

Travel Expense Policy

It is the policy of King's College to reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College. King's College strongly encourages use of travel discounts when making travel arrangements.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative action should be taken.

Business travel policies are aligned with the College's reimbursement guidelines. All business related travel paid with King's College funds must comply with College expenditure policies.

Throughout this policy, receipts being required are references. ***Please note, detailed receipts are required for all expenditures – credit card receipts with the signature copy only will not be accepted.***

Authorization and Responsibility

Travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. As soon as possible, the traveler must submit a "Travel Request and Authorization Form" and supporting documentation of estimated expenses related to that travel. The completed form is to be approved by the Vice President of the Division and then sent to the Assistant Controller.

Personal Funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in Conjunction with Business Travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the "Travel Reimbursement Form". King's College will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed. Vacation time should be completed either prior to or after the business trip, not during the business trip.

Permissible Prepaid Travel Expenses

Before the travel, King's College may issue prepayments (limited to 90% of total) for airfare, rail transportation, rental vehicles, and conference registration fees. Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date.

Airfare: Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. First-class tickets are not reimbursable. Coach class or economy tickets must be purchased for domestic or international flights. Any deviation must be approved by the Divisional Vice President.

Airfare may be purchased with a Pcard or check through the Business Office with a Request for Payment Form.

Rail Transportation: King's College will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Rental Vehicles: King's College will pay for approved use of a rental vehicle. The College has an agreement with Enterprise Rental Car. The information is listed below:

King's Discount # G800481

Enterprise Rental

543 Pierce Street

Kingston, PA 18704

570.288.7722

Conference Registration Fee: Conference registration fees can be prepaid with a Pcard or through the Business Office with a Request for Payment Form. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the travel's per diem allowance. See "Meals" (per diem) for more detail.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a "Travel Reimbursement Form". This form must be accompanied by supporting documentation. These forms must be submitted to the Business Office within two weeks after the trip is completed. Reimbursement of travel expense is based on documentation of reasonable and actual expenses supported by the receipts.

Reimbursements that may be paid by the College are shown below.

Airfare: If the airfare was not prepaid, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium pricing. Coach class or economy tickets must be purchased for flights. Any deviation must be approved by the Divisional Vice President.

Rail Transportation: The College will pay for rail transportation provided that the cost does not exceed the cost of the least expensive airfare. If rail transportation was not prepaid, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned): A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his/her automobile insurance company for travel that is business or not personal in nature. Reimbursement for use of a personal automobile is based on the IRS Publication 463 standard mileage rate for that respective year.

Automobile (rental): Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of transportation including public transportation. Original receipts are required. The College authorizes reimbursement for the most economical vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements and restrictions must be followed.

Any vehicle rentals under College business should decline collision damage waiver (CDW) and loss damage waiver (LDW) coverage and contact either facilities of the Business Office for the applicable insurance policy card.

Drivers should also be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business and not personal in nature.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference Registration Fees: If the conference fee was not prepaid, the College will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a canceled check, credit card statement or documentation that the amount was paid is required for reimbursement. A prorated amount for the meals provided must be deducted from the travelers per diem.

Entertainment Activities: Entertainment activities such as golf outings and sightseeing tours are not reimbursed.

Lodging: The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized traveler is 45 miles or more from the traveler's home or primary worksite. Exceptions to this restriction may be approved in writing by the Executive Vice President and Chief Financial Officer. The College will reimburse lodging expenses at reasonable, single occupancy or standard business room

rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement. If the lodging receipt shows more than a single occupancy, the single room rate must be noted and the reimbursement will only be in the amount of the single room rate.

Meals (Per Diem): Per diem allowances are reimbursable for up to \$64 per day unless a lower per diem is the usual/customary practice for a department whose staff's normal functions necessitate frequent travel. In order to obtain reimbursement for meals, proper documentation and receipts must accompany the "Travel Reimbursement Form". Per diem allowances are guidelines for use by an employee. Any reimbursable amount must be accompanied by detailed receipts – not just the Credit Card Signature Copy.

Business Expenses: Business expenses, including faxes, photocopies, internet charges, WIFI, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking: Receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone Calls: The costs of personal telephone calls are the responsible of the individual.

Tolls: Receipts are required for tolls. Easy Pass statements are acceptable receipts for tolls.

Miscellaneous Transportation and Other Expenses: Original receipts are required for taxi, bus, subway, metro, ferry or other modes of transportation. Additionally, the College will pay for checked baggage that is considered reasonable and necessary for the business purpose and length of trip. Reasonable tips will be reimbursed up to \$7 per day.

Visa, Passport Fees and Immunizations: If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

If traveling internationally, medical insurance may be needed to ensure proper coverage outside of the United States. Please contact the Human Resource Department to discuss coverage options available through the College.

Non-reimbursable Travel Expenses: The following items that may be associated with business travel will not be reimbursed by the College:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house sitting, pet sitting or kennel charges

- Commuting between home and primary work location
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion
- Evening or formal wear expense
- Fines and citations
- Haircuts and personal grooming
- Laundry and dry cleaning
- Passports, vaccinations and visas when not required as a specific and necessity condition of the travel assignment
- Personal entertainment expenses, including inflight movies, headsets, health club facilities, hotel pay per view movies, in-theater movies, non-work social activities and related incidental costs
- Travel accident insurance premiums or purchase of additional travel insurance unless approved in advance by the VP of the division or direct supervisor in the event the traveler is the VP of the division.
- Other expenses not directly related to the business travel

Travel for Non-Employees: Additional costs for travel, lodging or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide College purpose for engaging in the travel or attending the event.

In the Absence of a Receipt: In the absence of a receipt, complete the applicable section of the Travel Reimbursement Form which includes the date, description and total pertaining to the expense.

NOTE: All College Policies apply to business travel and entertainment including but not limited to the Alcohol and Drug Policy.