BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.1 Travel Overview

BF 300.1—TRAVEL OVERVIEW

PURPOSE

To provide Morehouse College employees with the information that governs traveling on official College business.

SOURCE

- College Policy
- Related Policies:
  - International Travel: BF 300.2
  - Travel Agencies: BF 300.3
  - Vehicle Rental Agencies: BF 300.4
  - Travel Advances: BF 300.5
  - Lodging: BF 300.6
  - Meals: BF 300.6
  - Travel Expense Reports Settlements: BF 300.6
  - Travel Receipts and Itemization: BF 300.7

SCOPE

Employees who travel in state, out of state, or internationally, regardless of the funding source for such travel

POLICY

Expenses

It is the policy of the College that all reasonable expenses for official travel will be reimbursed in accordance with the guidelines stated herein:

- All travel documentation should state the business purpose.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.1 Travel Overview

- Travel costs include, and are limited to, expenses for transportation, lodging, meals and related items incurred by an employee traveling on official College business. Such costs are allowable when they are directly attributable to specific work under a grant/contract or are incurred in the normal course of the administration of the College, a department, or a program.

- Travel costs will be charged on a combined per diem and actual basis.

Authorization Guidelines

The College will authorize employee travel in accordance with the following procedure guidelines:

- All travel arrangements should reflect an understanding of the travel policy.

- Travel is warranted when personal contact is the most economical method of conducting College business.

- Representation by College employees at out-of-state conventions or meetings is to be held to a minimum number of attendees.

- Employees may attend educational or training seminars if funds are available in their approved budgets and if the seminars are directly job related. Employees are encouraged to attend such seminars in Georgia, whenever possible.

- The most economical method of transportation is to be selected in terms of expense to the College and the employee’s time away from the office.

PROCEDURE

Obtaining Approval

For all types of travel, the traveler must obtain approval before departing on the trip:

- International travel requires the written approval of the president/designee.

- Out-of-state travel requires the written approval of the employee’s supervisor.
In-state travel requires the verbal approval of the employee’s supervisor.

Travel forms are available from the Office of Business and Finance.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.2 International Travel

BF 300.2—INTERNATIONAL TRAVEL

PURPOSE

To provide Morehouse College employees with the information that governs international travel on official College business.

SOURCE

- College Policy
- Related Policies:
  - International Travel: BF 300.2
  - Travel Agencies: BF 300.3
  - Vehicle Rental Agencies: BF 300.4
  - Travel Advances: BF 300.5
  - Lodging: BF 300.6
  - Meals: BF 300.6
  - Travel Expense Reports Settlements: BF 300.6
  - Travel Receipts and Itemization: BF 300.7

SCOPE

Employees who travel internationally, regardless of the funding source for such travel

POLICY

Expenses

It is the policy of the College that all reasonable expenses for official international travel will be reimbursed in accordance with the guidelines stated herein:

- All travel documentation should state the business purpose.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.2 International Travel

- Travel costs include, and are limited to, expenses for transportation, lodging, meals and related items incurred by an employee traveling on official College business. Such costs are allowable when they are directly attributable to specific work under a grant/contract or are incurred in the normal course of the administration of the College, a department, or a program.

- Travel costs will be charged on a combined per diem and actual basis.

Authorization Guidelines

The College will authorize employee travel in accordance with the following guidelines:

- All travel arrangements should reflect an understanding of the travel policy.

- Travel is warranted when personal contact is the most economical method of conducting College business.

- The most economical method of transportation is to be selected in terms of expense to the College and the employee’s time away from the office.

PROCEDURE

Obtaining Approval

International travel requires the written approval of the president/designee.

FORMS

Travel forms are available from the Business Office of Business and Finance.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.3 Travel Agencies

BF 300.3—TRAVEL AGENCIES

PURPOSE

To provide Morehouse College employees with information that governs the use of travel agencies when making arrangements for travel on official College business.

SOURCE

College Policy

SCOPE

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel

POLICY

All travel arrangements, including transportation and hotel accommodations, should be made through the College’s approved travel agencies. Every attempt should be made to plan trips as early as possible (a minimum of two weeks in advance) to take advantage of airfare discounts. **First-class accommodations are not allowed.**

The Office of Business and Finance must approve any exceptions to this policy.

**Violations**

*Employees who violate this policy will be subject to disciplinary action (See HR 400.2).*
All employees who travel on official College business must adhere to the following procedure:

1. Contact the Office of Business and Finance for the names of the College-approved agencies.

2. Contact the travel agency to book air transportation and hotel accommodations, at the lowest available rates.

   The cost of hotel accommodations may be processed by:
   
   a. Submitting separate requisitions with the appropriate name and address of the hotel and dates of stay. A check will be sent directly to the hotel; or
   
   b. Completing and forwarding a travel advance form, approved by the department head, two weeks prior to the travel date. The check will be made payable to the traveler, and it will be the traveler’s responsibility to pay the hotel at the time of check-in.

3. Complete a requisition for the airfare by supplying the name of the travel agency, exact dates of travel, and the airline to be used.

4. Acquire approval of the requisition at the departmental level and forward it to the business office for processing.

The travel agency will contact the business office at a pre-scheduled time to obtain purchase order numbers.

Any exception to this policy or procedure must demonstrate that comparisons with other providers or vendors support the decision, and must be approved by the appropriate vice president.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.4 Vehicle Rental Agencies

BF 300.4—VEHICLE RENTAL AGENCIES

PURPOSE

To provide Morehouse College employees with information that governs the use of vehicle rental agencies when traveling on official College business

SOURCE

College Policy

SCOPE

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel

POLICY

Employees who are at least twenty-five (25) years of age and possess a valid driver’s license may rent a vehicle for traveling on official College business. Approval by both the supervisor and department head is required. All rental vehicle arrangements should be made through the College’s approved vehicle rental agencies.

Employees must rent compact or medium-sized vehicles unless there are four or more passengers traveling together. Rental vehicles should be returned at the contracted time indicated on the original travel voucher. If the rental vehicle needs to be retained for a longer period, however, approval must be obtained from the department head. If approval is not given, the person renting the vehicle will be held responsible for all additional charges.

The employee is responsible for ensuring that the vehicle is filled with gas prior to returning it to the agency. Any additional charges incurred as a result of not adhering to this policy may become a liability of the employee.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.4 Vehicle Rental Agencies

Violations

*Employees who violate this policy will be subject to disciplinary action. (See HR 400.2)*

<table>
<thead>
<tr>
<th>PROCEDURE</th>
</tr>
</thead>
</table>

All employees who travel on official College business must adhere to the following procedure:

1. Contact the Office of Business and Finance for the names of the College-approved vehicle rental agency.

2. Contact the vehicle rental agency to make arrangements and to obtain a confirmation number.

3. Complete a requisition for the rental vehicle by supplying the name of the agency and by verifying the confirmation number and dates of the rental period.

4. Acquire approval of the requisition at the department level and forward it to the business office for processing.

5. The business office will process the requisition and produce a voucher containing the appropriate information.

6. Obtain the voucher from the business office and present it to the agency at the time of the vehicle rental.

Any exceptions to this procedure must demonstrate that comparisons with other providers or vendors support the decision, and must be approved by the appropriate vice president.
BF 300—TRAVEL ADVANCES

PURPOSE

To provide Morehouse College employees with information that governs the use of monetary advances for travel on official College business.

SOURCE

College Policy

SCOPE

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel.

POLICY

Employees traveling on College business may request a travel advance equal to the estimated reimbursable expenses of the trip. The travel advance is to be used for meals, hotel accommodations, registration fees, and ground transportation:

- Only registration fees will be processed more than 30 days before the actual date of travel.
- Meals, hotel accommodations, and ground transportation requests will be processed one week prior to the actual date of travel.
- Requests for travel advances should be submitted to the Office of Business and Finance's budget office at least 14 days prior to the date of the planned trip.

Issuance of Travel Advance

Before a travel advance can be issued, the employee must complete, sign, and submit a Travel Advance Request form to the business office. The form must be accompanied by documentation describing the purpose of the travel (e.g., registration form or a letter from...
Travel advances will not be issued if the appropriate request form is not signed by the traveler, department/unit head and the budget office.

All third party reimbursements should be made payable to the College and must be so noted on the travel advance when submitted.

**Repayment of Advance**

Employees must submit a completed Travel Expense Statement form to the business office, along with appropriate receipts and documentation, no later than five (5) business days after returning from a trip. Travel advances must be deducted on the “LESS CASH ADVANCE” line before submission to the department head for review and approval.

Once approved, the department head will forward the Travel Expense Statement form to the business office. The employee is reimbursed for expenses, less any amount advanced or paid directly by the College. Employees must account for or repay any unused travel advance at the time that the form is submitted:

- If an unused travel advance is not repaid, the College will seek repayment of the advance through payroll deduction.
- Further travel advances may be withheld pending payment of an outstanding travel advance.
- Further reimbursements owed to the employee may be withheld and applied to payment of an outstanding travel advance.

**Violations**

*Employees who violate this policy will be subject to disciplinary action (See HR 400.2.)*

**PROCEDURE**

1. The business office receives and date stamps the appropriate Travel Advance Request form.
2. The business office forwards the form to the travel accountant for review of required documentation and adherence to the applicable travel policies.
3. A registration form or letter from the host organization must document requests for repayment of registration fees.

4. Any third party reimbursement must be identified.

5. Signatures of the applicant, the department head and the budget office, as well as the travel dates, are required on all reimbursement forms.

6. The business office indicates the accounting distribution in the spaces provided on the form.

7. If there is a refund due to the college, the employee must attach the cashier’s receipt to the Travel Expense Report when submitted. Refund of a travel advance will be made at the cashier’s office.
BF 300 TRAVEL

Revision Date: 1/1/2008
BF 300.6 Travel Settlements

BF 300.6—TRAVEL SETTLEMENTS

PURPOSE

To provide Morehouse College employees with information that governs the documentation and settlement of expenses incurred for travel on College business

SOURCE

- College Policy
- Internal Revenue Service (IRS) Regulations

SCOPE

Employees who travel in state, out of state, or internationally regardless of the funding source for such travel

POLICY

Employees must use the Travel Expense Statement form to document expenses for all travel destinations. To receive full reimbursement, receipts and other supporting documentation must be submitted along with it.

The Travel Expense Statement is used to reimburse out-of-pocket expenses and to repay any advances. Prepaid, direct-billed expenses and advances must be deducted on the “LESS PRE-PAID EXPENSE” and/or “LESS CASH ADVANCE” lines.

The Travel Expense Statement should be submitted within five (5) business days after completion of the travel. These expenses will be applied against any outstanding travel advances. Any Travel Expense Statement form that is not returned to the business office within five (5) business days upon returning from a trip will prevent future travel advances from being issued to an employee. If an employee fails to submit an expense report after thirty (30) days, his/her payroll check will automatically be reduced by the amount of all known expenses related to a specific trip, including advances, prepaid items and per diems. *(The IRS requires that any unspent travel advance be returned to the College in a timely manner.)*
The traveler is responsible for ensuring that the Travel Expense Statement is completed and delivered to the business office along with the appropriate receipts and documentation. *(The IRS requires that all travel expenses be substantiated)*. **Only itemized original receipts** will be accepted and must be attached to the expense statement. **Credit card statements are not original receipts.** Meals are normally reimbursable if overnight travel is involved. Gratuities and tips in reasonable amounts (not to exceed 15%) are reimbursable **as long as the per diem is not exceeded**. Receipts must be attached to the expense report **at the time of submission**.

**Reimbursement for Lodging**

Reasonable hotel expenses, at the single-room rate, are reimbursable when supported by the original hotel bill. Hotel meals should be subtracted, as meals are reimbursed on a per diem basis as described below.

Attendees at conferences or formal meetings must submit a complete conference **agenda** or program showing the opening and closing dates for the event, lodging rate, and the meals included in the registration fee.

**Reimbursement for Meal Expenses**

Meals are reimbursed on a per diem basis but should not exceed the grant or contract limit. **Per diem is not permitted when meals are provided at no additional cost at a conference or by an airline.**

- Meals in major cities (e.g., New York, Chicago, and Los Angeles) may use a per diem rate similar to the following: **Meals and Incidentals - $48.00**

- Meals in smaller cities (e.g., Charleston, Nashville, Tampa, and Phoenix) may use a per diem rate similar to the following: **Meals and Incidentals - $42.00**

- Meals included in a conference or other fees paid by another party should be excluded from the per diem rate and explained on the Travel Expense Statement form.

- **Reimbursement for expenses associated with alcoholic beverages and entertainment are specifically prohibited.**

**Reimbursement for Credit Card Charges**

The employee should submit a Travel Expense Statement form for all charges billed to credit cards (including College-issued and calling cards) to the business office with
appropriate supporting documentation (i.e., original receipts) on a monthly basis. **Credit card receipts are not acceptable.**

**Reimbursement for Telephone Calls**

Expenses for telephone calls made in the course of conducting College business are reimbursable. A description of the calls should be listed on the Travel Expense Statement form. **Personal telephone calls will not be reimbursed.**

**Reimbursement for Ground Transportation**

Expenses for taxi and limousine services, including reasonable tips, are allowable if no other reasonable ground transportation is available.

**Reimbursement for Use of Personal Vehicle**

Travel expenses incurred in the use of an employee’s personal automobile are reimbursable at a rate of $0.44 (44 cents) per mile, provided the total reimbursement does not exceed equivalent coach airfare or other reasonable, available transportation. Extra costs for food and transportation while en route are not reimbursable.

**Reimbursement by Third Party**

Travel expenses to be reimbursed by a third party should be indicated on the Travel Advance Request form. Employees must advise the third party to send the reimbursement directly to the College at the following address:

Morehouse College  
Office of Business and Finance  
830 Westview Drive, SW  
Atlanta, GA  30314

**Violations**

*Employees who violate this policy will be subject to disciplinary action.* (See HR 400.2.)  
*Employees who fail to reconcile their travel advances may be deemed to have received additional income that will be reported to the IRS.*
All employees who travel on official College business must adhere to the following procedure when submitting travel expense claims:

1. Complete a Travel Expense Statement form:
   - Indicate the amount of the advances and prepaid items in the designated spaces. (A separate form must be used for each specific trip report and must show all expenses, even if they represent travel advances or prepaid items.)
   - Attach a cashier’s receipt to the expense statement if any refund of a travel advance has been made
   - Indicate the date of the report and the dates of travel
   - Complete the accounting distribution section of the expense statement
   - Sign the expense statement and obtain the signature of the department head

2. Submit the Travel Expense Statement form, along with attached original receipts for meals, lodging, and transportation, to the business office. (Credit card statements are not acceptable as receipts.)
   - The business office will forward the form to the travel accountant for review of required documentation and adherence to travel policies.
   - Checks will be generated and distributed, as appropriate.
Travel Reimbursement

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler</td>
<td>Within 5 days of completing a trip:</td>
</tr>
<tr>
<td></td>
<td>1. Complete the Travel Expense Statement form per the guidelines</td>
</tr>
<tr>
<td></td>
<td>2. Attach original receipts to the form</td>
</tr>
<tr>
<td></td>
<td>3. Attach a check, made payable to Morehouse College, if the actual cost of the trip is less than the travel advance</td>
</tr>
<tr>
<td></td>
<td>4. Obtain signature of the department head</td>
</tr>
<tr>
<td></td>
<td>5. Submit white and yellow copies of the form to the business office for processing</td>
</tr>
<tr>
<td>Business Office</td>
<td>6. Process the expense reimbursement claims and provide reimbursement to traveler</td>
</tr>
</tbody>
</table>

Instructions for Completing
Travel Expense Statement

- **Name** - Insert name of traveler.
- **Purpose of trip** - Indicate the official business that was undertaken on trip.
- **Travel from** - Indicate the departure city of the trip.
- **Travel to** - Indicate the destination city of the trip.
- **Travel advance check date** - Insert date of travel advance check.
- **Check No.** - Indicate number of travel advance check.
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BF 300.6 Travel Settlements

- **Date** - Insert day and month on the corresponding weekday.
  
  *(Note: Per diem will not be reimbursed without this information.)*

- **Meals** - Indicate per diem by meal/day based on the reimbursement schedule. Leave blank if meals were provided at no extra charge.

- **Tips** - List the amount of gratuities and tips. Reasonable amounts (not to exceed 15%) are reimbursable as long as the per diem is not exceeded.

- **Hotel** - List the lodging expense for each corresponding day. Comply with the lodging expense limits described. Lump sum totals are not permissible. Receipts must be attached.

- **Taxi/Shuttle** - Indicate expense for taxi and shuttle services. Receipts must be attached.

- **Transportation** - List airfare on the corresponding day and indicate amount on the “LESS PRE-PAID EXPENSE” line if Morehouse paid the airline directly through its approved travel agency. The passenger coupon must be attached.

- **Parking** - Attach parking receipts.

- **Car Rental** - Indicate the car rental costs on the day the vehicle was returned. Receipts must be attached.

- **Mileage** - If claiming mileage, indicate beginning and ending mileage; then multiply miles driven by the current mileage rate.

- **Telephone** - List any business calls made for which reimbursement is due.

- **Registration Fees** - List fees on the corresponding first conference day and indicate amount on the “LESS PRE-PAID EXPENSE” line if Morehouse paid the registration directly. Attach a copy of the program, showing the name and location of the meeting and the beginning and ending dates.

- **Other** - List any other expenses incurred on the corresponding day. Attach receipts documenting other expenses.
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- Total Per Day - Total each column.

- TOTAL EXPENSES - Total all columns.

- LESS CASH ADVANCE - Enter amount of cash advance received.

- LESS PREPAID EXPENSE - Enter amount of prepaid expenses.

- AMOUNT DUE COLLEGE - Record balance due to the College. Attach a check made payable to Morehouse College in the amount indicated.

- AMOUNT DUE EMPLOYEE - Record balance due to traveler.

- TRAVELER’S SIGNATURE - The traveler’s signature is required. The signature certifies that the listed expenses are valid College business expenses.

Note to Travelers: All pre-paid travel arrangements should be listed by vendor and amount in the space indicated on the form.

All receipts must be taped or stapled to an 8 ½ by 11-inch sheet of paper. Any justification for an expense must be noted beside the receipt. Do not tape one receipt on top of another or paper clip attachments. Multiple pages must be stapled in the upper left-hand corner. The department should keep copies of all receipts for future reference.

For travel lasting more than one week, use additional Travel Expense Statement forms. A grand total for the total reimbursement must be indicated on the final page. Travel Expense Statement forms will be returned to the traveler if the form is not completed correctly.
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.7 Travel Receipts and Itemization

**BF 300.7—TRAVEL RECEIPTS AND ITEMIZATION**

<table>
<thead>
<tr>
<th><strong>PURPOSE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide Morehouse College employees with a list of documents required for reimbursement of travel expenses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SOURCE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Business and Finance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SCOPE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees who travel in state, out of state, or internationally regardless of the funding source for such travel</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>POLICY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An employee must submit the required paperwork when requesting reimbursement for travel expenses. The necessary documents are listed in the chart below.</td>
</tr>
</tbody>
</table>
BF 300 TRAVEL

Revision Date: 1/1/2008

BF 300.7 Travel Receipts and Itemization

<table>
<thead>
<tr>
<th>Travel Expenses</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>Itinerary or passenger coupon</td>
</tr>
<tr>
<td>Bus fare</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Chartered aircraft</td>
<td>Invoice from aircraft company</td>
</tr>
<tr>
<td>Conference materials</td>
<td>Brochures and original receipts</td>
</tr>
<tr>
<td>Ground transportation (e.g., taxi)</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Local calls</td>
<td>Original receipt (typically included in lodging receipts)</td>
</tr>
<tr>
<td>Lodging</td>
<td>Original itemized receipt</td>
</tr>
<tr>
<td>Meals (per diem only)</td>
<td>None</td>
</tr>
<tr>
<td>Official long distance calls</td>
<td>Original receipt (typically included in lodging receipts)</td>
</tr>
<tr>
<td>Parking</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Registration</td>
<td>Original receipt and program</td>
</tr>
<tr>
<td>Rental vehicle</td>
<td>Original receipt</td>
</tr>
<tr>
<td>Train fare</td>
<td>Original receipt</td>
</tr>
</tbody>
</table>

**Violations**

- **Employees who violate this policy will be subject to disciplinary action.** (See HR 400.2.)

- **Employees who fail to reconcile their travel advances may be deemed to have received additional income.** Such income will be reported to the Internal Revenue Service.

**PROCEDURE**

All employees who travel on official College business must adhere to the following procedure when submitting receipts for reimbursement of travel expenses:

1. All receipts must be taped or stapled to an 8½ x 11-inch sheet of paper. Any justification for an expense must be noted. Multiple pages should be stapled in the upper left-hand corner.
2. A traveler who wishes to use a canceled check as a receipt for expenses must supply a photocopy of the front and back. A photocopy of only the front of the canceled check is unacceptable.

3. The traveler’s department should keep copies of all receipts for future reference.