



UNIVERSITY OF  
NOTRE DAME

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

*UPDATED JULY 1, 2011*

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## ***Travel, Entertainment, and Business Expense Reimbursement Policies and Procedures***

This version of the Travel, Entertainment, and Business Expense Reimbursement Policies and Procedures is effective July 1, 2011. It replaces the previous version most recently updated July 1, 2008 to include wording incorporating procedures involving on line booking and expense reporting via *travelND*.

This document will be distributed solely through the Notre Dame web site and as such can be updated more easily and frequently than a printed policy document. While it is incumbent upon the traveler to keep abreast of policy changes, future policy changes will be broadly communicated.

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### PURPOSE

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These policies are intended as a guide to reimburse individuals for University-related travel, entertainment, and business expenses. The responsibility to observe the guidelines rests both with the traveler and the chairperson or budget administrator who certifies conformance to these guidelines by approving the expenditure(s). The same judgment and consideration applies to travel, entertainment, and business expense reimbursements as to any University transaction. Reimbursement should be sought and authorized only for expenses that conform to University policy, are ordinary, necessary, and reasonable both in amount and relative to its purpose.

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### RESPONSIBILITIES

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These policies are necessary to comply with Federal/state tax laws and third party sponsoring agency regulations. It is intended to ensure consistent and fair treatment between departments throughout the University and the uniform reporting of financial results. In general, the cost of travel, accommodations, entertainment, and other related business expenses should be governed by what is reasonable and appropriate to the purpose involved. The University respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. The following information outlines responsibilities of various parties to the process:

### ***Traveler/Employee***

The individual submitting a *Travel and Expense Report* bears the responsibility to:

- Verify that all expenses being paid or reimbursed by the University are valid and conform to this policy document and understand that requests lacking required documentation and/or business purpose will be questioned and perhaps not be reimbursed through these policies.
- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, cash advance, or by an outside agency or other third party.
- Submit all forms related to his/her travel to the University via an appropriate approver (*via travelND*) within 60 days of completion of travel or latter of incurrence/payment of the business expense.
- Retain accountability for ensuring all expenses are in accordance with this policy document and sponsoring agency, if applicable, even though the employee may delegate responsibility for *Travel and Expense Report* preparation to an assistant.

### ***Authorizer/Approver***

Individuals authorized to approve business expenditures of others will administer these policies and are responsible to:

- Attest that the purpose of the expense is valid and directly related to University business.
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on the *Travel and Expense Report*.
- Send approved *Travel and Expense Report* directly to Accounts Payable on a timely basis (*via travelND*).
- Understand that while Accounts Payable may review the *Travel and Expense Report*, the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for departmental approval.

### ***Controller's Group/Accounts Payable***

The Accounts Payable department within the Controller's Group is generally responsible for reviewing *Travel and Expense Reports* prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

- Information on the *Travel and Expense Report* is supported by accompanying support documentation, which is both complete and in accordance with this policy document.
- Expenses conform to requirements imposed by the Internal Revenue Service or, as applicable, sponsoring agencies.
- Expenses have been reviewed/approved by the appropriate approver.
- Expenses have been reviewed for compliance with University Policies.

The traveler and authorizer should note that Audit & Advisory Services routinely examines *Travel and Expense Reports* for compliance with University policies.

## SUMMARY OF KEY CHANGES

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### *Significant provisions changing since the last policy issuance<sup>1</sup>*

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#### ***travelND***

Policy was updated to include wording incorporating procedures involving on line booking and expense reporting via *travelND*.

#### Travel Card

Changing reference to new JP Morgan Chase Visa Travel Card Program from prior American Express Travel Card Program

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<sup>1</sup> Certain of these provisions differ from or may not have been included in prior published Travel & Entertainment policy manuals, but wording was added to provide clarity.

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

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These policies apply to any employee or non-employee traveler who incurs travel, entertainment, and business expenses on behalf of the University of Notre Dame and seeks reimbursement for those expenses from the University, regardless of the source of funds. The University will reimburse for reasonable travel, meals, lodging and out-of-pocket expenses incurred in the transaction of University business.

In order to reimburse employee business expenses on a tax-free basis, federal tax rules and Internal Revenue Service audit requirements must be followed. These rules govern the University's requirements regarding employee business expense reimbursements. Modifications in tax rules or Internal Revenue Service audit requirements will occasionally necessitate changes in definitions or documentation requirements and the taxability of items that do not conform to the new definitions or documentation requirements. On occasion, the policy may indicate that certain items must be treated as taxable income, meaning that the University must include certain reimbursements in the employee's compensation, subject to required payroll tax withholdings, and reported on the employee's Form W-2.

This document outlines policies and procedures in general terms to allow reasonable discretion for employees incurring expenses while conducting University business. Departments may implement more restrictive policies and procedures to which departmental personnel should adhere. Sponsored awards may contain additional requirements or restrictions.

These policies are not expected to cover every possible situation. Items of an unusual nature should be discussed with members of the Accounts Payable Department and/or Research and Sponsored Programs Accounting before the submission of expenses. Officers, Vice Presidents and/or Deans can make exceptions to this policy document in the event of extenuating circumstances; however, even if approved, these exceptions may result in a taxable reimbursement. Written explanation and approval, as needed, must be included with the request for reimbursement in exception situations.

Notre Dame's Travel, Entertainment, and Business Expense Policy satisfies the Internal Revenue Service definition of an "accountable plan." Expense reimbursements that meet the accountable plan rules are not reported as income to the traveler. Under Internal Revenue Service accountable plan rules, travel advances and reimbursement of expenses must meet three requirements:

- Expenses reimbursed must be business-related. Travel advances must be reasonably related to the cash business expenses expected to be incurred.
- Employees must provide an on line statement via *travelND* <http://travel.nd.edu/> substantiating the amount, time, use, and business purpose of expenses within a reasonable time (within 60 days) after the expenses are incurred. *Travel and Expense Reports*

submitted to the approver in *travelND* after this 60 day<sup>2</sup> time frame will not qualify for accountable plan treatment and must be treated as income to the employee or recipient. Electronic versions of receipts must be attached to the *Travel and Expense Report*.

- Employees must return any advance amounts in excess of substantiated expenses no later than when the related *Travel and Expense Report* is submitted (within 60 days).

If an employee does not substantiate expenses and/or clear advances within 60 days, these amounts will be treated as if they were paid under a non-accountable plan and treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2.

In order for business expense reimbursements to be authorized and those eligible for tax-free reimbursement to remain tax-free to the employee, the policies that follow must be adhered to.

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## TRAVEL AGENCY SERVICES

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Faculty and staff traveling on University business are encouraged to make travel arrangements through the *travelND* booking tool or directly through Anthony Travel which has been selected to provide complete travel services to the University community. Contact information follows:

Anthony Travel, Inc.

LaFortune Student Center (Basement)

Notre Dame, IN 46556

(574) 631-7080

(800) 366-3772 (DOMERS2)

Fax: (574) 631-8504

<http://www.anthonytravel.com>

The basic travel services of booking air, hotel, and car rental services will be provided without charge to the University business traveler's department or budget unit. Additional services are available at the rate of \$50/hour or by quote. Contact Anthony Travel for additional information.

The *travelND* booking tool is for business use only. The University's contract with the vendor providing this tool prohibits personal use of the booking tool.

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<sup>2</sup> The 60-day requirement is from the latter of the date paid or incurred. Prepaid business trip expenses will be considered incurred during the trip and thus the 60 days calculated from the last date of the trip.

## TRAVEL CARD PROGRAM

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Notre Dame offers the JP Morgan Chase Visa Travel Card to help facilitate travel on University business. This Travel Card, **to be used for business purposes only**, can be used by employees as a primary payment vehicle for travel, entertainment, and business expenses. The Travel Card program offers card users a variety of travel benefits. For a list of Travel Card benefits or application instructions, visit <https://travel.nd.edu/> or contact the *TravelND* Helpdesk at (574) 631-4289 or [travel@nd.edu](mailto:travel@nd.edu).

University employees are eligible for the cash advance feature within the JP Morgan Chase Visa Travel Card. For a JP Morgan Chase Visa Travel Card, visit <https://travel.nd.edu/> or contact the *TravelND* Helpdesk at (574) 631-4289 or [travel@nd.edu](mailto:travel@nd.edu). Make sure to request the cash advance option. Those already utilizing the JP Morgan Chase Visa Travel Card but without the cash advance option can activate this option by contacting the *TravelND* Helpdesk at (574) 631-4289

Individual cardholders are liable for all charges made on the JP Morgan Chase Visa Travel Card and for making the payment directly to JP Morgan Chase Bank to satisfy those charges. Failure to pay charges accumulated on the Travel Card could result in an issuance of an invoice to the University of Notre Dame from JPMorgan Chase and may be recovered by the University from the employee through any means available to it under the law. JPMorgan Chase and the University reserves the right to cancel any individual's Travel Card should it be deemed appropriate. Cardholders seek reimbursement for business-related expenses incurred on the JPMorgan Chase Visa Travel Card by submitting a *Travel and Expense Report* to the Accounts Payable Department. The University does not directly pay personal credit card statements or the individual Travel Card for University employees and travelers.

## BOOKING TRAVEL ARRANGEMENTS

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As a convenience to travelers and to avoid personal cash flow hardship, a traveler may book business airline tickets, hotels, and other accommodations through the *travelND* on-line booking tool or Anthony Travel. The traveler can provide an appropriate general ledger account number (FOAPAL) to which the expenses should be charged. Expenses such as airline tickets which have been paid and charged directly to a budget unit through *travelND* or Anthony Travel should be reported on the final *Travel and Expense Report* in order to reflect the entire travel picture for audit purposes as well as for budget administrators to review. It is up to individual departments to decide whether the expenses must be included in the expense report and marked as "Non-reimbursable Expense" to show the entire cost of the trip; or to just include the documentation as an image with a note in the comments section indicating that the expense

was prepaid or charged directly to a FOP. For both scenarios, the receipts should be attached for audit purposes.

While *travelND* and Anthony Travel are available for the traveler's use, the University will reimburse travelers for self-booked travel made through other means, though the documentation requirements must be closely followed (see specific documentation requirements in [Air Travel](#), [Lodging](#), and [Car Rental](#) sections for details). Further, the University will reimburse prepaid expenses (e.g., flights, conference fees, car rentals, hotels, etc.) incurred prior to the actual travel dates. Any prepaid expenses that were previously reimbursed are to be reported on the final *Travel and Expense Report* after the trip in order to reflect the entire travel picture for audit purposes as well as for budget administrators to review. It is up to individual departments to decide whether the expenses must be included in the expense report and marked as "Non-reimbursable Expense" to show the entire cost of the trip; or to just include the documentation as an image with a note in the comments section indicating that the expense was prepaid or charged directly to a FOP. For both scenarios, the receipts should be attached for audit purposes.

It is the responsibility of the traveler and the approver to verify expenses submitted for reimbursement have not been previously reimbursed or paid through a previously submitted expense report, cash advance, or an outside agency or other third party (including Anthony Travel).

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## AIR TRAVEL

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### ***General Procedures***

Airline tickets may be charged directly to a budget unit through the *travelND* on-line booking tool, Anthony Travel. Travel may also be self-booked by the traveler. Any reimbursement request should be submitted for via a properly approved *Travel and Expense Report*. A traveler who self books may choose to prepay for flights and submit a *Travel and Expense Report* prior to traveling for reimbursement to avoid personal cash flow issues. Airline tickets charged directly to a budget unit or previously reimbursed are to be reported on the final *Travel and Expense Report* after the trip in order to reflect the entire travel picture for audit purposes as well as for budget administrators to review. It is up to individual departments to decide whether the expenses must be included in the expense report and marked as "Non-reimbursable Expense" to show the entire cost of the trip; or to just include the documentation as an image with a note in the comments section indicating that the expense was prepaid or charged directly to a FOP. For both scenarios, the receipts should be attached for audit purposes.

The University will not reimburse travelers for tickets purchased with frequent flyer miles. Accumulated awards remain the property of the traveler; however, if a traveler arranges a more expensive flight solely based on a Frequent Flyer program, the traveler is responsible for the difference in cost. Frequent Flyer bonus awards should not be the deciding factor when selecting flights.

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

In order to meet IRS requirements that a flight was taken and paid for by the traveler, documentation support with E-tickets requires an itinerary reflecting airline, flight numbers, departure/arrival dates and times, and receipt listing total flight cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment.<sup>3</sup> The Itinerary/Receipt requirements may be satisfied by the same summary document depending upon the method used by the airlines or travel company.

### ***Travel Classes***

Travelers must book the lowest price nonstop coach class airfare available that reasonably meets the traveler's schedule. If the traveler wishes to maximize comfort and convenience for domestic travel (i.e., utilize Business or First Class), the traveler will pay the difference between the lowest price nonstop coach class fare and the final fare. Appropriate documentation of such arrangements should be submitted to the University with the business or first-class ticket.

For travel to Alaska, Hawaii and destinations outside North America or for necessary medical reasons (accompanied by appropriate supporting documentation), air travel other than coach class is allowed if the situation warrants and only with approval from a Dean or Officer or their authorized representative on the [Request for Airplane Business/First Class Exception Form](#).

### ***Sponsored Travel***

Except as noted below, travelers on sponsor-funded trips outside the continental United States must travel on U.S. carriers at coach rates. Airfare costs in excess of the lowest available commercial discount airfare or customary standard (coach or equivalent) airfare on a U.S. carrier are unallowable except when such accommodations would:

- require circuitous routing;
- require travel during unreasonable hours;
- excessively prolong travel;
- greatly increase the duration of the flight; or
- be inadequate for the medical needs of the traveler.

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<sup>3</sup> Absent the summary itinerary and receipt 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 electronic receipt print out from kiosk or 24 hour check in process, boarding pass, and/or copy of traveler's credit card statement reflecting the charge.

Sponsoring agency travel guidelines fully explain the exceptions via 41 CFR 301-10.<sup>4</sup> Recipients of sponsored awards are advised to consult those guidelines before making arrangements for any travel. Justification for any exception to the sponsored requirements must be documented on the *Travel and Expense Report* or in *travelND*.

### ***Airline Clubs***

Individual dues paid for membership in an airline club are generally not reimbursable. If an exception is approved (by a Dean or Officer, or their authorized representative), the reimbursement will be excludable from income only to the extent that the employee meets the substantiation requirements of the Internal Revenue Service. See [Social Club Memberships](#) for more information.

In order to meet these “substantiation” requirements, the University will provide the *Allocation of Personal and Business Expenses - Club Memberships form* to each employee receiving an airline club membership. It is the employee’s responsibility to document business versus personal use of airline clubs paid for by an employer. This form should be submitted annually before December 1 of each calendar year as the method of reporting business and personal use for tax purposes. To the extent that the employee fails to substantiate the business purpose, the total amount of dues paid will be treated as compensation, subject to required payroll tax withholding, and reported on the employee’s Form W-2.

### ***Accounting for Unused Airline Tickets***

Unused airline tickets purchased by the University should be returned immediately to the place of purchase for processing a credit against future travel or refund. The passenger receipt should be attached to the *Travel and Expense Report*, indicating which coupons were returned for credit in the comments section. If refunds are not issued, the traveler’s department is responsible for tracking the proper use of future flight credits granted. However, flight arrangements made through the *travelND* on-line booking tool or Anthony Travel will be handled and tracked by Anthony Travel for processing any credits for unused airline tickets. Note that any unused airline tickets initially charged to a grant/sponsoring agency must be reversed and more appropriately charged to departmental accounts for future departmental benefit.

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<sup>4</sup> As defined in [OMB Circular A-21](#)

## LODGING

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The University will pay actual room costs, as substantiated by the detailed hotel bill, for each day that lodging away from home is required for business reasons. Additional lodging costs, such as Internet charges, meals, etc. charged to the hotel room should be reflected separately on the *Travel and Expense Report* itemized under lodging.

Travelers should choose convenient, safe, and reasonably-priced accommodations whenever practical. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical option available.

Hotel arrangements can be made through Anthony Travel. Rooms can be guaranteed to the traveler's Travel Card or other personal credit card. Travelers will not be reimbursed for "no show" charges unless extenuating circumstances occur and are adequately explained.

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. The University will not reimburse travelers for the value of free accommodations used for business travel.

### ***On-line receipts documentation for lodging:***

Documenting lodging with only on-line receipts (as opposed to a receipt directly from the hotel) requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment.<sup>5</sup> This is typically an issue when the lodging is booked via an on-line travel website other than directly with the hotel.

### ***Local Lodging for Guests of Notre Dame***

Whenever possible, guests should be housed at the Morris Inn on campus. Reservations can be made by calling the Morris Inn at (574) 631-2000.

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<sup>5</sup> 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.

## CAR RENTAL

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The use of a rental car should be justified as a business necessity. When traveling in groups, sharing of cars is encouraged to reduce costs. When renting a car, fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

The University's preferred vendor relationship is with Enterprise Holdings, Inc., offering both the National Car Rental and Enterprise Rent-A-Car brands, enabling the traveler to benefit from significant savings and enhanced service benefits. University employees may enroll in the Emerald Club which is National's frequent renter program, providing members with exclusive benefits and privileges to make renting faster and easier, and make your business travel more productive. The expedited rental services offered to Emerald Club members are specific to rentals with the National Car Rental brand. When renting at an Enterprise location, you may use your Emerald Club member number to simplify the rental process at the counter. For further information on this program, visit <https://travel.nd.edu/> or contact the *TravelND* Helpdesk at (574) 631-4289 or [travel@nd.edu](mailto:travel@nd.edu).

For those needing a vehicle originating on or around campus, in lieu of renting a car from an agency, Transportation Services has a variety of vehicles available in its Motor Pool for University business purposes. The charge for these vehicles can be arranged as a direct charge to the traveler's budget unit FOAPAL. Contact Transportation Services at 1-6467 to make arrangements.

Zipcars are also available on campus. Zipcar is the world's leading car-sharing service. Zipcars are available 24/7 to all students, faculty, and staff members, ages 18 and older. Gas, 180 miles per day, insurance, reserved parking spots and roadside assistance are included. Cars can be reserved anywhere from an hour to four days. For more information on the Zipcar program, visit <http://green.nd.edu/sustainability-at-nd/transportation/>

### ***On-line receipts documentation for rental cars***

Documenting rental cars with only on-line receipts requires a receipt/itinerary from the on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, payment method (e.g., Visa \*\*\*\*\*1234), and evidence of full payment.<sup>6</sup> This is typically an issue when the car is rented using an on-line travel website rather than directly with the rental agency.

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<sup>6</sup> 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.

### ***Car Rental Insurance***

Collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance (PAI), and liability insurance supplement (LIS) should be declined when traveling within the United States; if elected, such insurance is not reimbursable. However, when traveling outside the United States, this coverage should be selected and is reimbursable.

While the University's insurance will cover the cost of damage to a rental car, the person (or Department) renting the vehicle will be responsible for the deductible (currently \$250) for any damage to the rented vehicle.

Some states and/or car rental agencies require travelers less than 25 years of age to obtain insurance. If the insurance is required, it is reimbursable.

Questions regarding car rental insurance should be directed to Notre Dame's Risk Management and Safety Department at (574) 631-5037 or [riskman@nd.edu](mailto:riskman@nd.edu) for guidance.

### ***Car Rental for Travelers Less than 25 Years of Age***

There are certain restrictions for travelers less than 25 years of age renting a car. Special arrangements can be made through Anthony Travel for travelers under age 25 or for travelers who are otherwise unable to make car rental arrangements.

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## MEAL AND ENTERTAINMENT EXPENSES

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The University will reimburse travelers for reasonable, non-excessive meal expenses (breakfast, lunch, dinner) incurred while traveling away from home or entertaining on University business. Travelers will be reimbursed for personal meal expenses in one of two ways:

- for actual and reasonable costs properly documented by original receipts, or
- on a location-specific per diem basis using the Per Diem rates set by the General Services Administration (GSA) at <http://www.gsa.gov/portal/category/21287>.

Travelers must choose one method of reimbursement—to claim actual expenses or utilize per diem—for the duration of the trip.

### ***Actual Expense Method***

According to Internal Revenue Service guidelines, meal and entertainment charges for business guests are reimbursable on a tax-free basis when names, positions/titles, and the organizational affiliation of the guest(s), along with the business purpose are indicated on the *Travel and Expense Report* or on the supporting documentation. Receipts must be submitted for any individual meal or entertainment expense regardless of cost.

*NOTE:* Original documents are not required in *travelND* as copies are scanned or faxed and attached to the expense report electronically. It is recommended that the submitter retain original receipts at least until the reimbursement notification e-mail is received from the University.

A receipt is defined as a written acknowledgment that a specified remittance, article or delivery has been made. At a minimum, the name of the payee, date and amount should appear on the receipt. Any unusual items or special circumstances causing a policy deviation should be fully explained on an attached, signed memorandum and properly approved.

Alcohol charges that are eligible for reimbursement must be charged to the general ledger account code 72450 or 72451 in order to be segregated from expenses calculated in the overhead cost rate applied to sponsoring grants and contracts. **This segregation requirement applies to all University departments or budget units.** Alcohol purchases are not to be charged under any circumstances to sponsoring grants and contracts. Alcohol is not reimbursable to Notre Dame undergraduate or graduate students regardless of source of funds.

### ***Per Diem Method***

Reimbursement on a per diem basis is the payment of a flat sum to cover meal and incidental expenses each day instead of a statement of actual cost. Per diems are not available for expenses other than meal and incidental costs (laundry, dry cleaning and tips). Current per diem rates are available at <http://www.gsa.gov/portal/category/21287>. These rates are automatically applied in *travelND*.

Travelers who use a per diem allowance do not have to substantiate each meal expense but they must demonstrate that the trip occurred with a receipt, such as an airline receipt or hotel itinerary, that indicates the dates of travel.

Please note the following regarding the use of per diems:

- Per diem reimbursement is available for conference travel only if the conference does not provide any meals in the registration cost.
- The meal per diem amount is based on Federal Travel Regulations in effect at the time of travel and varies by city. U.S. per diem rates are typically set for the calendar year every January. Foreign meal per diem rates are revised more frequently—as often as monthly. When a trip includes more than one University business stop and the cities involved have different per diem rates, the per diem rate for each calendar day (beginning at 12:01 a.m.) is determined by the location of the lodging for that night.
- Per diem allowance on partial days of travel (first and last days of trip) is 75% of the applicable daily per diem rate.

Per diem reimbursement is advantageous in circumstances where a traveler's actual expenses are difficult to separate from those of a group sharing costs or when the record keeping involved in actual reimbursement would be unusually cumbersome. If travel will include business entertainment, claiming actual expenses will be preferable for the traveler.

#### ***Food or Refreshments for University Events***

All food or refreshments required for a University event (breakfast, luncheon, dinner or reception) can be provided through University Food Services Catering Department – *Catering by Design*. Charges can be made directly to the sponsoring department's FOAPAL code.

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## TIPS

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Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts will be reimbursed. Tips should be reasonable (typically 15-20%) and any unusual amounts should be explained. Tips to University employees should be documented on the *Travel and Expense Report* and will result in taxable income to the recipient employee.

Meal and incidental tips are considered included in the per diem rate.

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## CONFERENCES AND PROFESSIONAL MEETINGS

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The conference agenda or a meeting schedule is to be submitted with the *Travel and Expense Report* to support the business purpose of the trip. The entire conference agenda need not be attached; the most important pages are those containing the location of the conference, the schedule and those pertaining to the traveler's involvement at the conference (e.g., as a speaker or panel member).

When attending a conference that has a designated airline, the traveler should notify the travel agent about the designated carrier so that the special conference air fare can be obtained if lower than other available fares.

When attending a conference, travelers may stay at the conference hotel, even though it may not be the most economical option available.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason. Meals not included in the conference fee are reimbursable on the actual cost basis only. Per diem reimbursement is available for conference travel only if the conference does not include any meals in the registration cost.

Many conferences offer optional recreational events for attendees for an additional cost/fee. Decisions regarding the reimbursement for such events should be made by the traveler's supervisor. It is best such decisions be made prior to the travel. Unless appropriate business purpose is documented, reimbursement of such events may be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2.

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## TRAVEL INSURANCE

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Faculty and staff traveling on business, either domestically or abroad, are automatically covered by the University of Notre Dame Travel Accident Insurance Policy at no cost to the traveler. This coverage applies only to trips on University business, not for a traveler's personal business. Spouses of employees traveling on University business are also covered by these policies if the spouse travel is approved by the University.

The cost of any additional travel insurance is not reimbursable in most cases (see [Car Rental](#) section for exceptions).

### ***Injuries***

Employees who suffer injury, illness or death by an accident arising out of and in the course of their employment, whether on or off campus, are provided medical care and other benefits under Worker's Compensation. If injured while on University business, travelers should contact the Risk Management and Safety department at (574) 631-5037 or [riskman@nd.edu](mailto:riskman@nd.edu) for guidance.

## TAXI AND OTHER LOCAL TRANSPORTATION

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The cost of taxis or other transportation to and from hotels, airports or railroad stations in connection with business activities is reimbursable. Airport parking over the long-term should be avoided. Alternative arrangements for travel to airports should be considered when airport parking charges will exceed the cost of a round-trip taxi or limousine service.

## PERSONAL AUTOMOBILE

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Use of the traveler's personal automobile will be reimbursed at the effective [Internal Revenue Service mileage rate](#) (designed to cover gas, oil, and fixed costs such as insurance and depreciation), not to exceed the cost of available round-trip economy or discounted airfare, whichever is less. The departure point for the trip will determine the actual mileage traveled for reimbursement (e.g., from the University or the traveler's home). Tolls and parking fees are reimbursable. Car wash expenses are generally not reimbursable.

Reimbursement for meals, lodging, and expenses other than for transportation is generally limited to those normally incurred during the time applicable to commercial air transportation. A chairperson or budget administrator can approve reimbursement of expenses incurred outside this time period if the University requires automobile travel (e.g., for the transportation of equipment or lab samples) or if the overall cost of the trip to the University is less than commercial air costs. Individuals electing to use a personal vehicle instead of air travel must fully document the cost savings of mileage versus the price of the lowest available nonstop flight. The Mileage Justification Form can be used to assist in documenting the mileage and can be found at <http://cfweb-prod.nd.edu/controller/search.cfm>

### ***Business Justification - Driving vs. Flying***

Business justification is required for driving a personal automobile on business trips of 1,000 miles or more roundtrip. This justification would normally include a flight quote reflecting the drive cost less than or equal to a flight cost. Any additional expenses incurred as a result of driving (i.e., lodging, meals, parking, etc.) are to be included in the cost comparison. If the cost comparison does not justify the drive, then any extenuating circumstances should be fully explained. Otherwise, the traveler will be reimbursed only up to the amount of the flight quote along with related costs such as expected travel to and from the airport, etc. The Mileage Justification Form can be used to assist in documenting the mileage and can be found at <http://cfweb-prod.nd.edu/controller/search.cfm>

### ***Electronic Toll Passes (i-Zoom, I-Pass, etc.)***

The University will reimburse for actual tolls incurred for business purposes, whether paid via cash or electronically. Electronic toll expenses can be supported by reduction in prepaid balance amounts documented by statements available on line from i-Zoom, I-Pass, etc. vendors. The University will not reimburse individuals for the cost or deposits required on i-Zoom, I-Pass, etc. transponders or for the funding of an individual's account in anticipation of incurring future tolls for business.

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## UNIVERSITY VEHICLE

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When using a University vehicle for business travel, fuel, oil, and repair expenses will be reimbursed at the actual costs paid by the traveler, not the mileage rate. The use of a University vehicle should be noted on the *Travel and Expense Report*. Tolls and parking fees are also reimbursable.

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## TELEPHONE AND OTHER COMMUNICATION CHARGES

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**Phone** - The University will pay charges for calls made outside a University office provided the calls are substantiated by a telephone bill (or hotel invoice). The Internal Revenue Service requires documentation of the business purpose for all reimbursed phone calls.

**Cell phones** – Phone and/or data charges incurred for business purposes on personal cell phones should be itemized and submitted for reimbursement. Monthly cell phone charges for an employee's personal cell phone service cannot be reimbursed unless approved by the department's budget administrator and submitted with a [cell phone expense allocation form](#).

**Internet** - It is anticipated that the University's connection to the Internet will be used by all employees when needed. Internet charges while in travel status will be reimbursed if appropriate business purpose is documented. Monthly Internet line charges for a personal residence cannot be reimbursed unless approved by the department's budget administrator and submitted with an [internet expense allocation form](#).

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## SPOUSE TRAVEL

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Spouses of faculty and staff are occasionally asked to travel on University business. The [Request for Spouse Travel](#) form is intended to document the appropriateness of spouse travel in accordance with University and Internal Revenue Service guidelines.

Spouse travel reimbursement by the University requires approval by a Dean or Officer, or their authorized representative (for Officer travel, approval is by the President, EVP, or Provost) on the *Request for Spouse Travel* form. While preapproval is not required, obtaining it ensures the traveler knows the reimbursement status of spouse travel expenses before the travel takes place.

The *Request for Spouse Travel* form should be sent to Accounts Payable prior to the date of travel for taxability determination. Spouse travel will be approved for non-taxable treatment only when the presence of the spouse on a business trip serves a bona fide business purpose. Otherwise, travel expenses for a spouse, even if approved, must be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2. Following are guidelines considered in determining taxability of spouse travel.

Business Purpose - When a spouse's attendance at a professional function or meeting with current/potential benefactors serves a legitimate business purpose, the spouse's travel expenses can be reimbursed without tax impact. A detailed itinerary must be submitted outlining the "who, what, when, where, and why" of the spouse's activities each day on the trip.

Considering an eight hour workday to be standard, the spouse would need to demonstrate more than five hours of business-related activity for the vast majority of travel days to achieve non-taxable status. Any activity performed on behalf of the University should be documented as well as other events or entertainment occasions (e.g., dinners, receptions, etc.) for which the employee and spouse are acting in an official capacity on behalf of the University.

Incidental Duties - When a spouse attends a meeting or conference as a companion and has no significant role or performs only incidental duties, the spouse's attendance does not constitute a business purpose.

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## MISCELLANEOUS EXPENSES

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Laundry, dry cleaning, and pressing services away from home are reimbursable only when the traveler is away in excess of 5 days and when the expenditures are reasonable in nature. Laundry and dry-cleaning expenses are included in the per diem rate.

## SOCIAL CLUB MEMBERSHIPS

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(See separate section on [Airline Club Memberships](#))

Individual dues paid for membership in any club organized for business, pleasure, recreation, or any other purpose are generally not reimbursable. If an exception is approved (by a Dean or Officer or their authorized representative), the reimbursement will be excludable from taxable income only to the extent that the employee meets the substantiation requirements of the Internal Revenue Service. The University will provide the *Allocation of Personal and Business Expenses - Club Memberships form* to each employee receiving any club membership. It is the employee's responsibility to document business versus personal use of social clubs paid for by an employer. This form should be submitted annually before December 1 of each calendar year as the method of reporting business and personal use to the Tax Department. To the extent that the employee fails to substantiate the business purpose, the total amount of dues paid must be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2.

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

## GIFTS AND AWARDS TO EMPLOYEES

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Gifts and awards given by the University to employees are typically considered taxable income. Thus they must be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2. Please refer to the current [gift policy](#) on the [Controller's website](#) for more information.

## FELLOWSHIPS, SCHOLARSHIPS, AND AWARDS

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Fellowships, scholarships, or awards paid to individuals are generally not reportable under Internal Revenue Service guidelines but are likely taxable. If the payee is a nonresident alien for tax purposes, the payment will be subject to withholding taxes and reported to the individual and the Internal Revenue Service on annual Form 1042-S.

Fellowship, scholarship and award payments should be submitted on a [Check Requisition](#) form rather than on a *Travel and Expense Report*. The recipients are not employees performing services

and therefore cannot satisfy the “business purpose” requirement under an “accountable plan” as defined by the Internal Revenue Service.

Departments are responsible for providing a current copy of the [\*Fellowship/Scholarship/Award letter\*](#) to inform the recipient student of the potential tax implications of the payment.

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## EMPLOYEE RECRUITMENT

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Travel for prospective employees and their families must be authorized by the school or department in order to be reimbursed. Reimbursements for authorized travel expenses such as airfare, hotel, and meals incurred during the recruitment process are not taxable to the prospective employee. Prospective employees are not covered by University insurance.

Once an offer of employment has been accepted, travel expenses are considered to be “Moving Expenses”.

## MOVING EXPENSES

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The University is required to report all reimbursements for moving expenses to the Internal Revenue Service. Only qualified moving expense reimbursements are excludable from gross income.

Non-taxable "qualified" moving expenses (assuming it meets the time and distance test<sup>7</sup>) include:

- Packing of furniture and personal belongings
- Transportation of furniture and personal belongings from the previous principal place of residence to the new principal place of residence
- Insurance and in-transit storage for periods of up to 30 days
- Travel and lodging costs (other than meals) associated with one trip to move to the new residence by the employee and members of the employee's household

Taxable non-qualified moving expenses include:

- Pre-move house hunting, including travel, meals, and lodging once an offer has been accepted
- Meals associated with the trip to move to the new residence
- Meals and lodging in temporary quarters; includes University-provided housing
- In-transit storage charges beyond the 30 day limit
- Personal needs such as a driver's license and auto insurance
- Real estate fees incurred when leaving the former residence or acquiring the new residence

If reimbursed for taxable items, the amount must be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2. Please visit the Controller's Group website for more information on [moving expenses](#).

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<sup>7</sup> 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.

## INTERNATIONAL TRAVEL

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Reimbursement requests for international travel follow the same guidelines as the general travel policy. In addition to airfare, business meals and entertainment, car rentals, lodging, etc., the traveler will be reimbursed for applicable passport/visa fees, required immunizations, airport taxes, exchange rate fees, and other items necessary for conducting University business in connection with University travel.

Expense reports must be submitted in U.S. dollars with an explanation and translation of the foreign receipts and their conversions. Travelers must use the currency rates that were in effect on the date the expense was incurred. Travelers may use the website [www.oanda.com](http://www.oanda.com) to obtain such rates.

Other than travel to be charged to sponsored awards, first class accommodations are reimbursable for international rail travel. U.S. airlines must be used for all sponsored international air travel.

The University's Travel Insurance carrier does not provide coverage in "war risk" countries. Risk Management and Safety should be contacted to verify that the country in which you are traveling is afforded coverage. A list of "war risk" countries can be found on the Risk Management and Safety web site [riskman@nd.edu](mailto:riskman@nd.edu). Should the country to which you are traveling fall into this category, limited replacement coverage is available through HTH Worldwide. No death benefit is provided. This HTH coverage is obtained by contacting Risk Management and Safety at 631-5037.

## GROUP TRAVEL

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Group travel guidelines are normally applicable to groups of ten or more. Airfare and hotel discounts are often negotiable for group travel. Anthony Travel can be consulted for specific information. Group discounts should be utilized when available. The University is considered exempt from sales tax on lodging and meals in many states (though not Indiana). Please visit the [Controller's Group website](#) for the current [state tax exemption table](#) to obtain more specific information regarding sales tax exemption for a group trip.

## TRAVEL ADVANCES

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Travel advances are available to University faculty and staff traveling on University business, using the cash advance option on the JP Morgan Chase Visa Travel Card. For a JP Morgan Chase Visa Travel Card, contact the *TravelND* Helpdesk at (574) 631-4289 or [travel@nd.edu](mailto:travel@nd.edu). Make sure to request the cash advance option. Those already utilizing the Travel Card but without the cash advance option can elect this option by contacting the *TravelND* Helpdesk.

Travelers with special travel needs, such as in chaperoning a group of students with substantial cash needs or for international travel to locations where Visa is not widely accepted, or those for whom the Travel Card is not a viable option, should contact the [Accounts Payable staff](#) for other travel advance options.

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## SIGNATURES

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*Travel and Expense Reports* require both the signature of the employee and the appropriate approval authority (chairperson, budget administrator, or his/her designee). As each department has a different supervisory structure, the appropriate authority is defined by this structure (normally the employee's immediate supervisor, department chairperson, or budget administrator). No employee should approve their own *Travel and Expense Report*. In no instance shall a peer or subordinate approve a *Travel and Expense Report*. See [Responsibilities](#) section for discussion on employee and approval responsibilities.

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## SUPPLIES AND MISCELLANEOUS BUSINESS EXPENSES

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Employee reimbursement via a *Travel and Expense Report* is used primarily to reimburse for travel and entertainment expenses. The employee reimbursement method should only be used for emergency purchases of goods or services. An employee reimbursement should not be used as a means to circumvent strategic vendor relationships, university bidding policies or approved buying methods.

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## BUYND

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*BuyND* is the University's e-Procurement system, designed to give campus users quick, simple, and convenient access to negotiated contract pricing with strategic suppliers. *BuyND* provides on-line requisitioning, approvals, and access to vendor's catalogs, and punch-out capabilities to vendor web sites. *BuyND* is the preferred method of purchasing goods and services at the University of Notre Dame, with exceptions identified for the Procurement Card program, check requisitions, and employee reimbursement. Visit the [buyND website](#) for more detailed information.

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## PROCUREMENT CARD

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The University's Procurement Card ("Procard") program provides an efficient way to purchase low-dollar business-related goods and services. The Procard:

- Provides University employees the ability to procure non-travel and entertainment items of a relatively small dollar value (less than \$1,500) efficiently and effectively;
- Is the preferred purchasing method for items less than \$1,500 where there is no *buyND* catalog to support the purchased item;
- Should not be used to circumvent the University's strategic vendor relationships.
- May be used for purchases from non-strategic vendors only if a strategic vendor cannot provide the product. Please see the [commodity-vendor purchasing matrix](#) for a list of strategic vendors.
- Cannot be used to purchase from vendors who are competitors of University strategic vendors.

Please visit the [Procard website](#) for the User Guide or contact the Procurement Card Administrator at (574) 631-4645 or email [procard@nd.edu](mailto:procard@nd.edu).

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## PAYMENTS TO INDIVIDUALS POLICY

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Individuals providing services to the University are most appropriately paid directly by the University for tax reporting purposes. Employees should only in the rarest circumstances pay individuals and then seek reimbursement from the University. Employees should never utilize this method to pay fellow employees. To make a payment to a non-employee for services provided to the University, utilize a [Non Employee Payment for Services Form](#).

For employees, additional payment requests may be submitted on a [Faculty/Staff Additional Pay for Services form](#).

For students, all payment requests are made via the student appointment form available via the Resources tab on insideND.

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## SUBMITTING TRAVEL AND EXPENSE REPORTS

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*Travel and Expense Reports* are submitted to an appropriate campus approver(s) on line via [travelND](#). The approver then forwards on line to Accounts Payable. Under normal circumstances a properly completed *Travel and Expense Report* submitted to the Accounts Payable Department will be processed within 3 working days upon receipt in Accounts Payable. If Accounts Payable is required to seek additional information or return a report which does not have adequate support or proper approval, the reimbursement process will likely be delayed. Reimbursements to employees are processed as direct deposits for those who have a valid direct deposit on file for payroll purposes.

## SCHEDULE A

### TRAVEL AND EXPENSE REPORT SUPPORTING DOCUMENTATION

*The following outlines proper supporting documentation for common travel expenses:*

Expense	Supporting Documentation	Other Documentation Requirements
<b>Air Transportation</b>	Passenger Receipt and itinerary	
<i>E-Tickets</i>	Flight itinerary reflecting airline, flight numbers, departure/arrival dates and times, and passenger receipt listing flight cost, payment method (e.g., Visa **** * 1234), and evidence of full payment	Absent the proper itinerary and receipt, one or more of the following may also be required: E-receipt print out from kiosk or 24 hour check in; boarding pass, and/or a copy of the traveler's credit card statement reflecting the charge
<b>Car Rental</b>	Detailed car rental receipt reflecting the amount paid	
<i>On-line receipts</i>	Receipt/itinerary from on-line travel service (Hotwire, Priceline, etc.) reflecting cost, and payment method (e.g., Visa **** * 1234) and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, including but not limited to detailed receipt from rental car agency indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge
<b>Personal Auto</b>	Miles driven or original gas receipts	If the mileage exceeds 1,000 miles round trip, a flight quote reflecting the drive cost less than or equal to the flight cost
<b>Conferences</b>	Agenda or meeting schedule and paid receipt. The entire conference agenda need not be attached; the most relevant pages will include the location of the conference, the schedule and those pertaining to the traveler's involvement at the conference	
<b>Lodging</b>	Itemized hotel bill showing the amount paid	
<i>On-line receipts</i>	Receipt/itinerary from on-line travel service (Hotwire, Priceline, Hotels.com, etc.) reflecting cost, and payment method (e.g., Visa **** * 1234) and evidence of full payment	Absent the proper itinerary and receipt, additional information may be requested, included but not limited to a detailed itemized hotel folio indicating payment of any balance due, and/or a copy of the traveler's credit card statement reflecting the charge
<b>Meals</b>	Itemized restaurant receipt or charge card receipt with the name(s), position(s), company of the person(s) entertained and business purpose	
<b>Entertainment</b>	Itemized receipt and charge card receipt with names(s), position(s), company of the person(s) entertained and business purpose	
<b>Telephone, Fax, Internet</b>	Hotel bill or other connection charge receipt	
<b>Laundry or Dry Cleaning</b>	Hotel bill or receipt	

## SCHEDULE B

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### EXPENSES NOT REIMBURSABLE BY THE UNIVERSITY

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*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 JP Morgan Chase Visa 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.

## SCHEDULE C

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### CONTROLLER'S GROUP CONTACT INFORMATION

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#### Accounts Payable

*General policy questions:*

[Jackie Fuzey](#), Compliance Program Consultant 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

#### **travelND Help Desk**

*General or technical questions regarding travelND, buyND or the Travel Card:*

(574) 631-4289 or [travel@nd.edu](mailto:travel@nd.edu)

## SCHEDULE D

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### QUICK LINKS FOR RESOURCES AND FORMS

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#### ***Forms***

[Controller's Group Forms Home Page](#)

[Travel and Expense Report](#)

[Check Requisition](#)

[Request for Spouse Travel](#)

[Missing Receipt Affidavit](#)

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

[Mileage Justification Form](#)

[travelND Information](#)

#### ***Resources***

[Controller's Group Home page](#)

[Controller's Group Departments and Staff](#)

[2011 Mileage Rate](#)

[Gift Policy](#)

[Moving Policy](#)

[Sales Tax Exemption Table](#)

[Per Diem Rates](#)

[International Visitors and Faculty](#)

[Fellowship/Scholarship/Award Letter](#)

#### ***Comments/Questions about this document?***

Send an e-mail to Accounts Payable ([acctpay@nd.edu](mailto:acctpay@nd.edu))