

TRAVEL POLICY

Attendance at conferences, meetings and related activities are often necessary in fulfilling the university's mission. It is the university's policy to reimburse reasonable expenditures for travel consistent with full compliance with applicable government regulations, grant contractual obligations and audit guidelines.

Federal Office of Management and Budget Circular A-21 "Cost Principles for Educational Institutions defines the following:

General: Expenses for transportation, lodging, subsistence, and related items for employees in travel status on official business of the institution are allowed. Costs may be charged on an actual basis; on a per diem or mileage basis in lieu of actual costs incurred or a combination of both provided the method is applied to the entire trip, and is in accordance with institution travel policy. Costs for travel shall be considered reasonable and allowable only to the extent such costs do not exceed charges normally allowed by the institution in its regular operation.

Airfare: Costs in excess of the lowest available commercial discount fare or standard coach fare are unallowable, except for the following: Would require circuitous route, add lengthy delays, be greater than overall transportation savings, does not provide for medical needs of traveler. Traveler must justify the use of a fare greater than lowest available fare.

Foreign Travel: Allowable only with specific prior approval. Each separate foreign trip must have prior approval. Foreign travel is outside the United States and Canada, and its territories and possessions.

Domestic Travel: Allowable only when permitted by sponsored agreement. Costs will not be allowed if they exceed the sponsored amount by more than 25 percent or \$500 of the travel line-item, whichever is greater, unless specific sponsor prior approval is provided. To the extent possible, travel should be cost effective. In order to ensure cost effectiveness, employees are required to use a designated university travel agent. Use of this agent ensures that the traveler and the university receive authorized service levels and discount rates. For more information, call GCS, ext 2941.

Approval Required Prior to Travel

The traveler should receive estimated travel costs from a designated university travel agent and then complete the NJIT Travel Authorization/Reimbursement Form (TARF). Only one TARF should be used for each trip taken. Prior "one-up" supervisor approval [using the NJIT Travel Authorization/Reimbursement Form] is required for any travel of more than one full day's absence from campus. Once "one-up" supervisor approval has been received, the traveler can make

travel arrangements through a designated university travel agent.

Travel Reimbursements

Reimbursements using the NJIT Travel Authorization/Reimbursement Form require approval based on the following approval levels:

\$0 - \$1,500 Department Chairperson

\$1,501 - \$3,500 Dean/Center Director

\$3,501 - \$10,000 Vice President/Provost

\$10,001 & over President

Once the appropriate approvals have been received, reimbursements charged to sponsored funds should be sent to Grant and Contract Services for processing; reimbursements for all other sources of funds should be sent to the Budget Office.

The university will reimburse all reasonable and allowable travel costs. As a guide to determine whether travel costs are reasonable, please refer to the Federal Per Diem rates and/or the Runzheimer Meal-Lodging Cost Index. Copies of these documents are available in Grant and Contract Services and the Budget Office. Expenditures exceeding reasonable limits require additional justifications and may require Vice Presidential/Provost review.

All reimbursement requests must include documentation related to the purpose of the travel, such as a conference agenda and a statement supporting the university mission.

Expenses for personal travel *will not be reimbursed*.

Travelers must submit a Travel Authorization/Reimbursement Request within 45 days on returning from the travel. If a reimbursement request is submitted after the 45 day limit, the request may not be processed.

Receipts

Receipts are required regardless of amount for air/rail transportation, lodging expenses, conference expenses and car rentals. The Travel Reimbursement Request must include:

- Air/rail passenger coupon/receipt;
- Itemized receipt from the hotel, conference, car rental agency.

If any travel expenses are paid by a personal check, a copy of the cancelled check must accompany the receipt on the Travel Reimbursement Request.

Itemized restaurant receipts are required for meals if daily meal costs are in excess of \$60. If the traveler is paying for the meals of any other individual(s), the traveler must provide a list of those individuals and their affiliation. In addition, the traveler should not seek reimbursement for meals if meals are included in the conference registration cost.

Receipts are required for all other costs in excess of \$25 (e.g., parking, tolls, taxis).

If, for any reason, an original receipt is lost and a duplicate receipt is not provided, the traveler must submit a signed justification for the cost. If the justification is not provided, reimbursement for that expense will not be made.

Petty Cash

Reimbursement of costs for one-day travel only may be submitted as a petty cash item if the one-day travel total does not exceed \$50 and if all receipts, regardless of dollar amount, are submitted with the petty cash request. Contact the Accounts Payable Office for information.

Payments Prior to Travel

Costs such as conference fees and transportation fares can be paid prior to travel by processing a purchase requisition in FRS.

FRS Purchase Order: See FRS Manual on creating a purchase requisition. Vendor cannot be the traveler; it must be conference organization or travel agent.

Transportation

Personal Vehicle

Travelers using personal automobiles on university business will be reimbursed at a per mile rate as noted from time to time by the Office of the Vice President for Administration and Treasurer. Reimbursement will only be made for mileage that is in excess of the normal automobile commute of the traveler from home to their normal work location.

Use of a personal vehicle is permitted provided the traveler has a valid driver's license and has adequate insurance protection as required by state law where the vehicle is registered. Automobile liability, bodily injury and property and physical damage insurance while on university travel is the responsibility of the traveler. University automobile insurance does not cover employees for bodily injury, property or physical damage while using a personal vehicle on university business.

Rental Vehicle

Rentals of any form of transportation (ex: automobile, aircraft, vans, buses, boats) for staff use require specific prior approval of a Director or Department Chair. If prior approval is not received, any reimbursement of rental costs will be subject to review and approval at the Provost/Vice President level.

If a rented vehicle is used, the most economical vehicle adequate for business requirements must be used. There must be a clear advantage to justify the use of a rented vehicle (i.e., several locations will be visited). Travelers should refuel rental vehicles prior to return to the vendor whenever possible and practical to avoid the vendor fuel surcharge.

Travelers using a rental vehicle on university business will be reimbursed for rental and fuel costs only. Additional purchased insurance is not required when renting a vehicle. Purchased insurance will not be reimbursed. Employees are covered for bodily injury and

property damage as well as physical damage coverage while using rental vehicles on university business.

Accident Reporting

All accidents, whether involving a university, rental or personal vehicle must be reported immediately to the proper local/state government authorities. In addition, accidents must be reported within 24 hours to the Office of Public Safety, ext. 3111. A copy of all accident reports must be provided to the Office of the Associate Vice President for Finance and Budget.

Unreimbursable Expenses

Reimbursement will be made for all reasonable and allowable travel expenses, **excluding**, but not limited to the following:

- Travel costs that are higher than would have been incurred if the traveler took advantage of the most economical fare;
- Alcoholic beverages;
- Entertainment – in room movies, concerts, museums, etc.;
- Travel, car rental insurance; (university employees, including stipend or hourly students, are covered under N.J. Workers' Compensation)
- Payment of fines for traffic violations regardless if using rental vehicle, personal vehicle or NJIT owned vehicle;
- Damage to personal vehicles;
- Lost or stolen articles;
- Expenses associated with local meetings that only involve university employees;
- Laundry, dry cleaning services;
- Credit card costs including finance charges and usage fees;
- Use of foreign air carrier. If a foreign carrier must be used, the traveler must provide justification for its use. Federal regulations state that cost savings between foreign and domestic carriers cannot be used as a justification.

Contact: Grant and Contract Services for sponsored agreements; the Budget Office for all other sources of funds.

Travel Approval Process

- 1) Traveler contacts Designated University Travel Agent for cost estimates;
- 2) Traveler completes estimate column on Travel Authorization/ Reimbursement Form; obtain one-up approval;
Traveler makes reservations:
- (3) Designated University Travel Agent:
Transportation
Hotel (not conference related)
Payment Methods

- Personal Credit Card
- Cash

- Personal Check
- NJIT Purchasing

Traveler:

Conference registration

Payment Methods

- FRS Travel Order referring to TARF number
- Personal Credit Card
- Cash
- Personal Check

Hotel (conference related)

Payment Methods

- Personal Credit Card
- Cash
- Personal Check

4) Traveler takes trip

5) Traveler seeks reimbursement:

- Complete reimbursement column on TARF
- Supply receipts, copy of conference agenda
- Route for approvals, based on FRS levels

6) Once all approvals have been obtained, Accounts Payable cuts checks.

Completing the Travel Authorization/Reimbursement Request Form

Section I: Traveler Data

Provide name, home address, department and telephone extension. Accurate information will ensure the reimbursement is forwarded to the correct address.

Section II: Trip Data

Provide dates of trip and location. Explain briefly the purpose of the trip; attach documentation that describes purpose (conference agenda).

Section III: Travel Authorization

Provide estimates for each expense category (e.g. Conference Fees, Air/Train). List proposed accounts that may support travel costs.

Section IV: Reimbursement Amounts

List expenses by expense category (e.g. Conference Fees, Air/Train) by date. Attach detail sheet for all other expenses, tolls, taxi, and mileage. Total expenses by category and by date.

Provide account distribution with proper object code where travel reimbursement is to be charged.

All travel reimbursements must be signed by the traveler, Chairperson and

Budget/Controller. All other approvals are dependent on reimbursement dollar amount.

Provide disposition of check.

Travel Authorization/Reimbursement Request Forms and the Detail Sheet are available through the University Bookstore.