LANDMARK COLLEGE TRAVEL POLICIES: (updated 4/15/09)

GENERAL -
Employees will be reimbursed for all reasonable and necessary expenses while traveling on authorized College business. The College assumes no obligation to reimburse for expenses that are not in compliance with this policy.

The traveler is responsible for complying with the travel policy. This policy cannot anticipate every travel, therefore, employees are expected to use the same degree of judgment as they would if they were traveling on a personal trip. Travel reimbursement should leave the employee in a financially neutral position, neither gaining nor losing.

AIR TRAVEL –
- The normal class of service for all employees will be the equivalent of coach or economy class to all destinations. The College will not pay for first class air travel.
- Airline tickets will be booked at the lowest logical fare.
- Overweight baggage charges or customs duties will be reimbursed only to the extent that they pertain to College goods.
- Expenses incurred in checking, carrying and shipping baggage are reimbursable. If practical, items should be shipped separately by other means.

LODGING –
- Suites or other more expensive rooms should not be utilized in the normal course of business travel.
- Employees will not be compensated for accommodations when choosing to reside with relatives or friends during business travel.
- When an employee is accompanied on a business trip by a family member, the excess of the double occupancy rate over the single rate is considered a personal expense and will not be reimbursed.

CAR RENTAL –
- It is recommended that travelers use our preferred rental agency Enterprise whenever possible to control costs unless a better rate can be obtained.
- It is recommended that debit cards not be used for car rentals because in the event of an accident, the car rental agency may choose to freeze your debit card account.
- Employees traveling alone or with at least one other person (who is also an employee or customer/vendor) are eligible to rent mid-sized cars. Any exception to this policy must be approved in advance. Travelers are responsible for daily rental costs in excess of the approved car class.
- Travelers should accept optional insurance coverage for business travel with the U.S. Outside of the continental U.S., renters should elect only the Loss (Collision) Damage Waiver (LDW or CDW).
- Travelers should note that Personal Effects Coverage (PEC) is available at their own cost.
LANDMARK COLLEGE TRAVEL POLICIES:

CAR RENTAL CONTINUED -
-Rental agencies per gallon gasoline charges for refueling are exorbitant. Whenever possible, employees should fill the gas tank before returning the car.
-Pre-paid fuel may be an option if the traveler anticipates having an empty tank at the end of the business trip. Evaluate this option on a case by case basis.
-For short distance travel, public transportation (buses, subways, taxis, hotel shuttles) should be used if the cost would be less than a car rental and the traveler is not inconvenienced.

PERSONAL AUTO –
-Where practical, employees may use personal autos on College business provided they have auto liability insurance in force that satisfies minimum state requirements. Consideration should first be given to the cost and availability of public transportation.
-Reimbursement for the use of personal autos will be at the mileage rates established by the College. Tolls and parking expenses will also be reimbursed.
-Employees will be reimbursed for the mileage traveled in excess of the mileage usually traveled between the employee’s home and work location.
-Any mileage traveled to or from airports in excess of normal commute will be reimbursed.

MEALS -
-Meal expenses are reimbursed only when an employee is in travel status, or for a legitimate business purpose.
-Each employee, while in travel status, should pay for their own meal and report that cost on their own expense report. An exception can be made if the most senior employee in a group of traveling employees pays the restaurant bill for the group.
-An employee may elect a per diem meal allowance when meal receipts cannot be obtained. This is to be considered an exception to the standard practice of obtaining receipts for all purchases.
The per diem allowances are as follows:

Breakfast - $ 8.00
Lunch - $15.00
Dinner - $32.00

When meal charges exceed the per diem amount, the manager approving the expense report should be satisfied that the charges are not excessive.
-Alcoholic beverages are not reimbursable.
-Original charge card receipt or detailed cash register receipts are required for all meal expenditures. The receipt should include the amount, date and name of the establishment. Restaurant tear tabs will not be accepted.
-Expenses not supported by an appropriate receipt may be reduced to the per diem amounts where it can be reasonably shown that an expense has been incurred.
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MEALS CONTINUED –
The following information must be included on employee expense reports as support for all business meal charges:

1. Name, title and company of all attendees
2. Name and location of the establishment where the event took place
3. Amount and date of expense
4. Specific business topic

NON-REIMBURSABLE EXPENSES –
Kennel fees
Personal entertainment
Hotel room movies
In-flight movies and refreshments
Traffic fines
Personal magazines / books
Health club fees
Gifts for employees

GRATUITIES –
The reasonable costs of gratuities to porters, bellhops and other service personnel will be reimbursed.

EXPENSE REPORT DOCUMENTATION –
A. Receipt Requirement
-When traveling, employees should make a practice of requesting receipts for all business related expenses that will be included on the expense report.
-All receipts used to support an expense report must be original receipts. Photo copies will not be accepted (unless the originals are being sent to an organization to be reimbursed to Landmark). Also, in accordance with IRS regulations, “tear-off” receipts from the bottom of restaurant bills will not be accepted.
-No receipt, no reimbursement.
LANDMARK COLLEGE TRAVEL POLICIES:

EXPENSE REPORT DOCUMENTATION CONTINUED –

B. Expense Report
- The expense report must be completed in full. This is to include department/account number, route covered and business purpose.
- The appropriate supervisor/manager must approve the expense report.
- The expense report must be submitted no later than two weeks after returning from their business travel. When an employee unreasonably delays the submission of an expense report, a detailed explanation as to the delay and approvals beyond those normally needed will be required.
- A conference or meeting agenda should be attached to all expense reports.

Accounting will review expense reports for arithmetic accuracy, required documentation and approvals are present, compliance with policy and reasonableness of the amount and business nature. Any exceptions will be documented and returned to the employee for additional information. The fact that this audit is performed does not relieve management of their initial responsibilities in approving expense reports.