



Rensselaer |

TRAVEL AND ENTERTAINMENT POLICY

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1.0 INTRODUCTION

1.01 Objective

The objective of this policy is to provide guidance to travelers and approvers of expense reports on the Institute's policy and procedures for travel and entertainment (T&E) expenses, including allowable expenses, and to:

- Ensure all travelers have a clear and consistent understanding of policies and procedures for the different types of T&E expenses, including travel expenses, in-town expenses and group and meeting expenses.
- Inform travelers of their responsibilities to control and report T&E expenses.
- Maximize the Institute's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.
- Ensure that authorized expenditures meet and comply with all requirements for the most favorable tax and expense treatment.
- Comply with IRS business expense deductibility substantiation.

Rensselaer's preferred travel agency, Direct Travel will assist in all of our travel needs, and *Concur* will provide a travel management system that will allow for online booking and automated expense reporting. Direct Travel will work in conjunction with Concur to create a streamlined automated travel solution.

The use of these partners will be expected by all travelers. The use of one preferred travel agency provides benefit to both the Institute and the traveler. These benefits include, but are not limited to:

- Discounted volume pricing for trip booking.
- Access to NYS Contract Pricing
- The ability to collect travel spend data that can be used to negotiate discounted preferred rates with Airlines and Hotel chains.
- Crisis management technology that tracks and locates all travelers in the case of an emergency.
- Automated flow of certain expense and receipt requirements into the traveler's expense report saving time for the traveler in submission.

1.02 Roles and Responsibility

Each traveler has stewardship responsibility for managing travel and related expenses, but in particular:

- Individuals with access to the Concur system have the responsibility of keeping their login information secure. **Login and passwords should never be given to another individual.**
- Travelers are responsible for reading, understanding and complying with this policy, including adherence to expense reporting requirements.
- Business/Financial Managers or Administrators with budget responsibility are responsible for reviewing all expense reports for accuracy and compliance with policy and ensuring appropriate funds are expensed.
- Supervisors are responsible for reviewing and approving all expense reports for accuracy, compliance, and appropriate business purpose prior to submission.
- Individuals traveling on restricted contracts are responsible to know the specific rules relating to the contract and ensure compliance. Payment procedures must follow the rules of the funding agencies if the travel is to be charged to an entity other than the Institute.

- The Controller's Office is responsible for the establishment, maintenance, revision and publication of this policy and the administration of all processes and procedures needed to ensure compliance with this policy.

1.03 Reimbursement

- The Institute will reimburse travelers for all reasonable and necessary expenses while traveling on authorized Rensselaer business that are in compliance with the guidelines of this Policy. If the traveler receives reimbursement from another agency for expenses settled by Rensselaer, the traveler is expected to reimburse the Institute in a timely manner.
- Rensselaer assumes no obligation to reimburse travelers for expenses that are not in compliance with this policy.
- Travelers and/or Supervisors who do not comply with this policy may be subject to delay or withholding of reimbursement and / or disciplinary action, up to and including termination.

1.04 Policy Review

- This policy will be reviewed annually or as required, in order to ensure that the terms are current, fair, and representative of relevant Institute and industry conditions.
- Rensselaer reserves the right to change this policy at any time, without prior notice.

1.05 Expenses Outside of this Policy

- **Relocation expenditures** are not covered by this policy.
- Employees should contact the Office of Human Resources for detailed information on relocation expense reimbursement guidelines. Relocation expenditures include costs associated with pre-move trips to locate new living quarters and expenses associated with the transfer (transportation, lodging, meals, etc.) of new and existing employees and their dependents, and temporary living allowances. These expenses must be reviewed for reporting and taxability by the Payroll Office.

1.06 Exceptions to Policy

- Exceptions, deviations or reimbursements for expenses by travelers that are not in compliance with this policy require **prior written approval**.
- If an exception is warranted, it must be justified by the Institute and documented on a case-by-case basis. Documentation with the appropriate approval signature(s) **must** accompany the expense report in all exception cases.

Required Approvals

- Approval for administrative staff must be provided by each respective division's Vice President/CIO/Provost and concurred with by the Controller's Office.
- In the case of faculty, approval must be provided by the respective Dean and concurred with by the Controller's Office.
- In the case of Deans, approval must be provided by the Provost and concurred with by the President and Controller's Office.
- For Cabinet Members, approval must be provided by the President, after having been concurred with by the Controller's Office.

1.07 Presidential Travel

Guidelines for Presidential travel will be based on the terms of the President's employment contract.

1.08 Alternatives to Travel

Tele- and video-conferencing are effective alternatives to travel and represent an opportunity to significantly reduce travel costs. Travelers should consider if the business objective can best be accomplished through the use of a teleconference or videoconference.

2.0 POLICY GUIDELINES

2.01 General Procedures

- It is Rensselaer's policy to reimburse travelers for ordinary, necessary and reasonable travel and entertainment expenses when directly connected with or pertaining to the transaction of Institute business.
- Travelers are expected to exercise prudent business judgment regarding expenses covered by this policy.
- When submitting expense reports for claim reimbursement, travelers are expected to neither lose nor gain financially.

2.02 Travel Profile Creation

- A travel profile must be created for each **traveler, travel arranger and travel approver** in Concur before the Institute employee can book a trip, submit an expense report, or approve an expense report.
- A profile application must be completed before this setup can occur.
- The profile application can be found on the Finance website. All required data must be completed for the profile application to be accepted.

2.03 Types of Travel and Expense

These Guidelines classify T&E expenses in four categories:

- Travel and Entertainment expenses
- In-town expenses
- Group and Student travel and expenses
- Visitor travel and expenses

Each category is separately addressed in detail in the following sections, which include a discussion of the appropriate policy guidelines. The categories are broadly defined as follows:

2.03.1 Travel and Entertainment Expenses

Travel expenses are incurred while traveling away from home on official Institute business and include transportation, lodging, meals and other miscellaneous expenditures. These expenditures must be reasonable and necessary in the conduct of Institute business and directly attributable to it. Travel in this category will most likely occur over a period of more than one day; however day trips to NYC, DC, Hartford or Massachusetts would be an example of a one day trip that would fall into this category.

2.03.2 In-town Expenses

In-town expenses are expenditures incurred by the traveler in his/her home city (Troy, Lake George, Hartford) for business meals, entertainment, in-town transportation, and other items necessary for conducting business.

2.03.3 Group and Student Travel and Expenses

All group travel and arrangements must be booked through the Travel Agency. Group expenses are for ten or more Institute travelers and/or students. Expenses may include, but are not limited to transportation, lodging, hotel meals, equipment rental, meeting rooms, group entertainment and group services.

Student travel requires pre-approval by an authorized Institute employee.

2.03.4 Visitor Travel and Expenses

Visitor travel is any and all travel by a non-Rensselaer employee or student incurred to benefit Rensselaer and represents an appropriate institutional expense.

2.04 Booking Travel Arrangements

A travel relationship exists with Direct Travel and Concur Technologies, in order to facilitate the booking of all travel needs at Rensselaer. **It is expected (required) that all travelers will use both companies in fulfillment of their travel needs.**

When booking travel arrangements, travelers have two options:

- Call the travel agency below and have an agent book the arrangements.

Email: cttravel@dt.com

Toll-Free Phone: 866-492-9839

- opt 2 for Domestic Corporate
- opt 3 for International Corporate

AFTERHOURS:

866-492-9839 OPT 8 (FOR CALLERS OUTSIDE
THE USA CALL COLLECT 1-203-787-6223)

There is no charge for after hours or emergency changes.

- Book the arrangements online without agent assistance using the Concur Travel tool. Online bookings can be made at <https://concursolutions.com>
- Both of these options are interchangeable. If arrangements are booked with the agent they are available to the traveler online and if booked online, the agent will be able to see the itinerary as well. For group travel please refer to the Group Travel section of the policy.

2.05 Settlement of Travel Charges

- Business Travel Accounts have been set up to fulfill the payment of all **airline (excluding baggage fees), rail, and hotel (including parking, internet, phone and meals charged to the**

room) expenses booked with either the travel agency or through the Concur Travel online booking tool. Travelers will not be expected to pay out-of-pocket for these types of travel expenses.

- The majority of travelers will not be issued a Rensselaer travel card. Travel expenses noted above will be paid through the virtual accounts. The traveler is therefore expected to pay out of pocket for any remaining travel expenses and receive reimbursement for those expenses. Examples of out-of-pocket expenses include meals (not charged to room), car rentals, and incidentals.
- A Rensselaer travel card will be issued to a defined group of travelers for their Rensselaer travel. Use of these cards will be granted by the President. To determine eligibility for this type of card, please contact the Controller's Office.

2.06 Expense Submission and Approval

- All travelers will be expected (**required**) to submit expense reports electronically utilizing the Concur Expense tool.
- Approvers are responsible for ensuring that all expenses are appropriately described, documented, and meet the requirements set forth by this policy.
- All expenditures and advances should be accounted for on an expense report on a current basis, **within 30 days of the trip/entertainment conclusion**. Each expense report must include an explanation of the business purpose.
- All expenditures paid for with one of the established virtual card programs must be submitted on an expense report within 120 days of when the expense was incurred or the value of the expenditure will be added to the traveler's taxable income.
- All out-of-pocket travel reimbursements must be processed through Concur **within 120 days of when the expense was incurred**. All out-of-pocket general purchase reimbursement must be processed through Concur **within 30 days of when the expense was incurred**. Any out-of-pocket expense older than these timeframes will not be reimbursed.
- It is important to select the appropriate Expense Type within Concur, as the expense type drives the account code.
- To comply with Internal Revenue Code and regulation substantiation requirements, adequate and detailed records must be maintained which list the necessary elements required to support the various T&E expenses. The records must be made contemporaneously with the incurrence of the expenditure, i.e., at the time when the traveler has full knowledge of each element of the expenditures.

Receipts

Travel and entertainment expenses \$35 or greater require a receipt (regardless of payment method.)

Purchases submitted for reimbursement, (not relating to travel or entertainment) require a receipt at any dollar value.

Receipts can be attached at the line level or the report level of the Concur expense report.

- If a required receipt is missing, an explanation must be recorded in the comments field on the expense report at the line level.
- It is at the discretion of the approver (and Controller's Office) as to the acceptance of the explanation and ultimately the approval or disapproval of the expense.

- Picture image receipts can be uploaded into Concur through the use of a Concur App. Apps are available for the iPhone, iPad, Blackberry and Android.

The following is a list of expenditures that require detailed receipts (if \$35 or greater). Depending on the method of payment and the vendor's electronic capabilities, an e-receipt with the required information may automatically be fed into your expense report via the system. If the e-receipt is not present it is the responsibility of the traveler to attach the required receipt.

Air/Rail Travel – the detailed receipt must show the amount charged, class traveled, date(s) and destination.

Lodging – the detailed receipt must show dates and all charges at time of check-out. If a meal (including room service) is included on the lodging receipt the detailed meal receipt is required if the meal was \$35 or greater.

Car Rental – the detailed receipt must show dates (pick up, drop off), type of car, a detail listing of charges and final cost.

Meals/Entertainment – detailed receipts are required if \$35 or greater. Alcohol must be itemized and reported in the expense report under the "ALCOHOL" expense type, as federal regulations require separate accounting for alcohol. Refer to Section 8.0 of this policy for additional information regarding travel charged to Sponsored Research.

Incidentals – where appropriate, detailed receipts are required.

Approvals - In the Concur Expense Tool

- The Concur Expense tool is set up with an approval workflow for each traveler.
- At a minimum each expense report is reviewed by a Business/Financial Manager or Administrator and then approved by the traveler's supervisor.
- Travel expenses incurred by Cabinet Members must be reviewed by the Controller's Office.
- If the Supervisor authorizing the expenditures participated in the meal or event, additional authorization is required. In this case, the expense report must be forwarded to the Supervisor's Supervisor for additional approval.
- All approvers should check for reasonableness and accuracy of the expense reports. Business Manager Approvers are also responsible for ensuring that all supporting documentation is attached and the Supervisor is approving that the nature of the trip supports a business purpose.

2.07 Reimbursable Expenses

The following are examples of reimbursable expenses per Institute policy:

- Early check in fees
- Baggage fees
- Laundry while on business (for a trip of 5 days or more)
- Reasonable telephone charges
- Fax charges
- Expenses associated with baggage handling, storage and tips
- Reimbursement for the cost of a hotel safe for valuables is at the discretion of each department. (If charging a sponsored fund documentation of necessity must be supplied).
- **The following are reimbursable; however, such items cannot be charged to a research fund.**
 - Alcohol

- Administrative foreign travel
- Trustee travel
- Travel costs associated with alumni, donor or fund raising
- First or business class travel
- Charter travel, where the costs are higher than commercial travel

2.08 Non-Reimbursable Expenses

The following are examples of non-reimbursable expenses per Institute policy:

- Personal entertainment expenses (movies, sporting events, golf fees, etc)
- Additional travel accident insurance premiums
- Traffic fines
- Car Wash
- Clothing
- Dependent / pet care
- Lawn Care
- Haircuts
- Credit card delinquency assessments
- Optional conference events (e.g. tours, sporting events, etc)
- Spouse/companion/dependent related costs, (refer to section 3.09 for exceptions)
- Air travel clubs
- Hotel amenities such as movies/health club
- Purchase of briefcase/luggage for business purposes
- Subscriptions/books, unless pre-approved by the Supervisor
- Baby-sitting services
- Purchases of supplies or equipment are not reimbursable via expense reports for in-town expenses. These items must be processed through Procurement services.
- Home entertainment of clients, prospects, vendors or business associates unless pre-approved by the President.
- Travel and living expenses incurred in spending weekends or partial vacation periods with clients, prospects, vendors or business associates unless pre-approved by the President. This does not include Rensselaer required weekend events.
- Other expenses not directly related to the performance of the travel assignment.

2.09 Foreign Exchange Rates

When traveling abroad in another country or territory:

- It is required that the **Concur Expense Currency Converter** be utilized to calculate the conversion unless a different rate can be supported with documentation.
- Cashing checks at hotels, airports, restaurants, travel agencies and non-bank affiliated exchange agencies should be limited as such places generally impose a fee for providing these services.

3.0 TRAVEL and ENTERTAINMENT EXPENSES

The following guidelines apply when traveling on business.

3.01 Transportation

Choice of transportation should be based on the most economical and efficient use of Institute funds. While some restrictions or penalties may apply, advance reservations generally secure the lowest fares.

3.01.1 Airfare

- All business travel should be in coach class (unless an upgrade can be obtained at no additional cost.) First class or business class air travel is an unacceptable mode of transportation and will only be reimbursed on an authorized exception basis.
- Any change in fare, due to a change of itinerary after a ticket is issued, must be shown with appropriate back-up on a traveler's expense report.
- While it is the Institute's policy to allow travelers to retain frequent flyer benefits, preference to specific airlines for the purpose of accumulating mileage must not influence air travel arrangements or add incremental cost.
- Institute air travel must also comply with the Federal guidelines. The Office of Management and Budget Circular A-21 states, "Commercial air travel costs in excess of the lowest available commercial discount airfare, Federal Government contract airfare (where authorized and available), or customary standard (coach or equivalent) airfare, are UNALLOWABLE except:
 - When it would require unreasonable routing
 - When it would require travel during unreasonable hours
 - When it would excessively prolong the travel
 - When it would increase the duration of the flight
 - When it would actually increase costs
 - When it would not be reasonably adequate for the medical needs of the traveler

If an exception is warranted, it must be justified by the Institute and documented on a case-by-case basis. Documentation with the appropriate approval signature(s) **must** accompany the expense report in all exception cases. Refer to "Exceptions to Policy" for required approvals.

- For all international travel charged to sponsored programs (A & B Funds), Rensselaer complies with the Federal Fly America Act which requires all travelers traveling internationally to fly U.S. flag air carriers. Under the Act, there may be instances whereby the use of a foreign air carrier service may be deemed necessary. For more information on the Fly America Act, please review the following document: <http://www.rpi.edu/dept/finance/docs/tips/FAA.pdf> (When booking travel in Concur, the system will label all flights compliant with the Fly America Act with an American Flag ICON.)
- Concur will guide you to select a Fly America Act compliant flight. In the unlikely event that a compliant flight is available and not chosen you must complete the Fly America Act Waiver Checklist, include documentation (from Concur) supporting the waiver request and forward it to RA&F for approval. An approved waiver needs to accompany a travel expense report.
<http://www.rpi.edu/dept/finance/docs/research/FlyAmericaWaiverChecklist.pdf>

- Persons contemplating official travel using aircraft owned by or rented and operated by the traveler do so at their own risk. Students are not permitted to fly on private aircrafts with pilots that are faculty or staff of Rensselaer. Rensselaer does not provide any insurance coverage. The pilot is expected to have their own insurance policy in the amount of \$1 million and attach proof of this policy to their expense report. Reimbursement will be based on the actual operating expense, or rental fee for the aircraft, not to exceed the GSA-approved Privately-Owned Vehicle (POV) airplane mileage rate (www.gsa.gov/mileage). Reimbursement requests for use of private aircraft must show the type of aircraft and number of hours flown. When more than one person is carried on university business on the same flight, reimbursement is payable only to the pilot or private aircraft company.

3.01.2 Rail Transportation

The Institute will reimburse the cost of business-class rail fare plus the lowest price available private sleeping car facility, not to exceed the cost of coach airfare.

3.01.3 Rental Cars

Cars should be rented by travelers only when other means of transportation are unavailable, more costly or impractical. The use of a rented car must be justified as a business need, and not as a matter of personal convenience. All rentals should be for compact or mid-size cars, unless four or more people are traveling together. The use of the Company's preferred car rental suppliers is **required** for all car rentals assuming one is available.

Booking a car rental with Enterprise or National: It is required that vehicles be rented from one of these two Rensselaer preferred vendors, unless unavailable. For your convenience, Rensselaer has a direct bill relationship with Enterprise/National. If you do not want to pay out-of-pocket for the car rental, the Enterprise/National car rentals must be booked through Concur or Direct Travel. Direct Travel has our Enterprise/National billing account information; there is no need for travelers to provide anything additional to ensure the negotiated rates and/or direct-billing of invoices. If you do not make the reservation through Direct Travel you will need to pay for the rental and be reimbursed.

Questions for Enterprise/National representatives:

If you have any questions regarding a Rental Agreement please contact Enterprise/National:

- **Andrea Houle** – Business Rental Sales Executive
518-383-3444 x236 - Direct Phone
andrea.r.houle@ehi.com
- **Holly Mollette** – Account Coordinator (for billing questions)
314-587-4200 x60788 – Direct Phone
Holly.J.Mollette@ehi.com

Where practical, travelers are encouraged to refuel the rental prior to returning it to the vendor. The Institute retains the right to deny inappropriate requests for rental vehicle

reimbursement. These include pre-paid fuel options, personal liability insurance and non-standard vehicle rentals.

While it is Rensselaer's policy to allow travelers to retain frequent rental awards, preference to specific rental car companies for the purpose of accumulating these awards must not influence car rental arrangements or add incremental cost.

Insurance Requirements – Rental Cars

It is required that vehicles are rented from one of Rensselaer's preferred vendors. When renting a car from one of our preferred vendors and you are traveling in the United States and its territories, Canada or Mexico the collision damage waiver and other insurance is included in the price. You must use the Rensselaer preferred supplier to get this protection for you and your party.

If you are renting a vehicle from any other vendor, you must take the insurances offered and document why a preferred vendor was not utilized.

Exceptions

- Full collision and liability must be taken when traveling in a country outside of the United States and its territories, Canada and Mexico, regardless of the rental agency used.
- Individuals who are not an employee or student at Rensselaer are not covered by the Institute's automobile liability insurance. It is required that these travelers check with the coverage they are eligible for on their personal credit card (such as MasterCard, Visa, American Express). Many of these cards provide automobile insurance coverage and therefore the cost of adding insurance may be avoided. However, if an expense report is submitted and insurance was taken it is at the discretion of the department if the cost will be reimbursed; departments are encouraged to avoid the high cost of duplicated insurance.
- Employees and students are covered under the Institutes' insurance while driving company vehicles or rental cars for Rensselaer business, but are not covered under this policy while driving their own vehicle for Rensselaer business.

If you are in an accident on campus, contact Public Safety immediately at 518-276-6611 (Troy Campus) or Operations and Facilities at 860-548-5392 (Hartford Campus.) If at any time during Rensselaer business travel you have been in an accident with a rental car you should:

- Report the incident to the Rental Agency
- If you estimate that the damage is greater than \$500 it is advisable to obtain a police report
- Contact Risk Management at 518-276-2550 (They will provide guidance and assist you with any insurance issues/questions.)
- Send copies of the police report to Risk Management.

3.01.4 Personal Car Use

A traveler's automobile may be used when other transportation is unavailable as economies can be realized.

Travelers may use their personal car for business purposes when:

- It is less expensive than renting a car, taking a taxi or alternate transportation.
- It is timelier than taking public transportation.
- Transporting company goods for delivery.
- It is safer to use versus alternatives.

Travelers will be reimbursed for business usage of personal cars at the current standard IRS mileage rate. The to/from route must be recorded to substantiate the mileage being requested for reimbursement. Report actual mileage from your normal place of business or home (whichever is the lesser). **Concur Expense provides this feature and it must be used to calculate mileage expenses whenever possible.**

Personal mileage reimbursement is intended to cover all costs related to operation of the vehicle including but not limited to service, maintenance (including gas, oil), insurance and depreciation. Mileage reimbursement excludes normal round trip to and from work. If a traveler chooses the option to drive instead of fly, the reimbursement of mileage will not exceed the cost of an airline ticket at time of reservation request, unless in the event of a national emergency wherein air traffic is grounded.

Insurance Requirements – Personal Vehicles

It is the personal responsibility of the owner of a vehicle being used for business to carry adequate insurance coverage for themselves and all passengers. Employees and students are covered under the Institute's insurance while driving company vehicles, but are not covered under this policy while driving their own vehicle at any time. When you drive your own car on Rensselaer business, your own insurance policy serves as a "primary" policy for third party liability and physical damage to your vehicle. However, if a claim arising out of an accident exceeds your policy limits, then Rensselaer's policy will cover the accident in excess of your policy. If your vehicle is damaged as a result of an accident, whether it is your fault or not, your comprehensive and collision coverage would respond. You are responsible for any deductible amounts under your policy. If you do not carry any collision insurance, then the entire amount of the damage is your responsibility. Neither Rensselaer nor its insurance will pay for any physical damage to your vehicle; you use it at your own risk; that is why mileage reimbursements are designed to include an incremental cost for insurance and deductibles.

3.01.5 Taxi and Other Transportation

The cost of taxis or carfare, to and from places of business, hotels, airports or railroad stations, in connection with business activities, are reimbursable. Travelers are encouraged to utilize the most cost-efficient means of ground transportation.

3.01.6 Commuting

Costs to and from work are not reimbursable. However, if an exception has been made within a department the reimbursement is taxable income to the individual. When completing the expense report in Concur, in the field "Type of Travel" you must choose "Commuter".

3.01.7 Limousine and Private Vehicles

The use of limousine and private car services are prohibited unless justification is attached to prove the cost is less than other available transportation. The following exceptions exist:

- Trustee use at Board Meetings
- When no other transportation is available.
- When it would not be reasonably adequate for the medical needs of the traveler.

If an exception is warranted, it must be justified by the Institute and documented on a case-by-case basis. Documentation with the appropriate approval signature(s) **must** accompany the expense report in all exception cases. Refer to “Exceptions to Policy” for required approvals.

3.02 Lodging

- All lodging reservations should be booked through Direct Travel or on-line using the Concur booking tool unless a conference hotel is required to be booked online with the conference hotel. If a conference hotel is required, the traveler can either book the hotel online at the hotel site and be reimbursed or call the travel agency and give them the information.
- Rensselaer will pay actual room costs for each day that lodging away from home is required for business reasons. Costs must be supported by the actual hotel folio. Travelers are responsible for canceling lodging reservations if travel plans change. This can be accomplished by calling the travel agent or cancelling online through Concur.
- Travelers must stay at hotels where comparable or lower rates have been negotiated. In destinations where preferred rates are not available, travelers should select the most reasonable rates for their needs.
- In the event that a traveler is staying at the private residence of an acquaintance or family member, the traveler may be reimbursed for taking members of the household out to dinner one time per visit.
- While it is Rensselaer’s policy to allow travelers to retain frequent guest awards, preference to specific hotel properties or chains for the purpose of accumulating these awards must not influence hotel arrangements or add incremental cost.

3.03 Personal Meals

- The Institute will reimburse travelers for their own individual meal expenses actually incurred, provided such expenses are reasonable and appropriate.
- All individual meal expenses must be supported by an original, detailed receipt, unless the amount is under \$35 and, therefore, no receipt is required. The following information must be included on the traveler’s expense report in order to comply with IRS regulations: the name and location of the establishment where the meal or entertainment event took place and the business purpose for the meal. This information is required regardless of the amount of the meal. The Institute retains the right to disallow all non-compliant reimbursement requests.
- **Tear tab receipts that do not display the vendor name are disallowed.**
- Rensselaer reserves the right to not reimburse travelers beyond reasonable limits.

3.04 Business Meals and Entertainment

- **Business meals** are defined as meals consumed by two or more persons who are all Rensselaer travelers or their guest(s).

- **Entertainment expenses** are defined as non-meal (e.g., sporting events, theater, night-clubs) activities.
- The IRS requires that business meals and entertainment not be lavish or extravagant and must be “directly related to” or “associated with” the active conduct of Rensselaer business, in addition to being ordinary and necessary.
- The expense is “directly related” when business is conducted during the entertainment or meal and is “associated with” when the business is conducted before or after the meal or entertainment.

For an entertainment expenditure to be considered “directly related to,” all of the following conditions must be satisfied:

- Rensselaer expects to derive income or some other specific benefit (other than goodwill) at some definite future time.
- During the entertainment period, the traveler actively engages in a business meeting, negotiation, discussion or other bona fide business transaction with the person(s) being entertained; and,
- The principle purpose of the combined business entertainment activity is the active conduct of Rensselaer business.

For the expense to be considered “associated with”, the following conditions must be satisfied:

- The entertainment activity must have a clear business purpose; and,
- The entertainment must directly precede or follow a substantial, bona fide business discussion.
- Payment of business meals and entertainment expenses are restricted to the senior Rensselaer employee present at the meeting.
- All business meal and entertainment expenses must be supported by an original detailed receipt if \$35 or greater. Also, the following information must be included on the traveler’s expense report in order to comply with IRS regulations: the full name(s), company name(s) and business relationship of all other attendees, the name and location of the establishment where the meal or entertainment event took place, the purpose and nature of the business discussion that took place.

Alcohol is allowed at the discretion of the department, but it can **NEVER** be charged to a research fund (Funds beginning with A or B). It is the responsibility of each traveler charging the research funds to ensure compliance.

3.05 Incidental Expenses

- Miscellaneous expenses of a reasonable amount incidental to business travel are reimbursable.
- Each expenditure must be supported by a proper receipt if \$35 or greater.

3.06 Conference Registration

- Conference Registrations should be paid for as an out-of-pocket expense by the traveler and are reimbursable.
- If the conference allows payment by check, submit the registration via OSCAR as a direct pay request.

3.07 Per Diem Travel Allowances

- Per diems are not permitted.

3.08 Cash Advances

- Cash Advances are only allowed with use of the Rensselaer Declining Balance Debit Card for a specific group of employees that have been pre-approved by the President.
- These travelers are expected to use a Declining Balance Debit Card for business-related expenses wherever it is accepted.
- Cash Advance privileges will be activated on the card no sooner than 3 days before expenses are reasonably anticipated, and only to meet cash needs that cannot be accommodated with another form of payment.
- Where administratively feasible, cash advances must be fully accounted for by the submission of an expense report no later than 7 days from when the trip was completed. Unexpended funds must be returned promptly after the expenses are paid or incurred. Failure to account for an advance on a timely basis, or failure to return unexpended funds, could result in inclusion of the unsubstantiated or unreturned funds in the traveler's income, subject to tax withholding, and/or disciplinary action, up to and including termination.

3.09 Spouse Travel

- Travel expenses for a spouse are not reimbursable as a business expense unless it can be shown that the spouse's presence was both essential and directly related to the effective accomplishment of Rensselaer business. The business purpose must be bona fide and demonstrable.
- In the limited instances where an exception is warranted, it must be approved by the Institute and documented on a case-by-case basis. Documentation with the appropriate approval signature(s) **must** accompany the expense report in all exception cases. Refer to "Exceptions to Policy" for required approvals.
- If the travel is on an award that specifically allows for reimbursement of companion expenses and the non-employee travel does not benefit the Institute in any way, be aware that the non-employee travel expenditures will be reimbursed but the reimbursement **is taxable income to the employee.**

3.10 Gratuities

Gratuities will be reimbursed and should be paid based on the quality of service rendered. Guidelines are:

- Wait staff – 10% to 20% of total bill (excluding taxes)
- Taxi drivers – 5% to 10% of the total fare (excluding tolls)
- Housekeeping - \$1 to \$2 per day
- Valet service - \$1 to \$2 per bag

Any tips considered excessive will not be reimbursed.

3.11 Employee Events/Gifts

Employee events are social events/gatherings where Institute funds are used to promote a sense of community and recognize significant employee life events.

- It is suggested that personal funds be used whenever practical for the facilitation of employee events.

- Institute funds can be used for social events/gatherings. **Federal and state funds cannot be used for these functions.**
- The value of any expense intended to personally benefit a specific employee is considered taxable. Employee taxable income is subject to adjustment in this event. If Institute funds are used to purchase stored value/gift cards for an individual employee benefit the amount will be considered taxable.
- Prudent judgment is to be exercised any time the use of Institute funds is authorized.
- Any gift considered to be excessive will not be reimbursed.

4.0 IN-TOWN EXPENSES

The following guidelines are applicable to in-town expenses.

4.01 Transportation

- When traveling within the home city, travelers will be reimbursed for authorized local transportation expenses, including taxis and use of personal cars, if required for business purposes. The use of personal cars for local business purposes will be reimbursed by the Institute at the standard mileage rate prescribed by the IRS.
- For employees that have on-campus responsibilities that require the use of their personal vehicle, trips and mileage can be accumulated over time and will be reimbursed only if a detailed log listing dates, actual miles and business purpose accompanies the expense report. The use of the campus shuttle service is recommended when available.

4.02 Business Meal and Entertainment Expenses

The guidelines outlined in Section 3.04 Travel and Entertainment Expenses – Business Meal and Entertainment are applicable to in-town expenses as well.

5.0 GROUP AND STUDENT TRAVEL AND EXPENSES

5.01 General Group Travel

Group travel by definition is 10 or more travelers.

- For small groups (less than 10 travelers), utilize Concur Travel to book the hotel for each individual traveling.
- For groups of 10 or more contact Direct Travel's Group Travel Department for assistance with travel arrangements.

Liz McCormick (Group Travel)
lmccormick@dt.com
 (802) 419-1030

5.02 Athletics Group Travel

The use of Concur or Direct Travel is mandated unless the following applies:

- League mandates the use of a different travel agency
- The established athletics-specific negotiated rate is not available in Concur or with Direct Travel (some hotels may only deal with a coach or administrator in Athletics).
- Athletics is allowed to book Charter Buses directly without the use of Concur or Direct Travel based on their established relationship with Yankee Trails.

- The Declining Balance Debit Card is available for group travel with pre-approval from the Athletics Director and the AVP/Controller. Refer to the “Athletics DBDC Process” and “Declining Balance Debit Cards Procedures” documents for procedure guidance.

5.03 Student Union Group Travel

It is mandated that the student groups utilize Concur and/or Direct Travel to make all travel arrangements unless the league and/or national affiliation mandates the use of a different travel agency. To do so the group treasurer must be set up with a profile in Concur and Direct Travel.

- Student Union groups are allowed to book Charter Buses through Procurement without the use of Concur or Direct Travel.
- The Declining Balance Debit Card is available for Union group travel if all other options (Concur, Direct Travel, and Procurement Services) have been exhausted or the league and/or national affiliation mandates the use of their agency. The DBDC is assigned to Union Administrators (RPI Employees) with pre-approval from the President.

5.04 Non- Group Student Travel

- Individual students traveling for Rensselaer are required to use Direct Travel and Concur, consistent with all other Rensselaer travelers. It is at the discretion of the department to set up the student in Concur (which will allow the student to request travel arrangements for approval) or the department can choose to make the travel arrangements on behalf of the student.
- All of the policies in the Travel and Entertainment Section above apply to students.
- In addition, students are required to obtain pre-approval from their SARP (Student Activity Resource Person) or identified approved supervisor on all travel needs. This supervisor will be in the student profile and the approval can be done online through the Concur solution.

6.0 VISITOR TRAVEL AND EXPENSES

6.01 Visitor Travel and Expense

- Travel for such purposes as employment interviews at Rensselaer and visits to Rensselaer by lecturers and other official visitors are reimbursable to the traveler.
- No commitment for reimbursing such expenses should be made without first consulting the appropriate department head or administrative officer to ascertain that such reimbursement is authorized.
- All relevant information, such as citizenship, purpose and nature of the travel **is required**.
- Visitor travel can be booked through the Concur Travel tool or the visitor can book the travel themselves and be reimbursed.

6.02 Non-Resident Alien Travel

- Travel expenses for any traveler who is not a US citizen or permanent resident must be reviewed by the Controller’s Office for reporting and taxability determination.
- Non-resident alien tax rules apply and the traveler could be taxed at a rate of 30%, 14% or 0% depending on country, purpose of visit, visa status, available treaties, etc.
- All such travelers will be contacted by the Non-resident Alien Tax Compliance Specialist in the Controller’s Office and they will be expected to provide information utilizing the GLACIER electronic system. This system collects vital data to determine reportability and taxability of travel reimbursement, as well as taking into consideration the application of any tax treaties available.

7.0 RISK MANAGEMENT

7.01 Travelers Traveling Together

Rensselaer has established the following guidelines and limits pertaining to travelers traveling together:

- No more than 3 from among the President and the Board of Trustees.
- No more than 3 from the Board with any Vice Presidents.
- No more than 8 of any combination of Rensselaer travelers with the exception of student groups and/or teams.
- Exceptions to these provisions must be approved by the senior Rensselaer leader sponsoring the trip and the Head of Risk Management and/or the Vice President for Human Resources.

7.02 International Travel Advisories

Safety and security are of primary importance when travelers are traveling on Rensselaer business. Travel advisories that restrict travel for safety or health purposes are issued regularly by local Government agencies. Contact Direct Travel directly if you have any questions.

7.03 Health Precautions/Immunizations

- Direct Travel will advise if immunizations are required based on travel destination. The traveler, based on their medical situation, is also advised to contact their personal physician to determine if an immunization or other medical intervention is recommended prior to travel.
- Immunization costs are reimbursable if required for business travel.

7.04 Worldwide Emergency Assistance Services

The Institute has secured insurance benefits with International SOS Assistance, Inc. covering certain emergency events which may occur while traveling abroad. It extends to students and travelers of the school. Below is a brief description of some of the provided coverage:

Medical Assistance Services

- 24-Hour access to International SOS physicians who provide emergency and routine medical advice
- 24-Hour access to International SOS Alarm Centers for medical information, referrals and emergency assistance
- Emergency medical evacuation
- Medical expense guarantee and payment
- Arrange for ground transportation and accommodation for accompanying family members
- Dispatch of prescription medication and medical equipment
- Check up-to-date information on vaccination reports

Security Assistance Services

- Security evacuation assistance
- Access to security crisis center

Travel Assistance Services

- Legal referrals
- Emergency message transmission
- Lost document advice and assistance
- Advance of emergency personal cash

- Compassionate visit and family travel assistance
- Emergency translation services
- Return of minors

The above list is not exclusive. Please visit www.internationalsos.com for more information. **Prior to travel abroad, please contact Rensselaer's Office of Human Resources to obtain a SOS Membership Card, which should be kept with you at all times when traveling.**

7.05 Illness during Business Travel

- If a traveler becomes materially ill or is injured while traveling on company business and has not obtained the above mentioned SOS Membership card, the illness/injury should be reported as soon as possible. If medical expenses are incurred, the Office of Finance and the Office of Human Resources should be notified immediately upon return to determine the extent of expense reimbursement.
- In the unfortunate event of the death of a traveler while traveling, Rensselaer will reimburse those expenses necessary to return the traveler's remains to their home.

7.06 General Travel Insurance

Due to the flexibility required to meet Rensselaer expectations it is sometimes advisable to purchase general travel insurance to avoid costly cancellations and changes. It is at the discretion of each department as to whether travel insurance will be reimbursed. General travel insurance can NEVER be charged to a research fund (Funds beginning with A or B).

7.07 Personal Property

Rensselaer is not responsible for the loss or damage of personal property while an individual is traveling on official business.

8.0 TRAVEL CHARGED TO SPONSORED RESEARCH

- Sponsored research agreements supersede this policy and it is the responsibility of the individual traveling on restricted contracts to know those terms and agreements and ensure compliance.
- If you are unsure if travel is allowable under certain funds, you should contact Research Administration and Finance before travel plans are made. Also, some sponsors specifically restrict foreign travel without first obtaining prior approval. Please refer to the terms and conditions of your award and/or to the Prior Approval Procedures for sponsored awards on the Finance Web site under Researchers, Award Management or directly link to:

<http://www.rpi.edu/dept/finance/docs/research/PriorApprovalProceduresForSponsoredAwards.pdf>

- It is REQUIRED to retain and submit the detailed meal receipt for charges \$35 or greater. Alcohol is allowed to be reimbursed but MUST be identified and accounted for separately. Additionally, alcohol can NEVER be charged to a research fund (Funds beginning with A or B).
- Sponsored project expenditures must be supported by evidence of the direct benefit to the project. The availability of funds to pay an expense, or its inclusion in a budget, is not evidence of the allocability of that expense to the project. Distribution methods must be both reasonable and must be documented. A 50 - 50 allocation of costs between two projects may be appropriate, but there must be an explanation in the project files to support that allocation. The

basis for the allocation should relate to the work being performed on the projects, not on which project has funding available to cover the cost. There is no "one right way" to allocate costs-- methods will vary based on circumstances. The Principal Investigator must exercise judgment and document the allocation rationale in the project files.

- Appropriate department Business/Financial Managers or Administrators and/or Accounts Payable staff and/or if necessary Research Administration and Finance, will review travel charged to research funds to ensure compliance. Any charges found to be unallowable will be transferred to a home departmental fund.

9.0 FOREIGN TRAVEL TO COUNTRIES SUBJECT TO US GOVERNMENT SANCTIONS

- All faculty and staff must first contact the Office of the General Counsel to obtain legal review and approval before engaging in any university-related activities, including travel or other transactions, involving the countries which are subject to U.S. Federal government sanctions.
- Travel Warnings are issued when the State Department recommends that Americans avoid a certain country. The State Department issues Consular Information Sheets for every country in the world with information on such matters as the health conditions, crime, unusual currency or entry requirements, any areas of instability, and the location of the nearest U.S. embassy or consulate in the subject country.
- The list of countries subject to U.S. sanctions may change at any time. To review the current list, or for additional information concerning a country's travel status, please consult the following websites:

<http://travel.state.gov>

<http://www.treasury.gov/offices/eotffc/ofac/sanctions/index.html>

<http://www.cdc.gov/travel/outbreaks.htm>

<http://www.who.int/csr/don/en/>

- When traveling on Institute business, staff and faculty must always comply with all travel restrictions or sanctions imposed by the Office of Foreign Assets Control of the U.S. Department of the Treasury or other authorized agency of the federal government. Penalties for failure to comply with U.S. sanctions laws can be severe and may include both criminal and civil penalties, including imprisonment, against the individuals and entities involved in non-compliance.