

WARTBURG COLLEGE

TRAVEL EXPENSE POLICIES AND PROCEDURES

The following are policies and procedures relating to *travel expenses*. Deb Barker is the main contact for these processes and forms. Reimbursement checks are issued each Friday for requested received by Wednesday noon of that week. Accounts Payable will notify you via e-mail when a check is ready to be picked up.

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 FORM:

This form is used when a faculty or staff member needs cash to pay for an upcoming College related trip, conference, etc. Travel advance checks will be issued if costs 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 President’s or appropriate Vice-President’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 Deb Barker. Please make sure you submit the form according to the deadline noted above to receive the check timely.
4. A Travel Expense Form must be completed and received by the Business/Controller’s 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. 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 a faculty, staff, student, or prospective employee incurs travel expenses related to College business. The completed form and original detailed receipts must be submitted to Deb Barker 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 your return for the purpose of reconciling actual expenses. 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. Please use a Personal Reimbursement Form for other expenses.
3. Original, itemized receipts must be attached to the travel expense voucher for all expenses. If you are using your own personal credit card, 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. If you have a credit card issued by Wartburg (i.e. Wells Fargo Master Card) that you used while traveling, do NOT include those items on the Travel Expense Voucher form. Instead, such expenses should be included with your monthly Credit Card Statement Summary report.
6. 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.
7. Alcoholic beverages will only be reimbursed if approved by the President or appropriate Vice President.
8. 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)
9. 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. The Travel Expense Form can be used to complete this analysis. A car may be reserved by completing an on-line request.
10. 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.

If forms arrive at the Business/Controller's Office without the necessary information outlined, the forms will be returned to you. Before we begin processing payment, we must have the completed forms along with appropriate documentation.