

Ithaca College Travel Policy

I. Policy Statement

It is understood that College business may require staff/faculty to travel. Individuals should conduct their travel with an awareness that they are using College funds, the vast majority of which are derived from student tuition payments. It is our responsibility to be attentive to the reasonable and effective use of the resources provided by our students and their families for their education. Ithaca College will pay for normal, reasonable and prudent business related expenses that are incurred by individuals traveling on official College business whose purpose is to further the mission of Ithaca College.

II. Purpose

This policy provides general guidelines for the appropriate and reasonable expenditure of Ithaca College funds for travel related purposes.

III. To Whom This Policy Applies

1. Individuals traveling on Ithaca College business, regardless of the source of funds.
2. Individuals with supervisory responsibilities for Ithaca College budgets.
3. Individuals who make Ithaca College travel or business related arrangements for themselves and/or for others.
4. Individuals who initiate, review, approve, process, or record financial transactions on behalf of the College.

**It is important to note that this policy allows for departments to have a more stringent set of travel requirements than are set forth within this policy.

IV. Responsibility

The President, Vice Presidents, Deans and Directors are responsible for assuring that within their administrative units or schools:

1. Budgeted funds are available to meet all travel or business related commitments.
2. Proper authorization for travel is obtained before any commitments are made.
3. The potential benefits of the trip justify its time and expense after considering more cost effective alternatives (such as teleconferencing).
4. All expenditures follow appropriate Ithaca College policies, regardless of the source of funds. Any exceptions should be properly noted, documented and approved by the appropriate Dean or Vice President.
5. There is recognition of the added conditions placed on expenditures paid from federal and/or state funds, or from restricted gifts, and those restrictions are accounted for when expenditures are planned.

V. Overview

To ensure sound business practices and proper reporting, travel expenses must be in compliance with external regulations, particularly federal cost regulations under OMB Circular A-21, and tax regulations under the Internal Revenue Code. This policy has been developed to comply with these regulations.

The traveler is responsible for understanding this policy before planning and performing travel on behalf of the College. The traveler must complete and submit appropriate forms in a timely and accurate fashion, accompanied by documentation demonstrating that expenditures incurred are reasonable and business related.

Each program, department or division is responsible for designating an appropriate individual to approve Ithaca College travel related expenditures. Generally, this individual is the Dean, Director and/or Department Head. This individual is responsible to verify that:

- The employee has followed all Ithaca College travel policies and procedures
- All expenditures are reasonable and have a legitimate business purpose
- All expenditures are supported by adequate documentation and are accurately reflected on the Ithaca College Expense Report Form.

The Travel Services Office will review travel policies and procedures and revisions may be made as part of the review process. The Financial Services Office staff will provide training on travel policies and procedures. All changes and/or revisions will be published on the Travel Services web page and will be effective when issued.

This policy is divided into the following major sections:

- General Travel Guidelines
- Payment Methods and Travel Advances
- Documentation and Reimbursement Requirements
- Insurance and Tax

General Travel Guidelines

Travel Authorization

A [Travel Authorization Form](#) must be prepared prior to traveling. The authorization form must be submitted for approval to the traveler's supervisor. In the case of the President and Vice President's, they are to submit their authorization form to the Vice President for Finance and Administration or Assistant Vice President for Business and Finance. Both the traveler and approver should have knowledge of the travel policies and procedures. The approved authorization will terminate in the last office where approvals are required.

Additional guidelines for the funding of Faculty travel for professional and scholarly activity are described in detail in the Faculty Resource Guide provided by the Provost's office.

Only Ithaca College faculty, staff and students who have been approved to drive College vehicles are authorized to operate College-owned or rented vehicles. Furthermore, anyone who is not an approved College driver must pay for rental car expenses by using their personal credit card, as opposed to the College's travel card, resulting in their personal automobile insurance being the primary insurance coverage. If a non-approved College driver pays for a rental car using a College travel card this will be considered misuse of the travel card and subject to loss of card privileges.

Contact the Office of Risk Management at (607) 274-3285, for more information on how to become an approved College driver.

Transportation

It is expected that when traveling on College business travelers will utilize the most economical mode of transportation necessary for their trip.

1. **Air Travel and Class of Service:** Ithaca College covers the cost of coach class tickets. Any upgrades, enhancements, or additional travel insurance (see the Insurance section for further details) are personal expenditures and will not be paid for by the College. First Class air travel is not an allowable expense. Advanced purchase discount tickets should be purchased whenever possible and every effort must be made to obtain the lowest fare possible.
2. **College Fleet Vehicles:** Ithaca College maintains a fleet of over 20 vehicles, ranging in size from mid-size cars (including one hybrid vehicle) to passenger vans (maximum seating capacity of 7), that are available for business travel use.
3. **Rental Vehicles:** The College has entered into an agreement with Enterprise Rent-A-Car to provide a rental vehicle program for College related travel as a complement to the College's fleet of vehicles. This program is also established to provide travelers with access to a rental vehicle in the event that no College fleet vehicle is available.

** As a general rule, only Ithaca College faculty, staff and students should occupy College-owned or rented vehicles. However, there may be special circumstances when a spouse, member of another college or university community, or other individuals will join the College representative to a common business-purpose destination. These situations should be the exception, not the norm, and when they do occur, the Office of Risk Management should be informed of them in advance.

4. Use of Personal Vehicles: The use of personal vehicles for approved college business-related travel is limited to travel within a radius of no more than 90 miles from Ithaca. This mileage radius was determined in an effort to include the Rochester and Syracuse regional airports. **Note: It is recommended that if driving to an airport where further travel by airplane is required it would be more cost effective to park a personal vehicle at the airport while traveling than it would be to park a College fleet vehicle or rental vehicle.**

****Ithaca College will not reimburse for the use of a personal vehicle for travel greater than a 90 mile radius from Ithaca.**

Ithaca College will reimburse approved college-related business use of personal vehicles based upon the current IRS standard mileage reimbursement rate. When mileage reimbursement is claimed, receipts for gasoline will not be reimbursed. The Ithaca College Travel Card should not be used to pay for gasoline when driving a personal vehicle.

Expenses incurred with personal vehicles for mechanical failure or accidents, including personal automobile insurance deductions, will not be reimbursed. Fines for parking or traffic violations are the responsibility of the traveler and will not be reimbursed.

Important: Ithaca College's insurance does not cover the use of a personal vehicle for approved college-related business, (also see "Insurance"). The vehicle owner's insurance will be considered primary coverage in the event of an accident when using a personal vehicle for college-related business travel (the motor vehicle insurance "follows the vehicle,"). The college's insurance may apply only if personal insurance limits are exceeded due to a catastrophic accident where a fatality and/or extremely serious injuries occur while on approved college business-related travel.

Lodging

Ithaca College will pay for accommodations up to the single room rate. Travelers are encouraged to charge reservations using the Ithaca College Travel Card. Detailed receipts from the motel/hotel are required. Educational or corporate discounts should be requested when reservations are made. Reimbursements will be made for the actual and reasonable expense of lodging for each night that you are traveling away from home. Travelers are required to obtain sales-tax exemption(s) where applicable. See the Insurance and Tax section for further details and requirements.

It is the responsibility of the traveler to cancel any room reservation that will not be used. A record of the cancellation number should be retained, in case of billing disputes. If an employee fails to cancel a reservation in a timely manner, they will be held responsible for any cancellation fees.

Meals

The College will pay for the reasonable cost of meals while traveling on College business. Fiscal prudence and common sense should be used. Expenditures determined to be excessive will not be reimbursed or paid for by the College. Original detailed receipts are required for reimbursement of meal expenses. See the Documentation and Reimbursement Requirements section for further details. When entertaining guests while on College business, their names and professional affiliations must be included on the expense report form. Travelers are required to obtain sales-tax exemption(s) where applicable. See the Insurance and Tax section for further details and requirements.

Liquor

Federal regulations prohibit the College from reimbursing any expenditure for alcoholic beverages with federal funds. Reimbursements for alcoholic beverages from non-federal funds must be considered reasonable and prudent and should be submitted on an approved Expense Report Form with supporting documentation. Expenditures determined to be excessive will not be reimbursed or paid for by the College. Alcohol will not be paid for with College funds if consumed other than with a meal.

Registration Fees

Conference registration fees should be paid by using the Ithaca College Travel Card. If the organization does not accept the MasterCard credit card, complete a Voucher Authorization Form (VAF) and send it to the Travel Services Office for processing with the original registration form and one copy. When submitting the final Expense Report Form list the advance payment in the paid by Ithaca College section. Registration fees will be processed as an expense on your departmental budget when processing is complete.

Ithaca College will not pay for any pre-or post-conference/workshop expenses unless they are directly related to the conference's agenda or program content, and continue to further the mission of Ithaca College.

Cancellations and Refunds

The traveler is responsible for obtaining a refund of any available advance payment if there is a cancellation. All charges, cancellations, and refunds associated with Ithaca College approved travel are the responsibility of the traveler. Ithaca College does not carry insurance for expenses associated with trip cancellations.

Note: Trip cancellation insurance is not to be paid for with College funds and is not a reimbursable expense.

Grants and Contracts

Travel that is funded by a Federal or State grant or contract, must adhere to all Ithaca College policies and procedures as well as any additional restrictions required by the grant or contract authority. Questions regarding allowable expenditures should be directed to the Financial Services Office at 607-274-5795.

Federal and State Grants may be audited and are subject to external and internal controls. It will be the responsibility of the Department Coordinator and or Program Administrator to see that all travel card transactions for Federal and State Grants are signed by the Principal Investigator, have appropriate documentation and approvals, and are in compliance with the College policies and procedures outlined in this document. It is the responsibility of the Principal Investigator to review and sign all travel card receipts and documentation for Federal or State Grant expenditures. By signing the receipts the Principal Investigator has ensured that the costs charged to the grants are allowable, allocable, and reasonable and meet the requirements of the grant or contract authority.

Foreign or International Travel (See International Travel Procedures)

When traveling outside of the United States on Ithaca College business, employees are advised to obtain information about foreign car rentals, travel advisories and other insurance liability issues before departing for their trip. Contact the Office of Risk Management at (607) 274-3285, or the Office of International Programs at (607)-274-3306 for more information.

Miscellaneous Travel Guidelines

- If traveling with property owned by Ithaca College, contact the Office of Risk Management to determine whether additional insurance is needed. If traveling with a College owned laptop, or other College owned equipment, and damage or theft occurs to the equipment the travelers' department will be responsible for the insurance deductible. See the Insurance and Tax section for further details and requirements.
- Non-employees traveling to Ithaca College for employment interviews, visiting lecturers and other official visitors, fall under the category of "special travel." Funds to support special travel are commonly limited by departmental budgets and/or the terms of grants and contracts. No commitment for reimbursing such expenses should be made without first consulting the appropriate department head to determine whether or not such reimbursement is authorized.
- Thoughtful consideration regarding expenditures for hospitality while traveling should be used. On those occasions when hospitality expenditures are beneficial to Ithaca College's educational mission, reimbursement may be requested. The relationship of the expenditure to the educational or research mission of the trip must be clearly indicated on the Expense Report Form. Original detailed receipts are required for reimbursement.

- Consultants must supply an itemized invoice and their Social Security or Federal ID number and address for IRS form 1099. Reimbursements are made with EZ-pay if the invoice is under \$500 or with a Purchase Order if the amount exceeds \$500. Refer to the Accounts Payable Office for more information about making payments to independent contractors.
- Authorized prospective employees may be reimbursed for travel expenses incurred in connection with an employment interview at Ithaca College in accordance with the normal travel policy for employees. Reimbursement requests should be made as outlined in the Reimbursement Reference Guide located on the Financial Services website.
- Departments may authorize reimbursements to visiting lecturers or other official visitors for expenses incurred in connection with their travel to Ithaca College. The reimbursement policies and procedures in effect for regular travel should be followed. Reimbursement requests should be made as outlined in the Reimbursement Reference Guide located on the Financial Services website.
- New employees seeking reimbursement for approved moving expenses must complete an Ithaca College Summary of Moving Expenses Form and submit it along with complete receipt documentation to the appropriate dean, director, or vice president. A copy of the letter of appointment, or contract, which states the maximum level of reimbursement approved, must be included and forwarded to the Payroll Office at the Garden Level of the Peggy R. Williams Center. Payroll will include qualified moving expenses on the employee's W-2 at year end. Reimbursements will be handled through Accounts Payable. For further information see <http://www.ithaca.edu/procurement/moving.htm>.

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Payment Methods and Travel Advances

Ithaca College Travel Card

It is recommended that travelers use the College's travel card to pay for business expenses incurred while traveling on College business. The Ithaca College Travel Card program is designed to provide employees with a convenient method to pay for College approved expenses. The College's travel card may be used for College business travel and hospitality only, and may not be used to pay for personal expenses or the expenses of the traveler's spouse or other individuals not employed by Ithaca College.

The Ithaca College Travel Card application is available on the Travel Services web site. All travel expenses can be charged on the Ithaca College Travel Card. Please see the Travel Services web site for a detailed listing of the College's guidelines surrounding the application and continued use of the Ithaca College Travel Card.

CARDHOLDER RESPONSIBILITIES

Purchase(s) on the Ithaca College credit card(s) require receipts and supporting documentation be retained as proof of purchase(s). Cardholder will indicate on the receipt the account(s) the purchase will be posted to along with the amount(s) and cardholder's name and departmental phone number.

A cardholder who uses the Ithaca College credit card(s) for unauthorized transactions or is careless with the card will lose their privileges to carry Ithaca College credit card(s) and may be personally liable for the total dollar amount of such expenditures plus any administrative fees charged by the financial institution in connection with the misuse and may be subject to disciplinary action.

All credit card transactions are subject to periodic audits for compliance with the policies and procedures.

The following responsibilities while not all inclusive, are required and must be followed by all cardholders:

- Review and approval of all transactions
- Advance purchases documentation and/or receipt for all purchases made in advance of travel dates (i.e. registration, air fare etc), must be submitted to the Department Coordinator within five (5) business days from purchase.
- Purchases made while traveling require documentation and/or receipt be submitted to the Department Coordinator within ten (10) business days after returning from travel.

On-going Privileges to Use the Ithaca College Travel Card

In addition to the initial review and approval by the College Travel Card Program Administrator in determining whether an application meets the suggested guideline specifications, a regular review of all cardholders' travel activity will be performed on an annual basis. This review will not only assist in ensuring compliance with the College's travel guidelines, but will allow the Program Administrator to determine the continued need for a cardholder to carry a College Travel Card. (For example, if during the program administrator's review of cardholders Travel activity, it is determined that a cardholder has not shown reasonable use of their Travel card during the fiscal year their card privileges may be revoked.)

Consequences for Misuse of the Ithaca College Travel Card

Individuals given Ithaca College Travel Card access by the College and their department are held accountable for all transactions related to their card. Consequences for misuse of the Travel Card are serious, and may include card suspension, card revocation, disciplinary action, employment termination and/or legal action.

Use of the Travel Card for personal use is strictly prohibited.

Insuring sales tax is not applied to Travel Card transactions. (Note: In the event sales tax is charged on a purchase the cardholder must supply a supporting statement explaining the circumstances.)

Failure to follow the above listed responsibilities and any additional responsibilities that may be listed in this policy will result in a minimum of the following consequences:

First Offense: Verbal warning to cardholder and supervisor

Second Offense: Written warning to cardholder, supervisor, and respective Vice President.

Third Offense: Card Cancellation – privileges revoked

Card Security

Cardholders are responsible for safeguarding Ithaca College Travel Card and account numbers. They must not allow anyone else to use their account number. A violation of this trust could result in the Cardholder having the card withdrawn and disciplinary action taken.

If the card is lost or stolen the Cardholder should immediately notify JPMorgan Chase at 1-800-3166056 within the U.S., or 1-847-488-3748 outside the U.S. They are available 24 hours a day, 7 days a week. The Program Administrator and Department Coordinator are also to be notified immediately. A new card will be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the cardholder after being reported lost shall be destroyed.

All credit card transactions are subject to periodic audits for compliance with the policies and procedures outlined in this document. A cardholder who uses the Ithaca College Travel Card for unauthorized transactions or is careless with the card may be personally liable for the total dollar amount of such expenditures plus any administrative fees charged by the financial institution in connection with the misuse and may be subject to disciplinary action.

Disputing Transactions

Cardholders are responsible for initiating the dispute resolution process if there are fraudulent charges on their account.

To begin the dispute resolution process, contact **JPMorgan Chase at 1-800-316-6056 within the U.S., or 1-847-488-3748 outside the U.S. They are available 24 hours a day, 7 days a week.** Also contact the Travel Services Office as soon as possible at 607-274-1480.

Termination of Employee Participation

Your participation in the Ithaca College Travel Card program will be terminated when you are no longer employed by Ithaca College.

Prior to separation from the College, the cardholder shall surrender his/her Travel Card and all outstanding receipts or supporting documentation to their Department Coordinator. The Department Coordinator will forward the card to the Program Administrator for cancellation with the bank.

Travel Advances

Given the general acceptability of credit cards and the administrative costs involved with monitoring cash advances the College does not feel it unreasonable for individuals traveling less than seven (7) consecutive days to pay for business related expenses with their own funds and to be reimbursed upon their return. The College offers the ability to receive reimbursement via Electronic Funds Transfer (EFT), which will expedite the amount of time it takes to receive any approved reimbursements.

Ithaca College limits cash advances to those cardholders that will be traveling internationally, traveling with student group programs, or traveling for an extended period of time of 7 or more consecutive days. If a cash advance is required for an extended period of travel it should be done using the Ithaca College Travel Card. International travel that requires specific cash needs should contact the Travel Services Office. Student group program travel that requires specific cash needs should contact the Cashiering Services Office. Unused portions of these advances are to be deposited back into the department's accounts within five (5) business days after returning from travel. Failure to submit supporting documentation may result in the loss of cash advance privileges or even travel card privileges. E-Z Pay may not be used for cash advance purposes.

It is important to note that all travel cards will be issued with the cash advance feature turned off, therefore if a cash advance is needed and meets the approved criteria, the Travel Services Office will need to be contacted in order to activate the cash advance feature for a specific card on a temporary basis.

Cash advances obtained by using the Ithaca College Travel Card will be charged an additional 2% fee or \$3 minimum per advance in addition to Automated Teller Machine (ATM) fees which will be charged to the departmental budget.

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Documentation and Reimbursement Requirements

Documentation Requirements

Travelers must obtain original detailed receipts and/or supporting documentation for each transaction as proof of the expense. Credit card receipts submitted without the detailed original receipt are not acceptable. At the end of each billing cycle, the Cardholder will receive a monthly statement to review each transaction for accuracy. Copies of credit card statements, hotel statements (for non-lodging expenses) or restaurant pull tab receipts are not acceptable forms of documentation. Detailed restaurant receipts (as opposed to stub-receipts) should include the date, name of the establishment and itemization of purchase.

DEPARTMENTAL COORDINATOR RESPONSIBILITIES

The Department Coordinator and/or Program Administrator will work with the Cardholder to obtain any delinquent receipts or documentation to review and update on-line.

The Department Coordinator and/or Program Administrator will update advance purchases using the Cardholders documentation and/or receipt for all purchases made in advance of travel dates (i.e. registration, air fare etc), within five (5) business days from e-mail notification.

The Department Coordinator and/or Program Administrator will update transactions charged while cardholder was traveling within fifteen (15) business days after returning from travel using the receipts and or documentation submitted to them by the cardholders.

The Department Coordinator will submit their Cardholders monthly statements with the supporting receipts and documentation attached to the appropriate statement to the Cardholder's Supervisor for signature/approval.

It is the responsibility of the Department Coordinator to notify their back up Coordinator when they will need their assistance in updating on-line batches.

Supervisors are responsible for reviewing, approving, and signing all monthly statements along with required documentation for each Cardholder in their area. After approval, the Supervisor will return all the statements to the Department Coordinator and/or Program Administrator for retention and auditing purposes. The signature/approval by the Supervisor indicates that the Cardholder(s) were authorized to use the Ithaca College Travel Card and the transactions were made in accordance with College policies.

The Department Coordinator will retain these statements for six (6) years for auditing purposes.

Reporting and Reimbursements Requirements

All travelers must complete an Ithaca College Expense Report Form upon return from travel.

All *original required documentation* for reimbursements *directly due to employee* should be attached to 8 ½" x 11" pieces of paper. Attach copies of receipts charged on the *Ithaca College Travel Card*. Cash advances **MUST** be listed on the expense report form.

If an original receipt is not available, prepare a memo giving the reasons why, sign and give it to your supervisor for approval of the expenditures. Submit the completed form and documents to Travel Services for processing.

ATTENTION: In order to comply with Internal Revenue Service regulations, Ithaca College employees must reconcile College travel expenses, on an Ithaca College Travel Expense Form within 60 days of the date of return from the trip. Failure to perform this reconciliation within the 60 day time period will result in any College funds disbursed for trip related expenses being treated as taxable wages paid to the employee and subject to Federal and State Income Tax, Social Security and Medicare withholdings. Any College related travel expenses incurred using personal funds will be ineligible for reimbursement after 60 days. Obtain your supervisor's approval and give the completed, approved Travel Authorization form to your Departmental Administrator to keep on file while you travel. Reimbursements will be made on the basis of approved expense reports only.

Reimbursements for telephone calls made while traveling on Ithaca College business, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day are allowable. On the Expense Report Form, indicate telephone calls made from your hotel room, on the "Other" line and provide appropriate explanations for the calls.

If receipts are in a foreign currency, convert all expenses to U.S. dollars prior to sending your Expense Report Form to the Travel Office for processing. Indicate the rates used to convert foreign currency to U.S. dollars. The rates should be those used at the time of the transaction, not the rates in effect at the time you complete and submit your Expense Report Form. Convert each line on the Expense Report Form separately. If the trip is for a duration of one week or less, calculate an average currency rate. If you are traveling for longer than seven days, indicate the appropriate rate on each Expense Report Form that you complete (one per each seven day period). If travel is to more than one country, indicate the applicable rates on a separate sheet and attach to the Expense Report Form. Up to date currency conversion information may be obtained on the XE.com web site. There is a 1% foreign transaction fee charged on each transaction using the Ithaca College Travel Card.

When meals are charged to a personal credit card, please provide both the credit card receipt and the vendor's receipt.

Requests for reimbursements or payments (i.e., Expense Report Form, or Voucher Authorization Form) must be approved by an individual authorized to approve such requests on behalf of Ithaca College. The individual must be at least one management level above the person submitting the request for funds. The approver is responsible for making the determination that the transaction is a legitimate business expenditure, that it meets all Ithaca College Travel policy guidelines, and that it is supported

by required documentation. Electronic Fund Transfer/Direct Deposit (EFT/Direct Deposit) is encouraged whenever possible. **If EFT/Direct Deposit is not set up, paper check reimbursements for Ithaca College travel related expenses will ONLY be made on the 30th of each month.**

EFT/Direct Deposit is an electronic transfer of funds directly into the employee's bank account. Payments are made on Monday, Wednesday or Friday following entry into Parnassus. Instead of receiving reimbursements from Ithaca College in the form of a check, the reimbursement amount is directly deposited into a checking or savings account. This form of reimbursement eliminates mail time, misdirected and misplaced checks.

To set up reimbursements via EFT/Direct Deposit fill out an EFT/Direct Deposit Authorization Form, attach a copy of a voided check, and send the signed completed form to the Accounts Payable Office located on the 14th Floor of the West Tower. Notifications of deposits will occur by the e-mail address provided on the EFT/Direct Deposit authorization form.

To change or update information follow the same process as above but check "Change information on existing registration".

Reimbursable Expenses

College funds may be used for ordinary and reasonable business-related expenses that support the mission of Ithaca College. A sample of allowable expenses include but are not limited to the following:

- Automobile rentals
- Meal expenses including tips
- Expenses associated with baggage handling, storage, and tips
- Internet, fax and modem line charges made in connection with official Ithaca College business
- Hospitality if directly related to the educational or research purpose of the trip
- Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been
- Laundry expenses when away for seven (7) or more consecutive days
- Lodging expenses
- Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communication with the office, and one call per day to family
- Transportation costs

Note: This list is intended to be representative, not comprehensive.

Non-Reimbursable Expenses

College funds may be used for ordinary and reasonable business-related expenses that support the mission of Ithaca College. A sample of unallowable expenses include but are not limited to the following:

- Additional travel insurance, travel accident death/dismemberment insurance or trip cancellation premiums
- Additional general liability, auto insurance and collision damage waiver
- NYS Sales Tax charged to an unauthorized driver of a rental vehicle
- Additional expenses associated with the cost of first class airfare
- Childcare and babysitting expenses
- Costs for commuting between your home and the Ithaca College campus
- Costs for personal medications
- Costs incurred by your failure to cancel transportation or hotel reservations
- Costs incurred by your spouse or Non-Ithaca College employees and students
- Movies in your hotel room - Gasoline expenses when the personal automobile mileage reimbursement rate is claimed
- Gifts for hosts in lieu of meals and lodging when the cost of such gifts exceeds what the meals or lodging expenses would have cost
- Hair styling and haircut expenses
- Spa/massage treatments
- Kennel/boarding expenses for pets
- Laundry or cleaning expenses for trips less than one week
- Magazines or newspaper expenses
- NYS Sales Tax and sales tax paid in states that recognize Ithaca College's tax exempt status
- Other expenses not directly related to the business purpose of the trip
- Parking or speeding tickets
- Personal telephone calls in excess of one per day

Note: This list is intended to be representative, not comprehensive.

Ithaca College Travel Card Documentation Requirements

REVIEW OF MONTHLY STATEMENT

At the end of each billing cycle, the Cardholder shall receive from the bank a monthly statement of account that will list the Cardholder's transactions for that period.

The Cardholder will review each transaction listed on the monthly statement for accuracy and submit the statement to their Department Coordinator within five (5) days of receipt. The Cardholder will report any errors on the statement to their Department Coordinator. The Department Coordinator in conjunction with the Program Administrator will take the necessary steps to correct these errors.

The Department Coordinator must obtain signature/approval from the Cardholder's Supervisor for each monthly statement. The Approving Supervisor's signature/approval of each Cardholders monthly

statement indicates that the Cardholder was authorized to make those purchases and they were made in accordance with applicable procedures.

After the Supervisor has approved and returned the monthly statements to the Department Coordinator they will retain these statements for six (6) years for auditing purposes.

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Insurance and Tax Guidelines

Sales Tax Exemption

Ithaca College is a not-for-profit institution and is exempt from New York State sales tax on all goods and services purchased by employees for business use. In order to obtain the sales tax exemption, present the Sales Tax Exempt Form to the vendor at the time service is rendered or goods are received and pay for.

Ithaca College is exempt from sales tax in the following states:

Florida, Illinois, Kansas, Maine, Massachusetts, Michigan, Mississippi, New Jersey, New York, North Dakota, Rhode Island, Tennessee, Texas, Vermont, Wisconsin, Wyoming, Utah.

Travelers may obtain copies of exemption certificates from the Travel Services Office. Note: vendors may refuse to honor Ithaca College's sales tax exemption if cash or personal credit card is used. If sales tax exemption is denied note the name of the vendor, a contact person, and telephone number. The Travel Services Office will follow up with the vendor.

Note: If sales tax is paid, no reimbursement will be made for that amount unless the service provider does not accept the Ithaca College Sales Tax Exempt Form. If that is the case, include a memo of explanation when submitting the Expense Report Form.

Insurance

Ithaca College employees are covered under a travel accident insurance policy, which provides 24hour protection in the event of accidental death or dismemberment while traveling on approved College business. Worker's compensation may also apply in the case of injury or death arising out of and in the course of Ithaca College employment.

Involvement in an incident that results in a claim while traveling on college business should be reported to the supervisor, Human Resources, and The Office of Risk Management immediately. Insurance questions can be directed to Risk Management and the Office of Human Resources.

Since Ithaca College's insurance program does not cover aircraft liability associated with noncommercial air travel, a personally owned, rented or borrowed aircraft may not be used when traveling on Ithaca College business. If Ithaca College business travel requires the use of a privately chartered aircraft, please consult with Ithaca College's Office of Risk Management before leaving for the trip.

Note: Ithaca College will not pay or reimburse for additional accident or life insurance.

Auto Liability Insurance

Ithaca College owned and non-owned vehicles are insured under the College's automobile liability insurance policy within the United States and Canada for all College approved drivers. If renting a vehicle from a rental company, it is not necessary to purchase the "collision damage waiver" offered by rental companies if you are an approved College driver. Contact the Office of Risk Management to discuss insurance implications when renting vehicles outside of the U.S. and Canada. If you are involved in a motor vehicle accident while traveling, procedures must be followed, which are located at http://ithaca.edu/riskmanagement/memos/motor_vehicle_accident.pdf

Personal automobile insurance policy is primary when using a personal vehicle for Ithaca College business, or for un-approved College drivers. The traveler is responsible for any deductibles under the policy (see "use of personal vehicle for College business-related travel").

Injury or Sickness

Ithaca College maintains workers' compensation insurance for claims by employees arising from a work-related injury or sickness. This coverage applies to on-campus activities as well as when an employee is traveling on Ithaca College business both domestically and internationally.

Emergency situations, including those incidents occurring out of the Ithaca College community area and in foreign countries, should be directed to the appropriate medical facility immediately and reported to The Ithaca College Office of Human Resources as soon as possible. Workers' compensation may cover necessary medical expenses for the work-related injury.

Those with international travel plans, should also contact the traveler's primary medical insurance carrier to discuss how medical insurance coverage will respond in the event a non work related sickness or injury arises during travel.

Insurance Beneficiary

The beneficiary for travel accident insurance is the same as the beneficiary designated under the Ithaca College Group Life Insurance program.

Loss of or Damage to Personal Property

Ithaca College does not carry insurance for loss of, or damage to, luggage or other personal effects during travel. If such damage occurs, seek reimbursement through your personal insurance company.

Loss of or Damage to College Property

If you will be traveling with Ithaca College property, all items need to be accounted for before and after the trip. An itemized listing needs to be generated prior to travel referencing item description, serial

numbers, replacement value, etc. If loss or damage occurs to College property, it needs to be reported immediately to the police, supervisor, and to the Office of Risk Management. The police report is needed for the claim. The department will be responsible for the insurance deductible.