Regis College Travel Policy

The following travel policy contains guidelines for proper travel procedures and reimbursement. All College employees should travel safely, comfortably and economically.

TRAVEL APPROVAL:

Employees traveling on College business, attending meetings, conventions or seminars must seek the approval their supervisor before any expense has occurred. To accomplish this, a Travel Authorization Form must be completed before traveling. This form specifies the purpose and estimates the cost of the trip. This form must be signed by the traveler and approved by the traveler's supervisor.

EXPENSE REIMBURSEMENT:

At the conclusion of the trip a Weekly Expense Report must be completed, approved by your supervisor and forwarded to the Business Office within five business days. The Business Office will provide prompt reimbursement of all expenses within two weeks provided all original receipts are properly attached to the form. If a receipt is not submitted for a particular expense item, that item will be denied reimbursement. When completing this form follow the Weekly Expense Report Instructions.

TRANSPORTATION:

When purchasing air travel tickets please use your College PCard if you have been issued one otherwise use a personal credit card. Please remember the College will only reimburse for economy class travel. Employees are expected to seek the lowest fare whenever possible.

LOCAL TRANSPORTATION:

The College encourages the use of public transportation whenever possible. Airport buses and shuttle services are also reasonable transportation alternatives. Verify with the hotel if they operate a shuttle service to and from the airport.

AUTOMOBILES:

For local transportation employees are encouraged to use their own vehicle provided you maintain proper levels of auto insurance. The College will reimburse for mileage expense at .50 cents per mile provided a Mileage Log Form is completed. Parking and tolls are reimbursable provided receipts are attached. Employees utilizing rental vehicles will be reimbursed for fuel, tolls and parking provided receipts are attached. Road or parking violations are not reimbursable. Fuel is not reimbursable with a personal vehicle and mileage is not reimbursable with a rental vehicle.
Mileage is always reimbursable from the College to your business destination. If you are traveling to a temporary business destination from your home mileage is reimbursable from your home to the temporary business destination. Regular commuting mileage from home to the College is never reimbursable.

CAR RENTALS:

When selecting a rental company please contact three companies and compare rates. Verify with the Director of Campus Services and the Accounts Payable Manager to see if we are enrolled in any corporate programs. In addition, request car rental rates from your air carrier since combination packages are available. The College encourages employees to rent sub-compact or compact vehicles. Exceptions to this rule are if multiple employees are traveling together or excessive College materials are necessary. Optional collision insurance must be purchased. Personal accident insurance should not be purchased and is not reimbursable, as the College will be responsible up to the standard deductible.

LODGING:

When planning a business trip it is the employee's responsibility to make all of the travel arrangements including lodging. The College will reimburse the employee for a single standard room when traveling. Obviously lodging rates are dictated by market value and market timing. Below is a general guideline for lodging rates. The College will reimburse the employee for lodging up to $125 per day not including taxes for all domestic travel excluding the following cities: Boston, Chicago, Los Angeles, Miami, New York City, Philadelphia, San Francisco and Washington D.C. The reimbursement guideline for these cities will be up to $200 per day not including taxes. An employee who guarantees a room and fails to arrive on time will be charged for any cancellation fee for which the College will not reimburse the employee unless there are circumstances beyond your control (canceled fight or weather conditions). When canceling a reservation request the full name of the hotel representative, the cancellation number and the date of cancellation.

MEALS:

When traveling on College business please follow these meal reimbursement guidelines: Breakfast $10, Lunch $15, Dinner $20 for a total daily amount of $45. These amounts do not include tips. Utilize 15% as a guideline for tips. Employees should avoid paying for other employee's meals on the same trip. When entertaining prospects, alumnae, volunteers or guests of the College employees must complete the “entertainment section” of the Weekly Expense Report. Failure to fully complete this section will result in delayed reimbursement. Again, please remember to attach original itemized receipts.
MISCELLANEOUS:

Business telephone calls or internet access are reimbursable provided they are properly explained. Personal telephone calls or internet access are not considered business and are therefore not reimbursable. Laundry services are reimbursable for extended travel, which is defined as any consecutive period beyond five business days.

INTERNATIONAL:

All of the above procedures and guidelines pertain to international travel as well as domestic travel. Please note the best currency exchange rate can usually be found at a bank or when using a credit card. Employee should avoid exchanging currency at an airport or in international hotels.

BUSINESS & PERSONAL TRAVEL:

If while traveling on business you decide to extend your travel for personal reasons you will only be reimbursed for the business portion of the travel. If you are traveling with friends or family only your business travel related expenses are reimbursable.

RECEIPTS:

*If a receipt is not submitted for a particular expense item, that item will be denied reimbursement.*