

SIMMONS UNIVERSITY TRAVEL & HOSPITALITY POLICY

Effective Date: July 1, 2017

Revised Date: April 2017

This policy applies to faculty, staff, and administrators traveling on Simmons business and/or incurring hospitality expenses on behalf of Simmons University. It has two parts:

Part 1: Traveling on Behalf of Simmons

Part 2: Hosting Events on Behalf of Simmons

Considerable effort has been made to develop a policy that is complete, clear, and reasonable for all concerned, and consistent with IRS Accountability Plan Rules. Please note that **Department Heads and Supervisors with budgetary signing authority** are responsible for informing employees of the Policy's terms and the applicable procedures. All Simmons employees shall adhere to this Policy when incurring travel and hospitality expenses.

In general, original itemized receipts must be included for all expenses. In the rare instances of a missing receipt, the employee should complete a Missing Receipt Affidavit with all signature approvals.

There will be times when circumstances will require exceptions to this Policy. When such circumstances arise, employees should discuss them fully with their Department Head prior to incurring the expense, and then obtain appropriate approval for the expense(s) from the appropriate President's Direct Report.

Note: If your travel or hospitality expenses are anticipated to exceed \$5,000, we recommend that a "Spend Authorization" be completed in Workday and submitted through the associated business process in order for the funds to be encumbered as a commitment.

GLOSSARY for this Policy:

President's Direct Reports: At the time this policy was enacted, the President's Direct Reports include the Provost and all Vice Presidents.

Department Head: The President, the President's Direct Reports, and for:

- **Faculty:** Dean of each School
- **Administrative Areas:** A Senior Vice President, Vice President, or the most senior person responsible for a division.

Supervisor: A Manager who has budget approval authority for an area. Generally, a Supervisor reports to a Department Head.

"You", "Employee", or "Traveler": Faculty, staff and administrators who are potentially entitled to reimbursement in accordance with this policy.

Part 1: TRAVELING ON BEHALF OF THE UNIVERSITY

Simmons recognizes employee travel is sometimes necessary to conduct University business. Simmons encourages employees to use good judgment to ensure travel and hospitality expenses are reasonable and necessary. The University's guiding principles for travel expenditures are two-fold: (1) the employee should not have to use personal funds, to the extent possible, as a result of business travel. Consequently, **anyone travelling on University business should not use personal funds or personal credit cards to book travel related expenses such as hotels, rental cars, or flights**, and (2) travel and hospitality should be planned prudently, minimizing costs in a manner consistent with the purpose and nature of the travel or event. Therefore, Simmons requires that anyone travelling on University business either utilize a Simmons credit card or Simmons Travel Services when booking travel such as hotels, rental cars, or airfare. Please refer to the Simmons Credit Card and Business Expense Reimbursement Policy.

Department Heads and Supervisors with budgetary signing authority have two important responsibilities under this policy:

1. To review and approve their staff's travel plans and anticipated expenses to ensure they are necessary to accomplish the unit's objectives and fall within the unit or school's approved budget;
2. To review and approve Expense Reports and their accompanying documentation prior to them being submitted. Your electronic approval in Workday on Expense Reports is your confirmation to Simmons that the expenses are appropriate, reasonable, not duplicated, and should be charged against your unit's budget. This is discussed in more detail in the University's Credit Card and Expense Reimbursement Policy.

Some units in the University, particularly individual Schools, may elect to impose more restrictive travel requirements than those contained in this document. No unit may employ more lenient travel requirements. Faculty are responsible for knowing the travel and reimbursement limitations which may be in place in each school and to obtain all necessary approvals when seeking to have their travel reimbursed in whole or in part by their Dean/School.

I. GETTING TO YOUR DESTINATION

Simmons strongly recommends commercial transportation for University business travel, particularly between major cities and their environs. Air and rail travel are considered the standard modes of travel in the Northeast Corridor. Travelers should use good judgment to select the type of transportation and class of service to reach the destination safely and for a reasonable price.

A. TRAVEL BY AIR

KEY POINTS:

- Book the lowest coach fare possible.
- Use your Simmons Credit Card. If you do not have one, please apply for one.
- Business Class is permitted at the discretion of and with prior written approval if continuous in-air flying time is over six hours.
- Upgrades in coach travel require approval.

Simmons travelers are expected to select the lowest available coach fare to the destination that meets their business needs. A reasonable exception would be if a non-stop flight from Boston was slightly more expensive than a flight with one or more stops or that had significant lay-overs. Simmons participates in the MASCO Travel Program with member institutions, accessing multiple negotiated airline contracts. Egencia, the corporate version of Expedia, an online travel booking site, and Carlson Wagonlit can identify and compare airline rates and offer significant savings to Simmons employees. Carlson Wagonlit is recommended for the best rates for international and multiple destination trips. Travelers are encouraged to contact the Purchasing Department at x2155 for more information regarding these travel companies, which should be used whenever possible. However, if travelers secure a lower price through other agencies, online or agent serviced, the lower cost flight may be reserved through use of their Simmons credit card.

Airline incentives which provide benefits directly to the traveler, such as mileage programs, should not be considered in selecting a particular flight or airline for Simmons travel.

Travelers may select Business Class only at the discretion of and with prior written approval from the appropriate President's Direct Report, Dean, or the President and when a flight has a continuous in-air flying time of six or more hours. Documentation of this approval is to be included with the Expense Report. In the event a traveler needs to upgrade seating to accommodate a physical disability, prior approval is required. First Class travel may only be approved by the Office of the President or by the Chair of the Board of Trustees or their designee.

Remember to retain all boarding passes or another form of proof of flight. Your boarding passes must be attached to your Expense Report for reimbursement.

Note: If your travel is funded by a federal grant or contract, you must select a U.S. carrier in accordance with the federal law known as "The Fly America Act". If only a foreign airline is available to your destination, the non-U.S. carrier must have a code sharing agreement with a U.S. air carrier and your airline ticket must contain the U.S. airline's designator code.

B. TRAVEL BY TRAIN/RAIL

Rail travel may be used, particularly in the Northeast Corridor (e.g.: NY, DC), when travel by rail may be more convenient than air or automobile travel. Rail travel is reimbursed based on approved documentation.

C. TRAVEL BY RENTAL CAR

KEY POINTS

- Use preferred vendors and pay with your Simmons credit card.
- In the U.S., employees should **decline** all additional insurance offered by the rental company.
- Students renting a car for University business should purchase additional insurance.
- Employees are strongly discouraged from renting vehicles in foreign countries on Simmons business.
- If you rent a car in a foreign country, **do** purchase the additional insurance.
- Simmons prohibits the rental of 15 passenger vans.

In the United States

Renting a car may be appropriate when commercial transportation is not available or when car rental makes good business sense. Simmons has contracted with rental car companies to obtain discounts, and travelers should select from these vendors when renting a car.

Preferred vendor information is available from the Purchasing Office or via this link:

<https://internal.simmons.edu/faculty-staff/general-information/purchasing-and-procurement/travel>

In the event a traveler is liable for injury or damage to third parties from use of a rental vehicle from either U.S. or international travel on behalf of the University, the University's insurance policies will cover the employee, as long as the rental period is less than 60 days.

Use of your Simmons credit card when renting cars **is required** as this provides additional insurance coverage through the University's VISA program, in addition to coverage by the University's insurance policies. This VISA insurance coverage expires after 30 days of continuous rental, so for long-term rentals, call the rental company to renew your agreement on the 31st day. You may obtain from the Budget Office a copy of Simmons Certificate of Automobile Liability as proof of insurance to present to the rental company.

Employ good judgment in selecting size and class of rental car. For one or two travelers, a compact or mid-sized car is the reasonable choice. Larger vehicles are appropriate when carrying more than two passengers, and luxury vehicles should only be rented with written approval from your Department Head. Proof of such approval must be included with your Expense Report.

You should decline any additional insurance offered by rental car companies in the United States. Neither a collision damage waiver (CDW) nor personal accident insurance (PAI) is needed when using a Simmons credit card. Simmons will not reimburse travelers for these costs if they are wrongly elected.

It is important to refill the rental car tank with gas before returning it to the rental company because rental companies typically charge a premium to replenish gas.

Outside of the United States

Renting automobiles in a foreign country is strongly discouraged. Only in rare circumstances, and with approval from a Department Head, should an employee rent a vehicle in a foreign country while on Simmons business. If you rent a car in a foreign country, **do** purchase the additional insurance and consult the Assistant Vice President for Budget and Revenue Planning (x2004) before you leave for important information on renting cars outside of the United States.

What to do in the event of an accident – in the U.S. or abroad

Immediately notify the Assistant Vice President for Budget and Revenue Planning (x2004) and the Simmons credit card company (1-800-508-1276) to report a car accident or stolen vehicle, domestically or internationally. Promptly submit a copy of the accident or stolen vehicle report to the Assistant Vice President for Budget and Revenue Planning and to the credit card company.

Tolls, Garage, and Parking Expenses – with a rental car in the U.S. or abroad

Tolls, fees, and expenses incurred when driving on bridges, tunnels, and toll roads are reimbursable expenses. Parking/garage fees are also reimbursable. Obtain receipts whenever possible. Simmons will not reimburse employees for traffic tickets or citations due to parking or motor vehicle violations.

C. USING YOUR OWN AUTO ON SIMMONS BUSINESS

KEY POINTS

- Simmons discourages employees from using their own cars for Simmons business travel.
- Simmons's insurance policies (other than Worker's Compensation for personal injury) will not cover you in case of an accident.
- Simmons will reimburse employees for mileage at the prevailing IRS rate.
- Employees should not seek additional reimbursement for fuel or wear and tear on their vehicle; it is already included in the IRS mileage reimbursement rate.

The University generally discourages use of a personal vehicle for University travel because Simmons's vehicle and general liability insurance policies do not extend to personal autos driven by employees on Simmons business. If you drive your own car and are involved in an accident, any claim you or others make as a result of the accident (other than Worker's Compensation) must be made to your insurance company, not the University's. Simmons cannot indemnify you or cover the costs of damage to the vehicle, personal property of others, and/or injury to others.

In some instances, use of your personal auto may be desirable because of the proximity of the destination, time savings, or reduced costs (such as when several people are traveling together to the same destination). Document the reason for using a personal automobile on the Expense Report, including names and number of passengers.

If you are planning a trip in your personal auto that is longer than 400 miles round trip, your choice not to use commercial transportation should be discussed with your Department Head prior to the trip. You should document why the costs, time, and convenience of the trip via personal auto are preferable to commercial modes of travel for your Simmons business.

If you are injured while using your personal automobile on University business, notify the Senior Vice President for Finance immediately. Your injury may be covered by the University's Worker's Compensation insurance.

Mileage Reimbursement

Mileage reimbursement is based on the prevailing IRS mileage rate. The current rate can be found on the following link: <https://internal.simmons.edu/faculty-staff/general-information/purchasing-and-procurement/travel/mileage-reimbursement>.

The IRS mileage allowance rate for business trips was developed to cover all vehicle operating costs. Therefore, Simmons reimburses travelers for mileage only. Miles logged onto your personal auto to commute to the Simmons campus are not reimbursable. If you leave for business travel from your home, the number of miles reimbursed is equal to the actual miles driven less your normal commuting miles. If you leave from and return to the University, the number of miles reimbursed will be the total miles driven.

Tolls, Garage, and Parking Expenses – when using your own auto

Tolls, fees, and expenses incurred when driving on bridges, tunnels, and toll roads are reimbursable expenses. Parking/garage fees are also reimbursable when incurred. Obtain receipts whenever possible. Simmons will not reimburse employees for traffic tickets, citations, or unpaid tolls due to parking or motor vehicle violations.

II. SELECTING ACCOMODATIONS FOR YOUR DESTINATION

Travelers should select standard, reasonably priced accommodations when on Simmons business. When attending a conference, travelers are expected to stay at the hotel where conference events occur to take advantage of any favorable group rate that may be available to attendees. Click here to find hotels: <https://internal.simmons.edu/faculty-staff/general-information/purchasing-and-procurement/travel/hotel-accommodations>

Detailed hotel bills must be attached to the Expense Report for reimbursement. If rooms are shared, the names of both occupants and room cost allocation should be explained on the Expense Report. Any additional charges must also be detailed on the Expense Report.

The University has received a tax exemption certificate from various states, such as Florida and New York. The certificate exempts those traveling from being charged any room tax or occupancy tax on their hotel bills. Contact the Accounts Payable Department (ap@simmons.edu) for forms prior to traveling to Florida or New York.

If you are responsible for arranging for paid hotel accommodations for persons visiting Simmons on business with Simmons, you are encouraged to select a hotel where Simmons has special rates and direct billing arrangements. Please consult with the Purchasing Department for a list of participating hotels.

III. OTHER EXPENSES

Expenses should not be charged to your personal credit card. All travel and business hospitality expenses should be charged to your Simmons Credit Card whenever possible. For airfare, hotels, and rental cars you must either use a Simmons Credit Card or book travel through Simmons Travel Services. If you have not been issued a Simmons Credit Card, please apply for one. On the rare occasions where you have mistakenly used your personal credit card for business expenses, you must submit an original itemized receipt and a copy of your credit card statement (with personal information blacked out) as evidence that you incurred that cost.

A. MEALS DURING TRAVEL

The cost of meals and reasonable tips (15%-20% in the U.S.) on business travel is reimbursable. Travelers are expected to exercise good judgment in selecting restaurants or dining venues appropriate to the trip's business purpose. Due to regional differences in meal costs, specific dollar guidelines are not contained in this policy. Detailed, itemized food and beverage expense receipts are required for reimbursement. For room service meals, be sure to get a copy of the itemized receipt when your food is delivered.

Note: Simmons does not reimburse on a *per diem* basis, except for some externally funded international grants and some internal study abroad programs where it will be too difficult to follow Simmons policy on obtaining receipts. *Per diem* reimbursement requires approval from the Department Head and the Senior Vice President of Finance and Administration in advance of travel.

B. ALCOHOL DURING TRAVEL

Reimbursement for the purchase of alcohol is permitted by this policy, and travelers are encouraged to be prudent. Travelers may be reimbursed for alcohol (e.g., a glass of wine or cocktail with dinner) for her/himself or for others, especially when hosting a lunch, dinner or other social event on behalf of Simmons with their Supervisor's approval on the Expense Report. When alcohol is purchased, receipts should be kept and submitted with your Expense Report.

Note: If your travel will be funded by federal money (awards, grants, stipends), alcohol charges must be identified and segregated out on the itemized receipt and can only be charged to an appropriate non-federal department account on the Expense Report. Federal monies cannot be used to pay for alcohol.

C. USING TAXIS DURING TRAVEL

Simmons employees are expected to use their Simmons Travel credit card to pay for taxi fares

whenever possible. Taxi fares, including tips, will be reimbursed where public transportation or airport shuttle service is not safe, practical, or readily available. The use of taxis between hotels and airports, between hotels and conference centers, and between business appointments are considered reasonable and necessary expenses while traveling on business for Simmons. In all instances, obtain fare receipts from drivers and submit them with your Expense Report.

D. TRAVELER'S INSURANCE

Simmons will not reimburse employees who purchase travel insurance for travel on behalf of Simmons. Simmons provides accidental death and dismemberment coverage for all full-time employees. Contact the Office of Talent and Human Capital Strategy for more information on this. The University also has an agreement with the University's credit card provider, and in conjunction with the contracted travel agencies, to provide some minimal coverage to Simmons employee cardholders while traveling. Additional information on this coverage can be found in the Guide to Benefits Package which was issued with your University credit card.

E. PERSONAL PROPERTY INSURANCE

The University maintains no insurance for loss or damage to personal property during Simmons business travel. In case of loss, travelers should seek reimbursement through their own insurance company or directly from the responsible party.

F. TRAVEL COMPANION AND SUBSTITUTION OF EXPENSES NOT ALLOWED

Expenses incurred by a companion, spouse, or other family member accompanying the traveler, unless expressly authorized Simmons, are not reimbursable. Meal and lodging expenditures when an employee elects to stay at a relative's or friend's home instead of commercial lodging are also not reimbursable.

Part 2: HOSTING HOSPITALITY EVENTS ON BEHALF OF SIMMONS

Expenses incurred by employees hosting social events locally, or while traveling, on behalf of or for the benefit of Simmons, are entitled to reimbursement for the costs associated with these events. For reimbursement of official Simmons hospitality events, whether held in a public venue (restaurant or hotel) or private location (home or club) the hosting employee or department must provide the following:

1. The purpose of the meeting or topic of discussion (e.g. fundraising, alumnae engagement).
2. A list of attendees (names and group association) present.
3. Itemized receipts for food and beverage or other appropriate and sufficient documentation.

Expenses other than food or beverage costs may be incurred as part of hosting an event to benefit Simmons. These expenses are also reimbursable with documentation. Examples of such expenses may include, but are not limited to: florist expenses, gifts or other mementoes for attendees, and valet services.

Note: Meals for employees are generally not allowable during the normal course of Simmons-related work, with two exceptions: 1) If a mealtime falls during the only possible or practical time for such a group to gather due to schedules, 2) When employees are required by supervisors to work well beyond their normal work schedules. These expenses are at the discretion of the appropriate President's Direct Report or Dean and require approval and appropriate documentation on the Travel or Non-Travel Expense Report.