

Purpose of Policy:

To define what constitutes reimbursable travel expenses from Foundation accounts where the intended purpose of the account allows for payment of travel expenses.

Policy Statement:

Travel expenses for professional development and other University or Foundation business are necessary and appropriate to further the mission of PSU and the Foundation. The Foundation Executive Director, PSU President, Vice Presidents, Deans, Directors and Department Heads shall ensure compliance with this policy as they authorize travel. Travelers are responsible for effective trip planning to ensure that Foundation funds are prudently spent, and to account for travel expenses as described herein.

Method of Reimbursement

When requesting reimbursement for actual expenses, original paid receipts are required. Alternative documentation such as charge card statements or paid travel agency invoices may be substituted if original receipts are not available. If travel costs are split between the Foundation and another organization, such as PSU, a copy of the other organization's travel report must be attached to the Foundation check request.

Travel expense reimbursement requests must be approved by an appropriate authority for the account to be charged. Individuals may not approve reimbursement to themselves. The authorized signer certifies that: the travel expense was incurred while conducting PSU or Foundation business; information contained on the expense report and in the attached documentation is accurate and in accordance with this policy; the expenditure is charged to the proper account.

Acceptable Travel Expenses and Documentation Required

In addition to providing the required original receipts listed below it is also necessary to include documentation related to the business purpose of a particular trip. Examples include brochures, registration documents or other printed material that states the name of the organization, meeting dates and location relating to the particular trip.

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| Personal Car Mileage | Reimbursed at the federal rate at the time of travel. Refer to the IRS website (www.irs.gov) for the applicable rate. |
| Airline, Bus, Rail | Actual expense – receipts required. Reimbursement is limited to the base rate or fare. Upgrades are the responsibility of the traveler. |
| Car Rental | Actual expense – receipts required. |
| Taxi, Limousine | Actual expense – business purpose and receipts <u>or</u> itemization of location and dates required. |

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| Tolls for Bridge, Road, Ferry | Actual expense – receipts <u>or</u> itemization of location and dates required. |
| Parking | Actual expense – receipts <u>or</u> itemization of location and dates required. |
| Registration | Actual expense – receipts required. |
| Hotels | Actual expense – receipts required <u>or</u> per diem.. The per diem method may be elected, but not combined with, the actual receipt reimbursement for each trip. |
| Meals | Actual expense – receipts required <u>or</u> per diem. The per diem method may be elected, but not combined with, the actual receipt reimbursement for each trip. |
| Phone Calls | Actual cost of business-related calls and the actual cost of two personal calls per day. |

Non-Reimbursable Travel Expenses

Travel expenses not reimbursed by the Foundation include (but are not limited to):

- Expenses incurred for travel costs and meals of spouse or dependents (unless a business purpose is served)
- Costs related to personal side trips including transportation
- Social or sight-seeing costs
- Tickets for social events unrelated to the purpose of the particular trip
- Flight insurance
- Rental car insurance
- Movies
- Hair care, shoe shine, or other personal grooming
- Memberships in airline clubs