

**Policy Number:** 02.062

**Policy Title:** Business Expense Reimbursement

**Policy Type:** Employee Handbook

**Governing Body:** Senior Leadership Team

**Date of Current Revision or Creation:** September 2014

## **Business Expense Reimbursement**

Antioch College will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the employee's Supervisor.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. Please check with the Office of Human Resources before traveling to a foreign country on college business. Employees should contact their Supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Antioch College. Employees are expected to limit expenses to reasonable amounts. Please submit all reimbursement requests on the Travel Request and Expense Report form available through the Office of Human Resources.

Expenses that generally will be reimbursed include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare.
- Car rental fees. Please note that the college's insurance covers employees when driving a rental car when on official college business. However, it is still necessary to purchase additional insurance from the rental agency. This may not apply outside of the United States.
- The College has a corporate account with Enterprise Car Rental. The account number is 748259783. Use this account at any Enterprise Rental location by using the account number and telling them it is a corporate account listed under Antioch College.
- You may also wish to join National Car Rental's program called the Emerald Club. This account allows you to by-pass the rental counter and go directly to selecting a car. Your profile and online reservations prevent you from having to stop at the counter first. You can also reserve a mid-size and qualify for free car class upgrades.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel.
- Taxi fares, only when there is no less expensive alternative.

- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations.
- Charges for telephone calls, fax, internet service and similar services required for business purposes.
- Charges for laundry and valet services, only on trips of five or more days. (Personal entertainment and personal care items are not reimbursed.)

Employees should submit reimbursement for mileage driven on behalf of the College, gas receipts will not be reimbursed.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Supervisor.

In rare instances cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees should submit a written request to their Supervisor when travel advances are needed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

### **Use of College Funds for Meetings and Entertainment**

The purpose of this policy is to ensure that all Antioch College funds are used only to support appropriate College business. This policy applies to all Antioch College employees. If a proposed expenditure is not listed in this policy, the following standards should guide the final expenditure decision:

#### **A. Business Meeting Expense Guidelines**

There must be an approved budget line for such expenditures.

Each College department, unit, and approving official must exercise prudent judgment to ensure that the commitment of College funds is appropriate and essential for business meetings and entertainment/hosting functions.

Business meeting expenditures incurred by College employees and on behalf of non-employees must support the College's academic, institutional, or public service mission.

The expenditure will not be personal in nature.

The expenditure will not be used as additional compensation (e.g., bonuses, cash, gifts, prizes, awards, etc.) except as outlined in this policy.

## **B. Alcoholic Beverages**

Use of College funds for alcoholic beverages for hosted or non-hosted on-campus events at College facilities is generally not permitted. Use of College funds for the purchase of alcoholic beverages or reimbursement for such purchases is limited to business meals or meetings with a donor(s) or business appointments with external guests.

## **C. Business Meetings and College-Sponsored Functions**

The College recognizes entertainment/hosting as an appropriate expenditure if the activities contribute to or result from a College-related business activity.

When a meeting or function is related to College business, meals, or snacks may be purchased. Entertainment/hosting expenditures must be approved by appropriate Supervisor and adequately supported by documentation. Regular committee or similar meetings may be included under this policy if they occur at meal times.

Expenditures associated with College-wide employee functions held by the Senior Leadership Team or President's Office (e.g., new faculty/staff member receptions, ceremonial receptions, faculty/staff appreciation and employment service award programs, employee picnic, etc.) are considered appropriate use of College funds.

## **D. Retirement and Going Away Receptions**

Retirement and "going-away" receptions may be held for an employee after approval from the appropriate Supervisor. College funds may be used for reasonable hors d'oeuvres, or other low-cost food and non-alcoholic beverages. "Going-away" receptions held for employees transferring to another department or unit are not considered an appropriate use of College funds.

## **E. Social Gatherings for Employees**

The use of College funds is appropriate for reasonable and modest expenditures on campus for a limited number of departmental/office gatherings annually. Off-campus celebrations at the College's expense are not appropriate unless justified to and approved by the appropriate Supervisor. All social gatherings using College funds must be approved by the appropriate Supervisor.

## **F. Student Employee Appreciation**

Student employee appreciation events may be held and the use of College funds is appropriate under the same conditions as all other employee events (e.g., "going-away" receptions are acceptable; gifts and plaques are not acceptable).

## **G. Employee Gifts, Prizes, and Awards**

Use of College funds for employee gifts, prizes, and awards is appropriate only when it is associated with a campus-wide program.

## **H. Flowers**

Use of College funds for flowers is appropriate for the following situations:

Bereavement flowers due to employee death, the death of the employee's spouse or employee's child are normally sent by the President's Office and by the department in which the employee worked(s) only.

Flowers due to the death of a donor should be coordinated with the Vice President for External Relations and, when appropriate, the President's Office, to minimize multiple purchases by various College offices.

Flowers for a hospitalization of an Antioch College employee (in-patient only) are normally sent by President's Office and by the department in which the employee worked (s) only.

Flowers for other College-sponsored events/functions as approved by the appropriate Supervisor.