

Travel and Entertainment Guidelines

Travel, entertainment and other business expenses should be incurred at the lowest reasonable cost to the University. Good stewardship of the University's resources is the basic guideline.

Under no circumstances should pre-trip expenses for personal travel, entertainment or other expenses be charged to, or be temporarily funded by, the University. For example, airline tickets for a non-business traveling companion should not be charged to the University. Personal expenses co-mingled with business expenses that are incurred during travel should be repaid when submitting the final reconciled Travel and Entertainment Voucher (TEV) following the traveler's return to campus.

Approval and Reporting Procedures

Pre-Approval

All travel and entertainment for employees and students must be requested and approved in advance by completing Part I of the Travel and Entertainment Voucher (TEV). A travel request normally should be made at least two weeks in advance of the travel date to allow for approval and processing. Generally, airfare and other transportation costs are lower if reservations are made at least two weeks in advance.

Non-employees traveling on business or incurring entertainment or other business expenses on behalf of the University do not need to submit a TEV. A TEV is also not required for local travel and entertainment expenses when reimbursement is not requested. However, proper approval(s) should be obtained prior to or after the activity in accordance with the approval requirements as defined in this guideline and policy 370.4 [TAP Card Program](#).

To qualify for approval, travel and entertainment must bear a direct relationship to the employee's, student's or non-employee's responsibilities at the University.

After a request for travel and entertainment has been approved, form TEV should be forwarded by e-mail to the Travel Office where a number (TEV #) will be assigned for tracking and reporting purposes. The TEV # must be provided when the traveler makes travel reservations using the [Furman Travel Portal](#) or designated travel agency.

In rare cases, travel may be required before a travel request can be processed. In this event, a confirmation travel request, duly approved, must be processed before reimbursement can be made.

Approval Hierarchy

Travel and entertainment must be approved by at least one person upward in the University's reporting chain as follows:

- Faculty - Department Chairperson, and Director of Fiscal Operations for Academic Affairs (when funding approval is required)
- Academic Department Chairperson - Director of Fiscal Operations for Academic Affairs

- Administrative and Support Personnel – Budget Unit Head
- Budget Unit Head – Vice President, Department Head or Director, as is appropriate
- Vice President and Direct Report to the President – President
- Student and non-employee travel and entertainment must be coordinated and pre-approved by the faculty/staff sponsor and pre-approved further by a Vice President or other Budget Unit Head, as is appropriate.

It is the duty of the person who incurred the expense to accurately report the expense on his/her form TEV. Under no circumstances should employees traveling together shift expenses between forms TEV to avoid the approval hierarchy.

Post Travel and Entertainment

The employee must complete the TEV form with incurred expenses within thirty (30) business days after the employee returns to campus or completes the entertainment. Attach original receipts for all cash and TAP card expenditures of \$25 or more to the TEV. NOTE: Receipts are required for ALL expenses funded by State or Federal grants regardless of the dollar amount. Refer to [Documentation](#) for details.

The completed form TEV must be approved by at least one person upward in the University's reporting chain (refer to [Approval Hierarchy](#) for specific directions).

Cancelled or Postponed Trips

If a TEV has been approved and assigned a tracking number and then the trip or event is cancelled, the employee must immediately notify the approver and the travel coordinator.

If the University has prepaid expenses for a cancelled trip or event, these expenses should be entered on the TEV along with appropriate documentation and approval signatures. Any prepaid expenses eligible for refund must be documented as such on form TEV. It is the traveler's responsibility to ensure that the University receives the refund and that the refund is deposited into the account that was charged originally.

A nonrefundable ticket associated with a cancelled trip must be used for the employee's next University trip.

Exceptions

Pre-approval is required, when extenuating circumstances will cause a violation of the University's policy and are known in advance.

Documentation

Supporting Documents

Receipts are required for all cash and TAP card expenditures over \$25. NOTE: Receipts are required for ALL expenses funded by State or Federal grants regardless of dollar amount. Photocopies of receipts are acceptable if the expense was shared with another employee who has submitted the original receipt or if

the original is attached to the traveler's TAP card statement. The photocopy should state with whom the expense was share, if applicable.

Attach all required receipts to the TEV, placing them in date order following the format of the travel voucher. Only the original airline ticket or e-ticket confirmation that includes the cost of the ticket can serve as supporting documentation for air travel; the itinerary alone is not sufficient. (E-ticket confirmations are normally delivered to the traveler by e-mail.)

Itemized hotel bills and car rental agreements, regardless of dollar amount, should be attached to the travel voucher.

Meal receipts, where required, need to be itemized and have the attendees and business purpose documented on the receipt.

When travelers attend a conference, a conference brochure showing the agenda or meeting schedule should be attached to the completed TEV to verify business purpose, dates of travel, meals included in the conference fee, etc.

The following are not considered valid original receipts according to the IRS: checkbook carbon copies of checks, cancelled checks, personal credit card monthly statements, or non-itemized credit card receipts.

Entertainment Documentation

In addition to original receipts for entertainment expenses, form TEV must include the following details:

- Who was visited or entertained
- Why the expense was incurred
- What type of event, activity or purchase
- Where the event or activity took place
- When the event or activity took place

Lost Supporting Documentation

When receipts for cash or TAP card expenditures over \$25 are not available or are lost, the Receipt Verification Form, which can be found in the Financial Services folder in First Class under Employee Forms, must be completed, signed by the employee and the appropriate approver, and supplied with form TEV. The University is not obligated to reimburse expenses not accompanied by proper supporting documentation.

Returned Travel and Entertainment Voucher

Expense reports which are not properly completed and approved may be returned to the employee.

Expenditures on TAP cards which are not substantiated by acceptable receipts within 30 days following the last day of the trip will be added to the employee's taxable gross income on the payroll date immediately following the end of the 30-day period. Once added to taxable income, the amount cannot be reversed even if the employee subsequently complies with those requirements. Any reimbursement due to the traveler will also be withheld until proper documentation is presented.

Travel Expenses

Use of TAP Card

To the extent possible, all expenses prepaid or incurred during travel and entertainment should be charged to the employee's TAP card. Any prepaid expenses that cannot be placed on the TAP card should be submitted on check requests to Financial Services/Accounts Payable. All requests must include the TV # assigned to the approved TEV.

Cash Advances

The University does not provide cash advances except in extenuating circumstances. If circumstances dictate, the traveler may request a cash advance in the "Notes and Substantiation" section of form TEV. All cash advance requests must be approved in writing, printed and delivered to the Travel Office for further processing in Financial Services/Accounts Payable.

A cash advance must be returned immediately if an authorized trip is cancelled or indefinitely postponed.

Transportation

Travelers are encouraged to use the [Furman Travel Portal](#) to make their travel reservations. Travel should be by the most economical means reasonably possible. Reimbursement normally will be made at this rate only.

Air Travel and Related Expenses

Coach class is to be used for airline travel. Business class and first class travel will not be processed unless the approver provides an explanation of the medical reasons or extenuating circumstances that require such service. It is recommended that the Airfare-Rental Car Comparison Worksheet found with the TEV form be completed prior to booking airline tickets. This worksheet can assist in determining the lowest-cost air travel option among neighboring airports. Round trip domestic airline tickets that cost more than \$200 over the lowest fare as evidenced by rates quoted on the [Furman Travel Portal](#) should be fully explained.

Travel on Charter and/or Private Aircraft

The University does not authorize flying on chartered private aircraft. Employees may travel on chartered or private aircraft only under exceptional circumstances and with prior approval of the President. Contact the Insurance office (x3287) to determine liability coverage. Refer to Policy 381.1 in the event it is necessary to use air charter or air taxi services.

Saturday Night Stay

When the savings generated by traveling and staying over a Saturday night exceed the travel-related expenses for a pre- or post-business period, the University encourages the employee to make the Saturday night stay. Entertainment and other personal expenses incurred during this period, or at any other time, will not be covered by the University. Provide a worksheet with the completed form TEV showing the

airfare with and without the Saturday night stay and the hotel/meal costs for the additional days to document the savings.

Frequent Flyer Miles

Employees may retain frequent flyer miles earned while on University business. Furman will not reimburse travelers for tickets purchased with frequent flyer miles. Providing monetary compensation to an employee in exchange for a free ticket is considered additional pay. However, if a traveler chooses to use his/her miles for University business, Furman will reimburse fees associated with issuing a frequent flyer ticket such as taxes and agency or airline service fees.

Frequent flyer memberships should not influence travelers to select a flight that is not the lowest priced flight available. Excess cost due to the use of an employee's preferred airline will not be reimbursed.

Baggage

Fees for checked baggage on domestic and international flights are reimbursable; however, baggage exceeding two bags is considered excess baggage and will only be reimbursed when it is considered reasonable and necessary.

The airlines are responsible for compensating the owners of lost baggage. The University will not reimburse travelers for personal items lost while traveling on business.

Cancellations and Charges

When a trip is canceled after the ticket has been issued, the traveler should inquire about using the same ticket for future travel. Incurring cancellation and change fees for airline travel is a cost of doing business. However, travelers must explain the reason why the change was necessary on their expense report. Travelers who incur additional charges due to a change or cancellation for personal reasons may not be reimbursed for those charges.

Ground Transportation and Parking

Travelers using their personal vehicles to drive to the airport will be reimbursed at the standard mileage rate. Parking at the airport will be reimbursed, but travelers are urged to use long-term, lower cost parking lots when available. Once at the destination, the traveler is reminded that hotel shuttles may be available free of charge or for a nominal fee.

Rental Cars

Travelers are encouraged to use the [Furman Travel Portal](#) to book rental cars. Travelers may rent a car to their destinations when driving is more convenient and economical than airline travel and/or when driving is necessary to transport large or bulky equipment.

It is recommended that the Airfare-Rental Car Comparison Worksheet found with the TEV form be completed prior to making rental car reservations. This worksheet can assist in determining the cost difference between renting a car and using a personal vehicle for business travel.

If it has been determined that a rental car is the most effective means of transportation when traveling on University business, travelers may rent up to and including a full size vehicle. Consistent with Furman University's commitment to sustainability, travelers are encouraged to select the most fuel efficient car that accommodates their travel needs. Travelers may book a class of service above a full size vehicle when cars in the authorized category are not available, additional space is required for transporting equipment, for pre-approved medical reasons or when the traveler can upgrade at no additional cost to the University. Allowable rental costs include the daily rental fee, mileage fee, gasoline charges and tolls. Non-reimbursable costs include, but are not limited to tickets, fines, and traffic violations.

Travelers may rent a car at their destination when it is less expensive than other transportation modes such as taxis and airport shuttles.

Personal Automobiles/Mileage Reimbursement

If it has been determined that using a private vehicle is the most cost effective and best means of saving time, transporting equipment, or reducing the cost for group travel to a common destination, the University will reimburse the vehicle's owner by applying a standard rate per mile to the actual driven distance by the most direct route. The mileage rate covers all transportation and operating costs, including gasoline. Tolls and reasonable parking charges will also be reimbursed. Carpooling is strongly suggested when a group travels to a common destination on University business using private vehicle(s), and only the driver(s) may claim reimbursement for mileage. The University may limit reimbursement for personal mileage to the cost of airline tickets where excessive mileage reimbursement is requested.

Commuting Expenses

Travel from an employee's residence to a normal place of business is treated as a commuting expense and is not reimbursable.

Chartered Buses

There are certain exclusions in Furman's insurance policy for chartered buses. When buses are chartered, a certificate of insurance must be secured from the chartering company, and the certificate must show that Furman University is an additional insured under the policy of the chartering company. Contact the Insurance office (x3287) for more information.

Vehicle Insurance

Vehicle insurance coverage is for vehicles owned by the University and for vehicles not owned by the University but used for university business. Personal vehicles used for university business are subject first to the automobile owner's liability coverage; the University insurance will cover any excess over the primary coverage. The University carries no coverage for physical damage caused by vehicles owned by others. If an employee or student is driving a rental car, University insurance will pick up after the rental agency's liability insurance is exhausted. The deductible for this coverage is the responsibility of the driver's department. Travelers should not purchase additional insurance offered by rental agencies while on University business. Drivers should be sure it is clearly shown on the rental contract that the rental is on behalf of Furman University. Questions regarding insurance coverage may be directed to the Insurance office (x3287).

Lodging

Hotel Accommodations

Travelers are encouraged to use the [Furman Travel Portal](#) to book their hotel and should always consider reasonably priced lodging options. Exceptions may be made in extenuating circumstances such as travel to large metropolitan areas or conferences and meetings scheduled at resort hotels. The traveler is required to substantiate the reason for selecting a high-end hotel at the time the travel request is submitted for pre-approval.

Hotel Cancellation Procedures

Because hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in a timely manner to prevent no show charges. Except under extenuating circumstances, the University will not process expenses due to a traveler's failure to cancel guaranteed room reservations.

Travel should request and record the cancellation number in case of billing disputes.

Lodging in a Private Residence

When it is convenient and preferred by the employee, staying with friends or relatives can save the University money. When approved prior to the trip, the reasonable cost of a gift or meal in return for such hospitality is reimbursable. The cost of such gift or meal should not exceed \$50 and must be supported by a receipt and clearly explained on form TEV. The cost of the meal or gift plus any additional transportation costs must never exceed the cost of standard accommodations at the business destination, nor can a "cash payment" be made to the host.

Hotel Frequent Guest Programs

Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. Furman will not reimburse travelers for the value of free accommodations used for business travel.

Travelers on University business should select hotels based on reasonable pricing and not on their frequent guest memberships. Membership fees associated with joining these programs are not reimbursable.

Meals and Entertainment

Meals While Traveling

Meals, including tips, incurred by and for the benefit of the traveler are reimbursable if travel is beyond a 30-mile radius of campus. The expense of each meal and tip must be reported to be reimbursed.

Business Meals

Business meals are defined as meals taken with students, colleagues, suppliers or donors during which a specific business discussion, directly related to the active conduct of University business, takes place. See [Entertainment Documentation](#) for details.

Meals with Fellow Employees

Employees will be reimbursed for business-related meals taken with fellow employees only in the following circumstances:

- When, for confidentiality reasons and pre-authorized by a member of the President's Cabinet, business must be conducted off campus.
- When pre-authorized by a member of the President's Cabinet for reward, recognition, or other appropriate business purpose.

The receipts for meals with fellow employees must be itemized, have the business purpose and attendees' names documented on the receipts, and signed by the member of the President's Cabinet approving the meal.

Light refreshments for on-campus staff meetings are allowable with Department Head's approval.

Departments may incur reasonable expenses for one holiday luncheon or celebration each year. Any alcohol associated with these events may not be charged to the University.

Departments may not expend University funds for occasions such as farewell gatherings for employees with less than three years of service, employee birthdays, weddings, anniversaries or any similar celebrations.

Alcohol

The University will reimburse a reasonable amount for alcoholic beverages consumed with dinner. The Division Heads are responsible for setting the threshold for "reasonable amount." Departments may impose greater but not less limits at their discretion. Keep in mind that employees and students represent Furman University. Individuals should use good judgment when consuming alcoholic beverages. Under no circumstances should alcohol be charged as a direct or indirect expense to federally sponsored projects, matching funds or federal/state grants. Expenses for alcoholic beverages must be charged to object code 82440.

Entertainment

Entertainment expenses include outings to concerts, theaters, or sporting events when a business discussion takes place during, immediately before, or immediately after the event. Employees will be reimbursed for entertainment expenses:

- With prior approval of the appropriate President's Cabinet member
- If the person(s) entertained has a potential or actual business relationship with the University
- If the business discussion will benefit the University

Under no circumstances should entertainment expenses be charged as a direct or indirect expense to federally sponsored projects, matching funds or federal/state grants. All entertainment expenses must be charged to object code 82370.

Keep in mind that employees and students represent Furman University and individuals should use good judgment when selecting an event or location for entertaining guests of the University.

Miscellaneous Expenses

Miscellaneous expenses incurred by the traveler for the benefit of the University will be reimbursed. Receipts for incidental charges are required and must be attached to form TEV. The travel and expense voucher must include an explanation of why such expenditures were made.

Examples of allowable miscellaneous expenses include the following:

- Business telephone calls made while away from the office as well as reasonable calls to the home will be reimbursed (i.e. one call of reasonable length per day). Direct long distance calls from the hotel room are extremely expensive and should be avoided. Travelers should refrain from using air phones except in emergencies or extenuating circumstances. An explanation must be noted on the TEV.
- Business office expenses such as word processing services, equipment rentals, fax and computer expenses, copy services, overnight delivery/postage, internet services, purchase of materials and supplies when normal purchasing procedures cannot be followed, rental of a room or other facility for the transaction of official business, and laundering, cleaning or pressing of clothing if a trip exceeds six days.
- Special fees for foreign travel, including actual costs of obtaining a passport, visa, tourist card, and necessary photographs; cost of certificates of birth, health, identity, and related affidavits; charges for required inoculations and medical evacuation insurance; currency conversion and check cashing fees; the cost of local labor; the cost of full collision insurance on automobiles rented in foreign countries.
- Charges for checking and storing baggage necessary for the business purpose of the trip. Excess baggage charges are also allowable; however, justification for carrying excess baggage must be provided on form TEV.
- Other ordinary and necessary expenses not included in the above categories.

Non-reimbursable Travel or Business-Related Expenses

The following lists of non-reimbursable expenses are not to be considered all-inclusive, and a rule of reasonableness will be applied by the President and appropriate President's Cabinet member:

Transportation:

- Airline tickets for circuitous routes, unless justified and approved before purchase
- Parking tickets, fines for moving violations, or vehicle towing charges
- Vehicle repair or servicing costs, regardless of cause, or insurance of personal automobiles
- Theft, loss or damage of personal luggage and effects

- Passenger insurance (flight insurance)
- Airline, hotel, or rental car club membership dues
- Cost differential on premium and luxury car rentals
- Satellite radio for rental vehicles
- Any personal portion of the cost of a rental car
- Travel expenses for family, friends or other guests of an employee who's on University business

Lodging:

- Condominium rental at a resort location, except for a group traveling together on University business and a condominium is the most economical means of housing the group
- Movies and other entertainment charged to the room, health club charges, golf, and other personal services
- Any additional charges above the single occupancy when traveling with a companion

Meals and Entertainment

- No meal will be reimbursed in instances in which the traveler does not pay for the meal.
- Expenses for business meals (food or beverages) to the extent that such expense is lavish or extravagant under the circumstances. Employee should expect to cover the excessive costs of such meals beyond a reasonable amount.
- Snacks or mini-bar, unless in lieu of a meal
- Drinks that are not associated with a meal, or drinks taken at a bar
- When a meal is included in the cost of a conference, the University will not reimburse the employee for the cost of a meal taken during that period, unless separate meal arrangements are justified by University business.

Miscellaneous:

- Membership in travel organizations such as AAA
- Membership dues in private or social clubs or organizations
- Luggage or back-packs
- Childcare, baby-sitting, house sitting, or pet sitting costs
- Any personal clothing or accessories
- Grooming expenses
- Prescriptions, over-the-counter medication or other medical expenses
- Contributions
- Other incidental items such as newspaper, magazines and toiletries

Exceptions

Exceptions to this policy may be authorized in writing by the President or a member of the President's Cabinet. A request for an exception must document the circumstances and need for the exception. When an exception has been granted, payment of expenses submitted will be limited to the actual costs incurred, provided such costs are deemed to be ordinary and necessary under the circumstances.

Tax Treatment of Travel Expenses

Outstanding Cash Advances

An employee may have only one cash advance outstanding at any given time. Failure to account for a cash advance within 30 days upon return to campus will result in:

- Suspending of cash advance privileges
- Reporting the advance to the IRS on the traveler's W-2
- Withholding of taxes on the advance from the traveler's paycheck

Once an unsettled advance has been added to the traveler's W-2, it cannot be reversed even if settled.

Club Memberships

Individual dues for memberships in any club organized for business, pleasure, recreation, or any other purpose are not reimbursable. If an exception is approved, the reimbursement must be treated as taxable income to the employee and reported to the IRS.

Note: Memberships in professional societies, organizations, or institutions that are a requirement of the employee's job and approved by the department head are reimbursable and not taxable.

Gifts and Awards to Employees

Gifts and awards given by the University to employees may be considered taxable income to the recipients. Questions regarding the taxability and processing of gifts and awards should be directed to Financial Services (x2141).

The Chaplain's Office sends flowers or memorial donations for bereavement, hospitalization or illness as appropriate to Furman faculty, staff and their immediate families. Additionally, the Human Resources Office issues bereavement notices via e-mail and provides food trays which may be delivered by the department. Therefore, individual departments are not allowed to expend departmental or University funds for these purposes.

Note: Employees are not authorized to purchase gift certificates for any occasion or in any denomination. Further, employees are not authorized to purchase gifts with University funds to recognize birthdays, anniversaries, weddings, births, or any holidays.

Because retirement gifts are given by the Human Resources Office, additional departmental or University funds should not be expended for such gifts.

Spousal Travel

The travel expenses of an employee's spouse, family or companion are not reimbursable unless pre-approved by the President's Cabinet member to whom the traveler reports.

Expenses paid for spouse, family or companion that are approved by a member of the President's Cabinet but do not have a business purpose will be added to the employee's W-2 and reported to the IRS.

In those situations when a spouse's attendance at a professional function or involvement in fund-raising activities serves a legitimate business purpose, payment of the spouse's travel expenses does not need to be reported to the IRS.

Departments that choose to pay for spousal or companion travel without legitimate business purpose should inform the traveler that the payment will be taxable income to the employee and will be reported to the IRS. Taxes on the value of the spousal travel will be withheld from the employee's paycheck.

In the event a spouse, companion, child, etc. accompanies an employee, any increased costs must be paid by the employee (i.e. double vs. single occupancy, meals, etc.). Certain expenses may require allocation between personal and business purpose. In this case, the employee should use a systematic and rational allocation method that fairly states the business portion of the expense.

End of Guidelines