



**TRAVEL, ENTERTAINMENT, AND
BUSINESS EXPENSE POLICIES AND
PROCEDURES**

UPDATED JULY 1, 2008



Travel, Entertainment, and Business Expense Reimbursement Policies and Procedures

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Traveler/Employee

Travel and Expense Report

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Authorizer/Approver

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Controller's Group/Accounts Payable

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Expense Reports

Significant provisions changing since the last policy issuance¹

On-line receipts for Travel and Entertainment expenses

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Reasonable Time for submitting expense reports in accordance with Accountable Plan rules²

60 days³

Air Travel via other than Coach Class

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[Request for Airplane Business/First Class Exception](#)

[Formä](#)

Meals & Entertainment Per Diem²

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Personal Automobile²

-

Spousal Travel²

[Request for Spouse Travel form.](#)

Travel Advances²

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Miscellaneous Expenses²

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Table of Contents

PURPOSE..... 2

RESPONSIBILITIES..... 2

SUMMARY OF KEY CHANGES 4

TRAVEL, ENTERTAINMENT, AND BUSINESS EXPENSE REIMBURSEMENT POLICIES AND PROCEDURES 7

TRAVEL AGENCY SERVICES 8

CORPORATE CARD PROGRAM..... 8

BOOKING TRAVEL ARRANGEMENTS..... 9

AIR TRAVEL 10

LODGING 12

CAR RENTAL..... 13

MEAL AND ENTERTAINMENT EXPENSES..... 15

TIPS..... 17

CONFERENCES AND PROFESSIONAL MEETINGS..... 17

TRAVEL INSURANCE 18

TAXI AND OTHER LOCAL TRANSPORTATION 18

PERSONAL AUTOMOBILE 18

UNIVERSITY VEHICLE..... 19

TELEPHONE AND OTHER COMMUNICATION CHARGES 19

SPOUSE TRAVEL 20

MISCELLANEOUS EXPENSES 21

SOCIAL CLUB MEMBERSHIPS..... 21

GIFTS AND AWARDS TO EMPLOYEES 21

FELLOWSHIPS, SCHOLARSHIPS, AND AWARDS 22

EMPLOYEE RECRUITMENT..... 22

MOVING EXPENSES..... 23

INTERNATIONAL TRAVEL.....	24
GROUP TRAVEL.....	24
TRAVEL ADVANCES	24
SIGNATURES	25
SUPPLIES AND MISCELLANEOUS BUSINESS EXPENSES.....	25
BUY ND	25
PROCUREMENT CARD	25
PAYMENTS TO INDIVIDUALS POLICY	26
SUBMITTING TRAVEL AND EXPENSE REPORTS	26
SCHEDULE A.....	27
TRAVEL AND EXPENSE REPORT SUPPORTING DOCUMENTATION.....	27
SCHEDULE B	28
EXPENSES NOT REIMBURSABLE BY THE UNIVERSITY	28
SCHEDULE C	29
CONTROLLER’S GROUP CONTACT INFORMATION	29
SCHEDULE D.....	30
QUICK LINKS FOR RESOURCES AND FORMS	30

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[Travel and Expense Report](#)

Travel and Expense Reports

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General Procedures

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Travel

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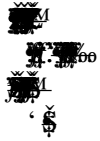
Travel

Travel and Expense Report

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On-line receipts documentation for airline electronic tickets (E-tickets)

Travel Classes



Request for Airplane Business/First Class Exception Form

Sponsored Travel

- [Symbol]
- [Symbol]
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- [Symbol]
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Expense Report



Travel and

Airline Clubs

Social Club Memberships



Personal and Business Expenses Club Memberships form



Allocation of



^v As defined in [OMB Circular A-21](#)

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Accounting for Unused Airline Tickets

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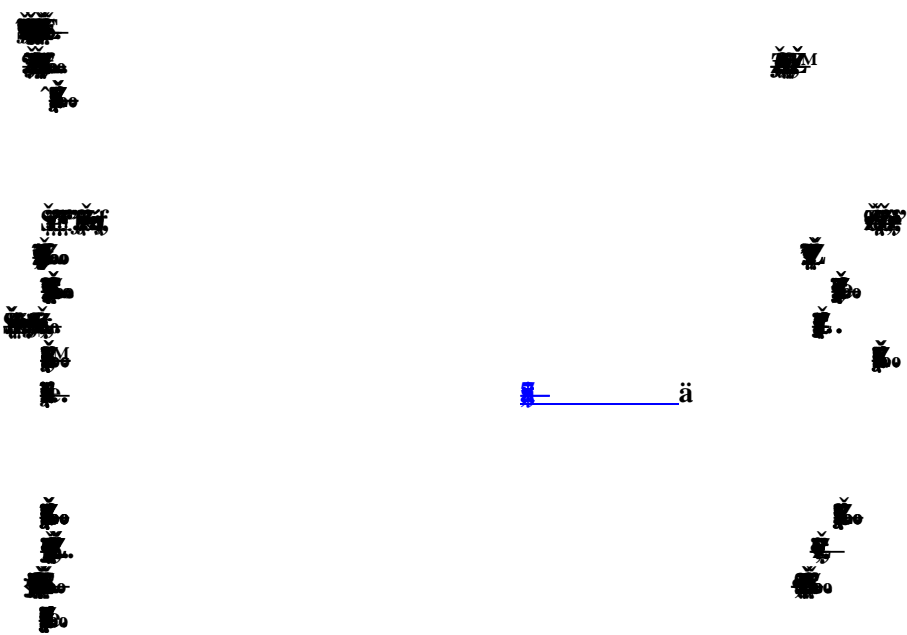
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On-line receipts documentation for lodging:

Local Lodging for Guests of Notre Dame



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^w Absent the receipt/itinerary document(s) referred to above, or if questions remain due to the nature of or lack of submitted documents, additional information may be requested, including but not limited to an itemized hotel folio indicating payment of any balance due and a copy of traveler's credit card statement reflecting the charge.

On-line receipts documentation for rental cars

Car Rental Insurance

riskman@nd.edu

Car Rental for Travelers Less than 25 Years of Age

^x Absent the receipt/itinerary document(s) referred to above, or if questions remain due to the nature of or lack of submitted documents, additional information may be requested, including but not limited to detailed receipt from rental car agency reflecting \$0 amount due, and/or a copy of traveler's credit card statement reflecting the charge.

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<http://www.gsa.gov>

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Actual Expense Method

Travel and Expense Report

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NOTE Original documents must be submitted as support for expenses. Photocopies of invoices, receipts or restaurant stubs are not acceptable unless the original document was lost and a signed memorandum (see [Missing Receipt Affidavit](#)) is attached to the Travel and Expense Report giving full explanation of circumstances.

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Per Diem Method

<http://www.gsa.gov>

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• *Travel*
• *Meals*

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• *Travel*
• *Meals*

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Food or Refreshments for University Events

• *Per diem*

• *Per diem*

Catering by Design



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[Car Rental](#).

Injuries

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Spouse Travel

Request for

Request for Spouse Travel

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Request for Spouse Travel

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Travel and Expense Report

[Check Requisition](#)

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[Fellowship/Scholarship/Award letter](#)

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[moving expenses.](#)



^y The employee’s new principal place of work must be at least 50 miles farther from the employee’s old residence than the old residence was from the employee’s old place of work to meet the distance test. An employee must work full time for at least 39 of the 52 weeks in the new workplace (or general area) immediately after the move to meet the time test.



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[state tax exemption table](#)

[Controller's Group website](#)



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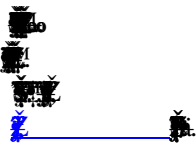
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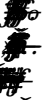
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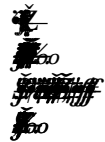


Travel and Expense Reports



Travel and Expense Report
Expense Report [Responsibilities](#)

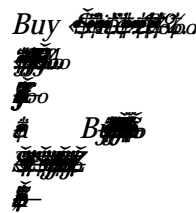
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Travel and Expense Reports



BUY



Buy



[buyND website](#)



buy

- [commodity-vendor purchasing matrix](#)

[Procard website](#)
procard@nd.edu

[Employee Payment for Services Form.](#)

Non

[Services form.](#)

f [Faculty/Staff Additional Pay for](#)

Travel and Expense Reports

Travel and Expense Report

The following outlines proper supporting documentation for common travel expenses:

Expense	Supporting Documentation	Other Documentation Requirements
Air Transportation	<ul style="list-style-type: none"> • Tickets • Receipts • Itineraries • Baggage tags • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • Itineraries • Baggage tags • <i>stuv</i>
Car Rental	<ul style="list-style-type: none"> • Receipts • Rental agreements • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • Rental agreements • <i>stuv</i>
Personal Auto	<ul style="list-style-type: none"> • Receipts • Mileage logs • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • Mileage logs • <i>stuv</i>
Conferences	<ul style="list-style-type: none"> • Receipts • Registration forms • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • Registration forms • <i>stuv</i>
Lodging	<ul style="list-style-type: none"> • Receipts • Hotel vouchers • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • Hotel vouchers • <i>stuv</i>
Meals	<ul style="list-style-type: none"> • Receipts • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • <i>stuv</i>
Entertainment	<ul style="list-style-type: none"> • Receipts • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • <i>stuv</i>
Telephone, Fax, Internet	<ul style="list-style-type: none"> • Receipts • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • <i>stuv</i>
Laundry or Dry Cleaning	<ul style="list-style-type: none"> • Receipts • <i>stuv</i> 	<ul style="list-style-type: none"> • Receipts • <i>stuv</i>

The following list is presented only as a guide and is not intended to be a complete list of expenses which are not reimbursable by the University:

- Airline, car rental and travel insurance in addition to the amount provided free through American Express and the University.
- Portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use.
- Upgrades - air, hotel or car rental.
- Traffic fines, court costs, parking violations, and auto repairs.
- Cost for establishing i-Zoom or I-Pass accounts, including transponder deposits, for personal vehicles.
- Unused room reservations not properly canceled.
- Annual premiums for personal property insurance or annual fees for personal credit cards including liability insurance for lost cards.
- Personal expenses such as movies, snacks, haircuts, reading material, toiletries, medicine, etc.
- Transportation from home to office to home.
- Theft, loss or damage to non-business related personal property.
- Contributions to public officials or candidates for public office.
- Membership dues, including airline club dues and country club dues unless authorized by an appropriate authority.
- Baby sitter fees, kennel costs, pet or house-sitting fees.
- Doctor bills, prescriptions and other medical services.
- Monthly internet line charges from an employee's personal residence will not be reimbursed unless appropriate business purpose is documented and approved by the budget administrator and accompanied by a business/personal use allocation form.
- Spouse travel expenses when the spouse's presence is not required by the University.
- Cellular phone usage, except when documented with appropriate business purpose. Monthly cell phone use will not be reimbursed unless appropriate business purpose is documented and approved by the budget administrator and accompanied by a business/personal use allocation form.
- Credit card delinquency fees or finance charges.
- Saunas, massages or exercise facilities.

Accounts Payable

General policy questions:

[Jackie Fuzey](#), Compliance Supervisor at 631-3936

[Sherry Hinegardner](#), Compliance Assistant at 631-9394

[Julie Unger](#), Accounts Payable Assistant at 631-7112

RESEARCH & SPONSORED PROGRAMS ACCOUNTING

For specific questions regarding a restricted account, please contact your grant accountant. For information on the identity of your grant accountants, please contact:

[Sherry Odom](#) at 631-7070

TAX DEPARTMENT

Specific tax questions or questions regarding payments to foreign visitors:

[Rick Klee](#), Tax Director 631-3288

[Becky Laskowski](#), Asst. Tax Director 631-7051

[Heidi Schindler](#), Tax Analyst 631-9204

