

WARTBURG COLLEGE TRAVEL EXPENSE POLICIES AND PROCEDURES

The following are policies and procedures relating to *travel expenses*.

NOTE: Most travel expenses for faculty and staff relate to a few areas and should follow the appropriate policies and procedures:

1. Local vehicle use should follow the Vehicle Policy and a monthly expense will be reflected on the appropriate department or account.
2. Air-travel reservations should follow the Travel Reservations Policy and a monthly expense will be reflected on the appropriate department or account.
3. All other travel expenses (e.g. meals, hotels, mileage reimbursement, tips, etc.) should follow the College's Wells Fargo Purchasing Card procedures and a monthly expense will be reflected on the appropriate department or account.

If there are expenses that fall outside of the above policies and procedures, or if an individual does not have a College issued Wells Fargo Purchasing Card, then the following information would apply.

Approval (either verbal or written) should be received from the department budget manager before incurring any expense. Some expenses require additional approval. Please refer to the "Purchasing Policies and Procedures" and the "Department Budget Manger's Responsibilities" documents for additional information.

TRAVEL ADVANCE:

A Travel Advance is available when a faculty or staff member needs cash to pay for an upcoming College related trip, conference, etc. Excluding costs eligible to paid using a college purchasing card, a travel advance will be issued if expenses are expected to exceed \$100.00. Additional travel advances will not be issued if previous activity has not been turned in. The items below should be followed when requesting a travel advance.

1. Travel advance form needs to be completed with the appropriate signature approvals. Travel advances of \$2,000 or more need the appropriate Cabinet Member's approval.
2. If more than one department is being charged you will need to indicate this on the same form, and approval must be obtained from all departments being charged.
3. Forward the completed Travel Advance Form to the Business Office. Completed forms received by Wednesday noon will be available for pickup Friday of that week. You will be notified via e-mail when a check is ready to be picked up.
4. A Travel Expense Form must be completed and received by the Business Office within 2 weeks of returning from your trip. The travel advance must be accounted for with supporting receipts and the return of any unused cash. If expenses exceed the travel advance, request for reimbursement will be processed through the Wells Fargo out-of-pocket (OOP) feature. Additional travel advances will not be issued until all previous travel advances have been accounted for properly.

TRAVEL EXPENSE VOUCHER:

A Travel Expense Voucher form is completed when returning a Travel Advance as well as for individuals that do not have a College issued Purchasing Card (e.g. a student or prospective employee). Such items must relate to College business. The completed form and original

detailed receipts must be submitted to the Business Office to process a reimbursement check. The items noted below should be followed when completing a travel expense voucher.

1. Travel expense voucher must be completed within two weeks of incurring the expense. The College reserves the right to deny reimbursement to anyone for items not properly documented or turned in on a timely basis. Further advances or reimbursements will **not** be issued until current expenses are properly submitted.
2. Travel expense voucher is to be used **only** for expenditures while traveling. Use a Personal Reimbursement Form for other expenses.
3. Original, itemized receipts must be attached to the travel expense voucher for all expenses. If a personal credit card is used, an original itemized receipt must be included. A summary credit card receipt (with no detail) is not adequate documentation. If meals or lodging is for more than one person, please indicate on the voucher.
4. All travel expenses must be approved by someone other than the individual who was traveling. For example, a DBM would need approval of their direct supervisor (which might be the President or the appropriate Vice President).
5. The college does **not** pay for movies, fitness clubs, dry-cleaning, or personal telephone calls while traveling. Please deduct such items if they are included with other business related expenses.
6. Alcoholic beverages will only be reimbursed if approved by the appropriate Cabinet Member.
7. Reimbursement for car rental is only authorized in situations where public transportation is unavailable or not cost effective. Use of a rental vehicle for personal use is not reimbursable (e.g. sightseeing).
8. For travel to and from Wartburg, the college has a rental car agreement with Enterprise and is strongly recommended when it is the least expensive option. It is the responsibility of the traveler to determine if renting through Enterprise or driving their own vehicle is the least expensive option. This will be dependent upon the number of travelers, miles to be driven and length of trip. Please see Vehicle Policy for additional information. A car may be reserved by completing an on-line request through Operations & Maintenance.
9. If using your own vehicle for travel, please keep a record of actual miles driven. The mileage reimbursement will be limited to the lesser of .41 multiplied by the number of miles driven or the cost of a Enterprise Rental for the same trip. The Mileage Reimbursement Calculation form can be used to determine the appropriate reimbursement amount if a personal vehicle is used.

If requests arrive at the Business Office without the necessary information outlined, the forms will be returned to you and the request will not be processed. Before we begin processing payment, we must have the completed forms along with appropriate documentation.

Contact: Business Office at 352-8433