

For overnight flights exceeding 5 non-stop hours in flight and other flights exceeding 7 hours in flight, travelers may be reimbursed for business class. In special cases involving long distance travel, premium fares are an appropriate, reimbursable business expense. Upgrades from coach class to business class, as described above, are only allowed for group travel. These upgrades require prior approval of a Senior Officer or the President.

Airline Fees

Certain fees assessed while in coach status are reimbursable from college funds. These fees include

- baggage fees

- Wi-Fi charges when used for business purposes

- GoWiFi Air internet access should be purchased through Direct Travel

- to ensure the lowest available rate.

- snacks or meals charged by the airline (excluding alcohol)

NOTE: Different rules apply for federally funded grant travel. Travelers using federal grant funds for travel may be reimbursed for baggage fees only. All other extra airline fees must be reimbursed from other college funds such as faculty travel or research supplement funds.

Seat upgrades (e.g. extra leg room, exit row, economy plus, etc.) and early boarding fees within coach class are considered personal expenses unless approved by a Senior Officer or the President

Federal grants

5. Student Reimbursements

Students who incur costs for approved activities that primarily benefit the College may be entitled to reimbursement.

Student reimbursements for approved expenditures are not considered reportable as taxable income to the IRS.

6. Unallowable Expenses

The College will not reimburse expenses that are inherently personal in nature. Examples of personal expenses which are not eligible for reimbursement include but are not limited to the following:

Airline club membership dues

Travel insurance costs (travel insurance may be reimbursable if purchased because the traveler has a legitimate concern that he may not be able to travel due to an ongoing health concern)

Amenities such as movies, health clubs or in-room bars

Any personal clothing or accessories

Childcare, babysitting, house sitting, or pet sitting costs

Cost differential on premium and luxury car rentals

Expenses related to non-work activities or personal time off taken before, during or after a business trip

Fines for automobile or parking violations

Gasoline receipts for trips reimbursed for mileage

Grooming expenses such as haircuts and toiletries

Incremental costs for first or business class airline tickets except overnight red-eye flights exceeding 5 non-stop hours in duration and other flights exceeding 7 hours in duration when permitted by the sponsoring agency and/or the department

Magazines, books or other personal reading materials

Membership fees for online social networks, crowdsourcing sites, and content delivery networks (e.g. Amazon Prime, Netflix, LinkedIn)

Prescriptions, over-the-counter medication or other medical expenses

Mobile phone accessories (chargers, power cords, cases, etc.)

Alcohol - Purchases of alcohol are generally not reimbursable by the College. Those who wish to purchase alcohol with their meals or at social events are expected to purchase the alcohol with personal funds. At the discretion of their Senior Officer, employees may be reimbursed for alcohol purchased during business meetings. Employees should, however, use prudence in these circumstances and should not purchase an unreasonable amount of alcohol as compared to the cost of the overall meal. Receipts submitted to substantiate such purchases should note the name of the guests and the nature of the meeting.

Alcohol is an unallowable cost for federal grants. Therefore, **alcohol may be charged as either a direct or indirect expense of federally sponsored projects.**

Spouses and guests The College will not provide reimbursements for the expenses of spouses or others who accompany faculty or other employees on College business, except in unusual circumstances which require their presence to perform a bona fide business purpose. These exceptions must be approved in advance and in writing by a Senior Officer or the President.

7. Preferred Suppliers

The College has established preferred supplier relationships for most travel requirements with the goal of providing quality service and the best possible pricing. Travelers are expected to use the following suppliers for travel services:

Travel agents:	Direct Travel
Internet travel:*	Direct Travel W K U R X J K 7 U H D V X U H U ¶ V 2 I I L F H Z
Hotels:	Corporate rates through Direct Travel or College affiliations
Auto Rental:	Enterprise Car Rental National
Credit Card:	JPMorgan Chase

The College also has preferred rates with local hotels for in-town parents, vendors or guests. The Procurement and Risk Management (725-3115) will provide a list of these properties.

Component of Daily Meals Per Diem Rate	
Breakfast	

