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## TRAVEL/ENTERTAINMENT EXPENDITURE POLICY

It is Nichols College's policy to reimburse employees for all reasonable and necessary expenditures for entertainment or travel incurred in the course of business on the college's behalf. Employees are expected to use good judgment when incurring business expenses, to promptly report such expenses, and to provide accurate documentation to support the expenses. The following policies apply to all travel and entertainment expenses, whether paid by college purchasing card or by the traveler. Reasonable and necessary expenditures include the following:

- Air travel may not exceed the rate for coach class. Use the most direct and economical route possible.
- Lodging expenses will vary according to the area traveled, but must be necessary and reasonable.
- For vehicle rentals, the traveler should not purchase additional insurance to cover the collision deductible on the rental agency policy. As long as the vehicle is being used for college business, the college's insurance will cover this item.
- When meals are included in conference registrations, additional meal costs may not be claimed if the employee does not choose to eat the scheduled conference meals.
- Telephone calls for college business paid by the traveler may be reimbursed.
- Travelers may be reimbursed for breakfast for travel beginning before 6:30 a.m., and for the evening meal for travel ending after 7:30 p.m.
- The college will not reimburse travelers for lost or stolen articles, charges to gain entry to a locked vehicle, travel expenses related to family members, movies charged to hotel/motel bills, or damage to personal vehicles.
- The college will not reimburse for personal expenses incurred at home as a result of being away on college business, such as babysitting costs, boarding for pets, etc.
- The college does not provide travel advances. Purchasing cards should be used when necessary to fund travel.
- All items must be substantiated with a receipt.
- As a general rule, the college anticipates that costs for meals shall not exceed \$50 per day. Exceptions for travel to large cities may be made by the traveler's supervisor.
- Exceptions to the above policies must be secured in writing from the appropriate President's Council member prior to the travel.

## STUDENT MILEAGE REIMBURSEMENT POLICY

As a policy, students will not be reimbursed for mileage associated with sports, academic, cultural, or social activities. The ONE EXCEPTION is for mileage related to SGA clubs and paid out of the "8" Fund.

### PROCEDURE FOR REIMBURSEMENT

Use the purchasing card procedure for all travel expenses charged to the purchasing card. For all other expenses, complete the "Travel/Entertainment Business Office Procedures Manual Travel and Entertainment

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Reimbursement Expenditure Report". Reports should be approved by the traveler's supervisor, and sent to the Business Office within 10 business days of the associated travel. Complete the form as follows:

- Name: Last name, first name, middle initial.
- Address to which check is to be mailed. Indicate if check is to be sent through US mail or campus mail.
- Use the "From" and "To" columns to indicate the dates of travel.
- Use the "Location" column to indicate the travel destination.
- Indicate business purpose of expenditure. An explanation such as "Travel in the Dudley area" would be inadequate. An explanation of "Travel within the Dudley area to pick up carpentry supplies" would be acceptable.
- **Part I:** Use this section to detail the travel expenses incurred. Mileage reimbursement rate varies over time. See most recent Expense Sheet.
- **Part II:** Summarize the expenses listed in Part I by object code as indicated on the form. The Grand Totals in Part I and Part II should be identical.
- **Bottom of Form:** Indicate the six digit department code. If the expense is to be charged to an account other than current operating, such as accounts beginning with a "2" or an "8", the entire account code must be included. Otherwise, we will assume that it is a current operating account (ledger "1") The "Requested by" block should be signed by the traveler. The "Budget Officer's Signature" block should be signed by the traveler's President's Council member or other authorized department head. Facsimile signatures are not acceptable.

Staple all receipts to the form, and forward to the Business Office. DO NOT include travel expenses on this form that have been charged to a purchasing card.