

**Policy  
Name:**

Travel and Expense Policy

## **Policy Statement**

Mercy University Travel and Expense Policy (hereinafter \_\_\_\_\_) has been developed to provide employees on official University business with guidelines for cost-effective travel and ease/efficiency of recording travel expenses. Travel expenses are the ordinary and necessary costs of traveling away from your home base on behalf of the University, which may require overnight stay.

### 1. Expenses Covered and Documentation Required Under this Policy

The general rule for the reimbursement of travel expenses (consistent with Internal Revenue Service (IRS) rules) is that it be actual, reasonable and necessary. The University is under an Accountable Plan; as such employees must provide appropriate substantiation (i.e. itemized receipts) for expenses (i.e. hotel, airfare, meals, tolls, mileage, train fares, etc.). In addition, employees must provide proof of payment (evidence that the expense was paid; for example, a copy of a credit card statement, or receipt from vendor in which it is noted that the item has been paid). Each expense must have a direct business purpose and the benefit to the University must be clearly documented. Expenses not supported by documentation or for which a business purpose and benefit to the University has not been identified, will not be reimbursed. For expenses below

\$25, Tm0 G[.]JTETQ.00000912 0 612 792 reW\*nBT/F2 12 Tf1 0 0 2:(e)4(vTE4( )JTETQ.00000912 0 612 792





## 7. Car Rental



University. Meals and snacks for traveling between Mercy campuses are also not reimbursable. Alcohol is not reimbursable except as provided in 11. Entertainment Expenses below.

To receive reimbursement, conference, convention, workshop or meeting registration receipts, emails or invitations must be submitted to support the validity of these expenses, along with the itemized meal receipt and proof of payment (i.e. the credit card slip alone is not sufficient). In addition, meals included in hotel folios also require itemized receipts. Reasonable amounts for tips are reimbursable and are not to exceed 20%.

#### 11. Entertainment Expenses (Including Lunch and Dinner)

In certain circumstances, the University will reimburse an employee for entertainment expenses, including lunch and dinner. In such cases, the business purpose of the meal and/or expected benefit to the University must be provided. Meal participants must be specifically identified; with the name, title and company affiliation outlined. Alcoholic beverages, while generally not reimbursable, may be reimbursed if an employee is entertaining a potential donor, dignitary, or other official and the amount consumed is reasonable. Note, however, that entertainment expenses, including alcohol, are never reimbursable under a grant or donor fund, even if there is a donor, dignitary or other official participant.

#### 12. Catering and Events

Within the established budget allocation, the appropriate vice president or school dean may approve department/school or University purchase of food and beverage for certain events, meetings, receptions, etc. that primarily involve members of the University community. The University food service vendor has the right of first refusal for events held at the Dobbs Ferry and Manhattan campuses. At the Bronx campus, use of the University food service providers is strongly encouraged as these vendors have been vetted by the University.

Although alcohol is not normally permitted at University

#### 14. Corporate Card

Whenever feasible, the traveler is expected to use the University corporate card to pay for expenses such as registration fees, air/rail travel, lodging, car rental, and other allowable expenses as detailed in this Policy. Cardholders are responsible for submitting itemized receipts via Chrome River and obtaining approval from their supervisor and the budget owner, if necessary, for the charges within fifteen (15) business days of the statement receipt.

The corporate card cannot be used for personal spending and cash advances. In addition, cardholders are to adhere to established credit limits. If a personal expense is inadvertently charged on the corporate card, immediate reimbursement to the University must be submitted via check or money order to the Credit Card Administrator within the Finance Office within fifteen (15) business days of the statement closing date. Disallowed expenses must be immediately reimbursed to the University or will be offset against any monies owed to the employee.

Failure to adhere to this Policy and untimely submission of Corporate Card Reports may result in revocation of the corporate card or dismissal from the University. Please refer to the *Corporate Credit Card Policy* in the Finance Manual (located in Mercy Connect), for further details, including the application process and what to do in the event of a lost or stolen card.

#### 15. Expenses Related to Meetings, Events and Other University-Related Activities Including Entertaining

Purchase of tickets and related expenses for University sponsored events (sporting events, Broadway plays, meetings, speakers, etc.) must be approved in advance by the department vice president or school dean. In addition, the business purpose/benefit to the University must be clearly documented along with the participants of the event.

#### 16. Common Reimbursable Expenses

Expenses that are commonly reimbursable/allowed by the University to the traveler when incurred for University-related business include:

- Air freight/overnight delivery
- Lodging
- Conference Fees
- Baggage Fee
- Gasoline for rental cars or Mercy owned vehicles
- Tolls
- Parking



- Facsimile/Computer Services
- Tips, not exceeding 20%
- Car rental insurance
- Flight protection insurance

17. Non-Reimbursable Expenses

Employees will not be reimbursed for expenses personal in nature or deemed unallowable by the University such as:

- Upgrades to hotel rooms (see section 3 above)
- ~~Upgrades for airfare (see section 2 above)~~
- Alcohol (unless allowable under sections 9 and 10 above)

19. Deviations from Policy and Fraudulent Expenses

Providing falsified receipts or intentional submission of personal expenses by an employee can result in termination of employment. Any deviation from the Travel and Expense Policy must be evaluated and approved by the Vice President of Finance of the University or their designee.