 2. Exact amount and date of the expense
- C. Requests for reimbursement must be submitted within 60 days after the date the expense was incurred.

II. Travel Arrangements

- A. Travelers should make reservations at least 21 days in advance.
- B. All travel and lodging reservations, including en route changes, should be arranged through Travel and Transport, the University's preferred travel manager.
- C. Any costs associated with an extension of stay will be at the employee's expense. Travel costs may be considered for reimbursement within one day of the event.
- D. The preferred method of payment for travel arrangements is a University procurement card.
- E. Personal credit cards may be used in the absence of the University procurement card.

III. Air Travel

- A. Employees are expected to use the lowest logical airfare available.
- B. All domestic/international air travel must be in Coach class.
- C. Employees may use Business class in the following instances:
 - 1. Employees with certain physical conditions/disabilities.
 - 2. When Coach class is completely sold out and no alternate flights are available.
 - 3. Business class may be used when total flying time exceeds twelve (12) hours, excluding layover time at connecting point
- D. Employees may use First class when Coach and Business class are completely sold out and no alternate flights are available.
- E. If additional cost is incurred as a result of changes in schedule, that cost is not reimbursable unless required to complete university business

IV. Lodging

- A. Employees are expected to use negotiated or preferred rates whenever possible.
 - 1. If using a University p-card check purchasing website for a listing of other states that are tax exempt.

Policies and Standards

<i>POLICY:</i> SPAHP Travel Policy	<i>PAGE</i> 2 <i>OF</i> 3	<i>ISSUED</i> 10/15	<i>REV. A</i>
--	---	-------------------------------	---------------

2. If the state is tax exempt contact the Business Service Center for the necessary paperwork.
- B. Travelers are responsible for canceling hotel rooms. Travelers will be held responsible and will not be reimbursed for "no-show" or cancellation charges unless there is sufficient proof that the billing is in error.
- C. Many hotels/airlines have frequent guest/flyers programs. Travelers may retain awards from such programs for personal use; however, participation in these programs must not influence hotel selection that would result in incremental cost beyond the preferred rate.

IV. Rental Car

- A. Travelers may rent a car to their destination when driving is more cost-effective than airline or rail travel.
- B. Travelers may rent a car at their destination when: it is less expensive than other transportation modes such as taxis, airport limousines and airport shuttles.
- C. Travelers, whenever possible, should use the University's preferred provider National Car Rental and use Travel and Transport to make a reservation. When picking up a rental car, travelers should check with the rental car agent for any promotional rates, last-minute specials or free upgrades.
- D. When renting cars for University business from Enterprise/National do not purchase any of the insurance coverage.
 - The University has an automobile insurance policy with Travelers Insurance Company/AON Risk Services, Inc. of Nebraska. The policy number is 810-9362A00A-TIL-07.

VI. Other Transportation

A. Ground Transportation To and From Terminals

1. Employees traveling to the same location should share ground transportation to and from the airport whenever possible.
2. The most economical mode of transportation should be used to and from airports, bus and rail terminals.

B. Using Your Personal Vehicle On University Business

1. Mileage for University business while traveling in your personal vehicle may be reimbursed at the current allowable IRS rate at the discretion of the department chair. See the Controller's Office website for the current mileage rate.
2. Mileage will only be reimbursed if it is less than or equal to the cost of airfare.
3. A print copy of the price of airfare should be submitted with the TER.
4. When traveling out of state an airline ticket should be priced at least 21 days in advance of the trip should be printed and submitted with the TER.
5. A Google or MapQuest map must be submitted with TERs to justify mileage.
6. If two or more persons travel in one private automobile, only the vehicle owner may claim travel expense reimbursement, and the reimbursable expenses will be limited to the lesser the combined costs of the "in-lieu-of-airfare" rates for all persons traveling in the automobile.

VII. Meals

Policies and Standards

POLICY: SPAHP Travel Policy	PAGE 3 OF 3	ISSUED 10/15	REV. A
---	---------------------------	----------------------------	--------

A. Personal Meal Expenses

1. Personal meals are defined as meal expenses incurred by the traveler when dining on an out-of-town business trip.
2. Every attempt should be made to get an itemized receipt. Travelers can still be reimbursed without an itemized receipt as long as it is not over the daily per diem or being charged to a grant.
3. University per diem rates must be followed.
 - a. See Creighton’s accounting services website for current per diem rates.
<https://www.creighton.edu/finance/sharedservices/accountspayable/expensereimbursement/mileageandperdiemrates/perdiem/>
 - FY 16 per diem rates are \$52 (\$65 in high localities) per full day of travel
 - b. See accounting services page for a listing of high localities.
<https://www.creighton.edu/finance/sharedservices/accountspayable/expensereimbursement/mileageandperdiemrates/perdiem/highlocalities2015/>

B. Business Meal Expenses

1. Business meals are defined as meals with clients, prospects or associates during which a specific business discussion takes place.
2. Employees will be reimbursed for authorized and/or reasonable business meal expenses with appropriate documentation. (See Documentation and IRS guidelines below)
3. The per person cost of the meal shouldn’t exceed University per diem rates.

The table belows outlines reimbursable and non-reimbursable expenses.

Reimbursable expenses	Non-reimbursable expenses
Airfare	Airline/Hotel upgrades (Are allowed at the employees expense)
Baggage	Airport lounge clubs
Entertainment expense (if it is directly related to or associated with business)	Alcohol beverages (if being charged to a grant)
Faxes	Gifts
Gratuities – Excessive tipping is personal expense (consult www.itipping.com for accepted practice)	In-room movies
Lodging	Magazines
Meals	Meals that exceed the University daily per diem
Mileage (if less than or equal to alternative methods of transportation)	Spouse/Companion Travel (Spouse/companion may accompany an employee at the employee’s expense)
Parking	Travel insurance (unless required by University)
Poster/conference material shipping	Traffic citations received while using a rental /personnel vehicle for University business.
Rental cars	
Taxis/Shuttles	
Tolls	