

# 500.5 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY AND PROCEDURES

<b>SECTION:</b>	<b>ACCOUNTS PAYABLE</b>
<b>INDEX #:</b>	<b>500.5</b>
<b>ENACTED:</b>	<b>JANUARY 1, 2015</b>
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<b>APPLIES TO:</b>	<b>ADMINISTRATORS, FACULTY, &amp; STAFF</b>
<b>RESPONSIBLE DIVISION/DEPARTMENT:</b>	<b>DIVISION OF BUSINESS AFFAIRS/ CONTROLLER'S OFFICE</b>

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## PURPOSE

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This document describes the process for individuals requesting reimbursement of travel and entertainment (T&E) expenses that they have incurred on behalf of the University.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 500.5 through 500.9.

## SCOPE

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The T&E policies and procedures apply to all administrators, faculty, and staff traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

## TRAVELER RESPONSIBILITY

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The individual requesting reimbursement is responsible for ensuring that his/her incurrence of the expense and the related reimbursement request complies with all applicable policies, is properly approved, and is properly supported with required receipts and other documentation. The submission of the reimbursement from the individual affirms that these responsibilities have been met. This individual is also responsible for adhering to the reimbursement process described below. Individuals are subject to assume personal liability for any and all unauthorized expenses or for those expenses not made in accordance with University policy. The individual requesting reimbursement must also accept responsibility for incurrence of expenses not in compliance with all applicable policies.

## DIVISION OR DEPARTMENT HEAD RESPONSIBILITY

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In conjunction with departmental financial administrators, the Division or Department Head must ensure that the:

- A. T&E expense was incurred while conducting authorized University business,
- B. T&E expenses were necessary, reasonable and consistent with University policies and the stated business purpose, supporting documentation was reviewed and accepted as containing valid reasons, and the expenses meet any and all sponsored program guidelines, if applicable.

The Division or Department Head must review and approve the reimbursement request(s) when travel and entertainment expenses related to the same trip or event equal or exceed an aggregate amount of \$1000.00. The Division or Department Head must also review and validate all supporting documentation and must also accept responsibility for incurrence of expenses not in compliance with all applicable policies.

## POLICY

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Travelers and entertainers are required to submit for review and approval of their Division or Department Head, when applicable, a properly completed Expense Reimbursement request.

1. To facilitate more timely reimbursement to the individual and facilitate cost center reporting in the proper period, properly completed and approved reimbursement requests are expected to be submitted within **thirty (30)** days of the end date of the business related trip or event.
2. The traveler and entertainer may be reimbursed following the completion of a trip or event if they have incurred expenses in compliance with this policy, have provided a bona fide business purpose for the trip or event and have attached the required original receipts and other necessary documentation.
3. The traveler and entertainer may be reimbursed before a trip or event if they have incurred specific travel or entertainment expenses and need to be reimbursed in order to pay their credit card statements in a timely manner. **Itemized receipts must be included showing the expense has been incurred and the dates of travel must be clearly stated on the supporting documentation. No summary receipts allowed.**
4. Reimbursements for business mileage will be paid using the current IRS publicized mileage rates. The mileage reimbursed must be documented with appropriate maps and destination addresses. The mileage reimbursement rate includes all vehicle-related expenses (i.e., gasoline, wear and tear, and personal auto insurance). Travelers will not be reimbursed for mileage when commuting to and from their residence and the University and should take that into consideration when submitting their reimbursement request.
5. The traveler and entertainer must indicate on the Expense Reimbursement request their affiliation with the University and include the required documentation based upon their designation as stated on the Expense Reimbursement request.
6. By approving the Expense Reimbursement, the traveler or entertainer certify that the expenditures submitted were incurred in conjunction with official University business, comply with all applicable policies, are accurate, and that they are not requesting reimbursement from any other source.
7. As a general rule it is expected that properly completed reimbursement requests will be processed by the Controller's Office within ten (10) days of receipt.
8. If a group of Otterbein representatives are traveling or entertaining on behalf of the University, the group related expense may be incurred by one person. When seeking reimbursement, an explanation listing individuals in attendance must be included with the Expense Reimbursement.
9. For reimbursement requests containing advances (Policy 500.9) for those limited situations where funds have been advanced to travelers or entertainers prior to a trip or event.
10. **Expenses reported more than 30 days after the ending date of the business activity will not be reimbursed** and should not be submitted absent extenuating circumstances. Extenuating circumstances which prevent submission at some point within the 30 day period are expected to be rare. Extenuating (or unusual) circumstances must be described in writing and submitted with the approved Expense Reimbursement.

Circumstances that may justify an exception include:

- A. Extended personal illness
  - B. Death in the family
  - C. Unanticipated extended leave of absence
  - D. Travel outside the country for an extended period of time if documentation cannot be readily sent to the University.
11. Expenses reported using the Dean's Fund require submission of expenses within **30 days** of the date of the event for which they were funded.
  12. The Controller's Office under direction of the Vice President for Business Affairs has the authority to reject payment of any and all unauthorized expense or expense not in accordance to University policy.