

Policies

Travel & Entertainment

POLICY: POL-070

TITLE: TRAVEL AND ENTERTAINMENT

EFFECTIVE DATE: JANUARY 2000

UPDATED: December 2024

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1. General

Travel includes all necessary official transportation on railroads, airplanes, buses, automobiles, and other common carriers. Every situation is different when it comes to travel. Therefore, individuals traveling should make their own travel arrangements in adherence with RWU policies. Entertainment expenses must be prudent and appropriate to the occasion.

This policy is intended to provide for the reasonable needs of travelers, to control travel expenditures, to maximize the University's ability to negotiate discounted rates with preferred suppliers, to facilitate proper reporting, and to ensure compliance with applicable IRS requirements.

While the information in this handbook should be sufficient to cover the majority of scenarios, it is inevitable that certain situations are not addressed. This handbook is not expected to cover every possible situation. For example, federally funded awards may have additional requirements associated with their expenditures. It is encouraged that items of an unusual nature be discussed with the Finance or Purchasing Office.

2. Definitions

For the sake of clarity, the definitions and procedures in this policy and related practice guides distinguish between "transportation" and "travel."

Transportation:

requirements. Any questions should be directed to the Finance Office.

Official Travel: travel on approved university business between home (or normal workplace) and another destination. Commuting between one's home and regular place of employment is not official travel.

Grant Related Travel: travel using federal or state funds. Grant policies supersede the university travel policy.

Supervisor: Someone to whom the traveler reports in an official capacity. A supervisor does not include administrative assistants or employees that report to the traveler.

3. Pre-Approval of Travel Requests

All overnight travel on university business should be authorized in advance by the Senior Vice P12 792 re report to the traveler.

traveling to conferences, seminars, etc. the conference schedule and agenda must be attached to the T&E form. Athletic teams and recruiters are exempted from this requirement when traveling on prearranged schedules.

4. Travel & Accommodations

When assistance is required for Travel and Accommodations, it is strongly suggested that all travel and accommodation arrangements should be made through an agency approved by Roger Williams University. Alternatively, "online" travel services may also be used if lower in cost, however, they should always be compared to the RWU approved travel agency. This agency can offer travel assistance away from home should the circumstances require something "online" services do not provide.

Travel Agent

Pearson Travel
1019 Waterman Ave
East Providence, RI 02914
(P) 401-438-8400 or 800- 336-1066
(F) 401-438-6858 Emergency
Maryann Sasso President
(P) 800-817-2508

Primary Contact:

Phone: 401-438-8400
Angela Kozinian Ext. 1802
Virginia Sanchez Ext. 1801
Lynn Lander Ext. 1804
info@pearsontravel.com

5. Airline and Hotel Accommodations

The preferred payment of choice for travel expenses is the RWU P-Card. If employees inadvertently utilize their own personal credit cards for prepaid trip expenses (i.e., airline tickets, registration fees, lodging, etc.), reimbursement will only be made when all trip expenses, along with

receipts, are submitted to the Accounts Payable office after the completion of travel.

In the unusual event when an employee seeks reimbursement for airline travel, claims for reimbursement must be supported by the original passenger receipt. The payment receipt or other documentation that supports the actual cost paid must be provided. Reimbursement for e-

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the traveler and the amount paid or the original payment receipt or other documentation that supports the actual cost paid must be provided whenever possible.

A copy of the final hotel bill, with all charges clearly identified, should be attached to the T&E form. Method of payment should be displayed as well as an explanation of why these charges were not placed on the RWU P-Card.

Air travel must be economy class seating

origin and destination, including coach fare and incidental expenses to travel to or from the airport. If several travelers share a privately-owned vehicle, only the owner of the vehicle will be reimbursed for mileage.

Reimbursement of Costs: An accurate daily record of miles traveled must be maintained and submitted with the T&E form. The reimbursement rate will be preset and published annually. The mileage reimbursement rate covers all operating costs of the vehicle, including but not limited to gasoline, repairs, depreciation and insurance. Private vehicles used for business travel are not covered by university insurance. No reimbursement is permitted for costs of repairs or damages to vehicles, costs for locksmiths, car washes, or towing whether they result from the acts of the traveler or others. Fines for moving or parking traffic violations are not reimbursable.

Commuting costs (transportation between home and workplace) are never reimbursable.

Actual mileage will be reimbursed.

The mileage reimbursed cannot exceed the mileage from the place of employment to the destination.

8. Car Rental

EHI Holdings (comprised of Enterprise Rent-A-Car and National Rental

available to RWU employees for personal travel (please click the

charged directly to the university on behalf of the traveler (e.g., airline tickets, hotel accommodations) must be itemized on the T&E form, with the notation

"prepaid" in the amount column. Amounts prepaid by or charged directly to the university on behalf of the traveler must not be reflected in the expenses claimed by the traveler.

10. Timeframe (Deadlines) for Submitting Requests for Reimbursement

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On the first day and the last day of travel, the traveler can only be reimbursed 75% of the per diem rate. In other words, the traveler must deduct 25% of the meal per diem for both the first and last days of travel.

With the change to a per diem structure, no meal receipts are required for reimbursement. Please note that non-meal related incidental

Once you determine the M&IE rates for the location of your travel, include a PDF that shows the rates. This is an example of the information that needs to be provided in the PDF:



Attach the PDF when you submit your T&E form.

Per Diem allowances will not be prepaid for business-related travel.

Please note that meals and incidentals while traveling cannot be paid for by the RWU P-Card.

12. Non-Reimbursable Expenses

The following is a list of personal expenses (in addition to those that have been identified in other sections of this document) that are not eligible for reimbursement as University business expenses:

Amenities such as movies, in-room bars, saunas, massages, etc.

Childcare costs, babysitting, or house-sitting costs.

Any personal clothing or accessories.

Grooming expenses such as haircuts, toiletries, etc.

Prescriptions, over

Accounts Payable will review each employee T&E form for:

- Proper approval signatures
- Identified business purpose
- Correct totals
- Supporting documentation and receipts
- Policy compliance

The T&E Form must be completed for all personal reimbursements. Entertainment expenses are subject to extensive scrutinizing by the Internal Revenue Service. The business purpose of entertainment, names of attendees and their relationship to RWU must be clearly indicated on the form. Original receipts must be attached to all T & E reimbursement requests along with proof of payment.

The receipt must support the propriety of the transaction and contain the following information:

- Vendor name
- Detailed listing of goods purchased, including item description, quantity and price
- Transaction date
- Total dollar amount of purchase

Photocopies of invoices, credit card statements or record of charge slips accompanying the monthly billing statement, receipts or restaurant stubs are not acceptable unless the original document was lost, and the photocopy is signed with a full explanation of the circumstances.

If a receipt is lost the RWU Missing Receipt form must be attached. Under no circumstances may an individual approve his or her request or that of his or her superior.

15. Foreign Travel

Because of the varied nature of foreign travel, special arrangements for a cash advance can be made by contacting the Finance Department at ext. 3853 or 3886.

All general policies pertaining to travel apply to foreign travel. It is the policy to use a federally established per diem rate for meals when traveling. The per diem rate is \$48.00 per day. Rates are revised monthly, and reimbursement will be made at the rates effective during the actual travel days. You are strongly encouraged to check these rates prior to travel. Please check the following web location for the IRS publication.

http://aoprals.state.gov/content.asp?content_id=233&menu_id=81.

Receipts are not required when the traveler is using the per diem allowance. The per diem does not extend to lodging or any other aspect of the trip. Therefore, actual itemized receipts must be submitted for those costs. A VP must approve all travel in advance and in writing.

Employees who travel internationally must provide supporting documentation for exchange-rate conversion with the T&E Form. A separate travel expense report page should be completed for each type of currency in which expenses are incurred. U.S. dollars may be combined with one type of foreign currency. All expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the travel-expense report and on all supporting receipts.

16. Travel Abroad Insurance

INSURANCE INFORMATION FOR ROGER WILLIAMS UNIVERSITY &
ROGER WILLIAMS UNIVERSITY SCHOOL OF LAW

Employees Traveling Abroad

University and Law School employees traveling abroad on University or Law School business have access to a number of insurance and travel assist programs and benefits, as follows:

1. Medical Insurance

Medical coverage for accidents or a sickness occurring outside the insurance coverage.

If you are enrolled in the University-sponsored medical program through Blue Cross & Blue Shield of Rhode Island you have access to BlueCard Worldwide, which provides coverage when traveling outside the US. Information on BlueCard Worldwide, including contact information regarding finding a doctor or hospital outside the

listing of such programs and benefits is attached. The attachments contain information that may be carried with you while traveling.

In the event of a personal medical situation, you should contact both your primary health insurer (see Section 1 above) along with ACE.

4. Automobile/Van Rental

Employees should not rent automobiles or vans when outside the U.S. Public transportation or transportation through other service providers (taxis, tour guides, etc.) should be utilized. If there are unique circumstances that warrant renting an automobile or van, please contact one of the individuals noted below under Section 7 in advance of the trip to discuss insurance coverage.

5. Personal Property

There is no University or Law School insurance for personal property. Employees are encouraged to speak with their homeowners or rental insurance company in advance of a trip to determine whether such items will be covered or whether a supplemental policy is necessary.

6. Notification of Potential Liability

If, while traveling overseas, you become aware of any matter that may give rise to liability of the University, the Law School, a faculty or staff member, or student such as damage to third-party property or injury to a third-party - please notify the following upon your return to the U.S.

Rachel Nuzzo

Co-

Dinner - \$25 (50% when using federal table)

All other expenses are reimbursed on an actual cost basis and must be substantiated with actual itemized receipts. Please reference the foreign travel section for all non-domestic travel.

18. Spousal/Companion Travel

The IRS has ruled that the expenses of a spouse or other person accompanying a traveler cannot be reimbursed if the person has no significant role or performs only duties of a clerical, secretarial, or medical nature. All requests for reimbursement of spousal travel require the advance approval of the appropriate Vice President, and the supporting documentation must note that the accompanying person is performing significant duties as stipulated by the IRS before approving. Generally, any additional costs incurred because of these additional travelers are non-reimbursable.