Lafayette College
Expense Reimbursement Policy FAQ’s

1. **Where can I find Lafayette College’s policy regarding expense reimbursement?**
   The College’s travel and Expense Reimbursement Policy can be found on the College’s website at: [http://finadmin.lafayette.edu/information-for-faculty-staff/policies/](http://finadmin.lafayette.edu/information-for-faculty-staff/policies/)

2. **Where can I find travel forms?**
   The Travel and Expense Reimbursement Reports can be found on the College’s website at: [http://finadmin.lafayette.edu/information-for-faculty-staff/forms/](http://finadmin.lafayette.edu/information-for-faculty-staff/forms/)

3. **Do I have to use one of the College’s preferred travel agencies for all of my travel arrangements?**
   The College would prefer that the American Express online system or Emmanuel Travel be used for airfare transactions. A traveler may select a different travel service or book their travel directly with an airline if, in their discretion and analysis, they can secure more cost-effective accommodations or can realize other important benefits or flexibility by doing so.

4. **What are the time limitations on submitting Travel Reimbursement Reports?**
   All completed and approved Travel Reimbursement Reports should be submitted to the Controller's Office within sixty (60) days after the travel is completed or the purchase date of the item being submitted for reimbursement.

5. **What receipts are required for travel reimbursement?**
   Generally, incidental and meal expenses of $50 or less do not require receipts. However, regardless of the amount, receipts are required for the following items: airfare, train, vehicle rental, lodging, and business meal (meals paid on behalf of another).

6. **What do I do if I lose a required receipt or it is never provided to me?**
   If a required receipt is not issued, is lost, or misplaced, the traveler can still submit a statement, approved by their Department Head, documenting the date of the purchase, the item(s) purchased, the vendor used.
7. **There are specific expenditures that don’t easily fall within an expenditure category or the type of expense I am concerned about was not discussed in the Policy, does that mean I won’t get reimbursed?**

No, the College will try to reimburse the employee for all non-personal, appropriate business expenses. Of course, as a non-profit, the College requests all employees to be judicious in their expenditures that would be charged to the College and try to control costs in each case as best as practical given the specific circumstances.

8. **How long does it take to receive reimbursement?**

Most reimbursements take less than two weeks to process from the time the Controller’s Office receives the approved Travel Reimbursement Report. If there are questions or missing items, every effort is made to resolve the problem over the phone or through e-mail directly with the employee. For individuals that receive their paycheck via direct deposit, their travel reimbursements are also processed as a direct deposit and an email notification is sent to alert that the payment has been processed.

9. **How can I be reimbursed for an item or situation that is unique or not addressed within the College’s Expense Reimbursement Policy?**

The Controller’s Office will make its best effort to accommodate special circumstances within the College’s practices and IRS requirements. When possible, it is best to review special circumstances with the Controller’s Office in advance of a trip or expenditure that may be unique or not sufficiently considered within the College’s Expense Reimbursement Policy. The Controller’s Office can be reached at 610-330-5136 or in person in Markle Hall, Room 202.

10. **Who can I call if I have a question about the College’s travel policy?**

The Controller’s Office is available to help answer any questions about the Expense Reimbursement Policy and can be reached at 610-330-5136 or in person in Markle Hall, Room 202.