

# Lafayette College Expense Reimbursement Policy

## GENERAL INFORMATION

### 1. Introduction

Lafayette College seeks to provide appropriate reimbursement for all qualified expenses incurred while engaged in official College business in accordance with IRS regulations and College Policy.

This Policy applies to all faculty, staff, students, and others who incur expenses that will be reimbursed from any source of College funds including, but not limited to, unrestricted funds, restricted funds, endowed funds, grants, or contracts. This Policy also establishes the responsibilities of the College and the employee for ensuring that expenses are valid, necessary, and in full compliance with IRS and other government agency regulations.

As a not-for-profit entity, and in order to control total costs for students, families, foundations, and grant providers, the College requires each person submitting expenses for reimbursement to have appropriately pursued low-cost options whenever possible.

### 2. Reimbursement from Grant or Federal Funds

If reimbursement is requested from grant funds, additional restrictions, documentation requirements, and limitations may apply as stipulated by the grant. In addition, federal regulations prohibit reimbursement of any expenditure for alcoholic beverages with federal funds.

### 3. Sales Tax

The College is customarily exempt from sales taxes on its purchases. Therefore, faculty, staff, students, and others cannot be reimbursed for any Pennsylvania state sales tax paid when the College would ordinarily be exempt from the tax. Some examples of Pennsylvania state sales tax that the College would pay include those for lodging expenses, employee meals while traveling, and incidental business meals. The Purchasing Department can be consulted on questions regarding the tax exempt status of a purchase.

### 4. Exceptions to this Policy

If extenuating circumstances exist, they should be described in writing and approved as an exception to this Policy by both the faculty or staff member's Department Head and either the President, the Provost, or the Vice President for Finance and Administration prior to submitting the Travel or Expense Reimbursement Report. In certain cases, material exceptions to this Policy may also need to be subsequently reported to the College's Board of Trustees. It is important to note that, in some instances, the IRS may require that reimbursements that are exceptions to this Policy be treated as taxable income to the recipient.

### 5. Documentation of Expenses (Receipt Requirements)

Receipts are encouraged for all expenses and must be provided for individual expenses of \$50 or more in accordance with the following guidance. While the College's receipt threshold is established at \$50, reimbursement requests can only be submitted for the actual cost incurred. Reimbursement requests from a restricted gift or a grant fund with enhanced receipt and documentation requirements must comply with the requirements of those funding sources.

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Receipts are required for the following specific items regardless of the amount (even when less than \$50). In accordance with IRS requirements, receipts for these items must include the amount, date, location, and essential character of the expense:

- Airfare
- Lodging
- Vehicle Rental
- Train
- Meal reimbursement made on behalf of others (defined as business meals within this Policy)

If a receipt is not issued, or was lost/misplaced, the College can still accommodate the expense request by the submission of a statement as noted under Section 6 herein titled “Missing Receipts”.

Examples of appropriate information to be included on a receipt are shown below:

- A. Transportation receipts for air, train, and vehicle rental expenses should include:
  - i. The passenger’s or traveler’s name on the ticket or receipt
  - ii. The name of the service provider or carrier
  - iii. The ticket receipt that shows the cost
  - iv. The dates of the transportation or rental
  
- B. Hotel receipts should include:
  - i. The name of the guest
  - ii. The name and location of the hotel
  - iii. The date(s) for the stay at the hotel
  - iv. Separate amounts for charges such as lodging, meals, and other services
  
- C. Restaurant receipts should include:
  - i. The name and location of the restaurant
  - ii. The date and amount of the expense
  - iii. Itemization of any expenses that are for other than food and beverages, such as a tip
  - iv. Itemized meal receipts are preferred, however, a credit card receipt will be accepted for reimbursement purposes when the items above are included on the receipt
  - v. The names of the individuals served should be included on the receipt or on the expense report when the reimbursement covers more than the individual seeking reimbursement
  
- D. Conference event documents should include:
  - i. The name of the registrant or attendee
  - ii. A copy of the conference registration form or agenda

Foreign currency payments that are not converted by a credit card statement must be converted to the U.S. dollar equivalent.

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### **6. Missing Receipts**

If a required receipt is not issued, or is lost/misplaced, the faculty or staff member may still be able to be reimbursed by submitting a statement, approved by their Department Head, documenting the date of the purchase, the item(s) purchased, the vendor used, and why the receipt was not available.

### **7. Questions?**

Any questions regarding the College's Expense Reimbursement Policy should be directed to the Controller's Office which will make its best effort to accommodate special circumstances within the IRS requirements, College policies, and standard industry practices. 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 addressed within this Policy.

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## **REIMBURSEMENT FOR TRAVEL RELATED EXPENSES**

### **8. Determining Travel Status**

An individual is deemed to be in "Travel Status" and, therefore, eligible for reimbursement of travel related expenses in accordance with College Policy when on an assignment or at a work location that is more than 30 miles one-way from 1) their assigned work location [for most employees, the College Campus], and 2) their home. Reimbursement for local transportation expenses when not deemed to be in "Travel Status" are eligible for reimbursement in accordance with this Policy as noted in Section 21.

### **9. Travel Advances**

In certain circumstances, the College will provide a travel advance for the estimated amount of eligible expenses within 30 days of the start date of a trip. If a special need arises and an advance is required more than 30 days before the start of a trip, these requests can be approved in advance by the traveler's Department Head and any one of the following officers: the President, the Provost, or the Vice President for Finance and Administration.

To ensure that a travel advance can be approved and processed in a timely fashion, travelers are encouraged to submit the request at least ten (10) days prior to departing. It is important to remember that advances differ from other College payments as they are considered a personal debt owed by the traveler to the College and must be reconciled within 30 days of the return date by filing a completed and approved Travel Reimbursement Report. As such, outstanding advances must be reconciled before an additional advance will be issued. Further, in accordance with IRS regulations, travel advances that are not reconciled in a timely manner are taxable to the employee and reported as wages on an employee's year end W-2.

### **10. Companion Travel Expenses**

In general, travel expenses incurred on behalf of a companion, such as a spouse, family member, or other individual, are not eligible for reimbursement and the employee is expected to pay all incremental costs associated with the companion's travel including transportation and any additional lodging costs, meals, or registration expenses directly associated with the companion's travel.

In accordance with IRS regulations, for companion travel expenses to be eligible for tax free reimbursement to the employee, the employee must fully document how the companion's purpose for traveling is:

- a) For a *bona fide* business purpose, and
- b) Important to the achievement of the College's purposes that require the travel of the employee and the employee's spouse or companion.

For the purposes of companion travel, a *bona fide* College business purpose would include a significant involvement and role in the proceedings or activities and must be beyond the performance of incidental duties of a clerical, secretarial, entertainment, or medical nature. To be eligible for reimbursement, this *bona fide* business purpose must be fully documented for each trip.

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The President, Provost, or Vice President for Finance and Administration must approve all companion travel expenses for valid College business purposes prior to the travel. In certain circumstances, companion travel may also need to be subsequently reported to the College's Board of Trustees, if applicable. The prior approval from the President, Provost, or Vice President for Finance and Administration must be attached to the Travel Reimbursement Report.

Development and alumni relation activities are considered a business activity of the College. Specifically, while performing their official duties in the areas of development, alumni relations, and the ongoing business of the College, the President and the Vice President for Development and College Relations may be accompanied by a companion, who is expected to make an important contribution to achieving the business purpose of the travel or events. In such circumstances, the College authorizes the payment of the business related travel expenses of the President and Vice President for Development's companion. While prior approval from the President, Provost, or Vice President for Finance and Administration is not required for these circumstances, the business purpose fulfilled by the companion must be fully documented and attached to the Travel Reimbursement Report, as these expenses may be subsequently reported to the College's Board of Trustees.

### **11. Transportation Expenses**

While traveling on College business, travelers should expect to receive service and accommodations that are both safe and comfortable, but not lavish or extravagant. Travelers should always seek and select the most economical mode of transportation that meets the requirements of both the traveler and the event schedule. All costs associated with traveling between the employee's residence and assigned work location (typically the campus) is typically considered a commuting expense and cannot be reimbursed.

#### **A. Air Travel**

Coach fares for commercial air travel expenses are reimbursed at the most economical rates for the travel route and schedule requirements. The College does not reimburse travelers for first class, business class, or upgraded air travel accommodations without an extraordinary business justification and prior approval of the President, Provost, or Vice President for Finance and Administration.

Travelers should schedule departure and return flights to minimize the overall travel cost incurred by the College. As such, travelers are also permitted to travel a day earlier or stay a day longer when overall travel savings can be realized.

The College's preferred vendors for airline ticket purchases are American Express online travel or Emanuel Travel in Easton, Pennsylvania. To request a log-in and password to the American Express online travel website, travelers should contact the Purchasing Office. By purchasing airline tickets through the College's preferred vendors, the College is billed directly and travelers are not required to submit for reimbursement for airfare expenses.

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A traveler may select a different travel service or book their travel directly with an airline if, in their analysis, they can secure more cost-effective accommodations or can realize other important benefits or flexibility by doing so. The College does not reimburse travelers for tickets purchased with frequent flier miles.

Faculty, staff, students, or agents of the College may only use commercial flights and may not serve as a pilot in command or crew member of any aircraft while conducting College business. The Office of the Vice President for Finance and Administration or the College's Risk Manager must be contacted at least seven (7) days in advance of any aircraft charters or leases to ensure proper insurance coverage.

### **B. Train or Bus Travel**

Coach fares for train or bus travel are reimbursed at the most economical rates for the travel route and schedule requirements. The College does not reimburse travelers for first class, business class, or Acela service (Amtrak's high speed rail service) without the requisite, supplemental business justification and approval of the President, Provost, or Vice President for Finance and Administration.

### **C. Auto Transportation - Rental Vehicle**

The use of a rental vehicle is the preferred method of auto transportation when not using a College-owned vehicle. With a national rate contract in place, Enterprise Rent-a-car is the preferred rental provider; however, other vendors may be used in locations where Enterprise Rent-a-car is unavailable. To operate a rental vehicle, the traveler must follow the College's Transportation Procedures (available on the "Finance and Administration" webpage). When renting from Enterprise Rent-a-car, the College is billed directly for the rental expenses of the vehicle. Expenses for rental costs paid to other providers, as well as fuel, tolls, and reasonable parking fees are eligible for reimbursement. Tickets or other fines are not reimbursable.

### **D. Auto Transportation – College-Owned Vehicles**

College-owned vehicles can be reserved, as available, in accordance with the College's Transportation Procedures. To operate a College-owned vehicle, the traveler must follow the College's Transportation Procedures (available on the "Finance and Administration" webpage). Expenses for fuel, tolls, and reasonable parking fees are eligible for reimbursement. Tickets or other fines are not reimbursable.

### **E. Auto Transportation - Personal Vehicle**

Travelers can choose to use their personal vehicle for College business travel but, in doing so, are advised that their personal auto insurance will be the primary coverage for any incidents that occur while traveling on behalf of the College. When electing to use a personal vehicle, travelers will be reimbursed at the current IRS mileage rate in effect at the time of travel. The mileage rate covers all operating costs of the personal vehicle including, but not limited to, depreciation, repairs, fuel, and insurance. Expenses for tolls and reasonable parking fees are eligible for reimbursement. Tickets or other fines are not reimbursable.

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### **F. Transportation – To and From Transportation Terminals**

Travelers are eligible for reimbursement of actual expenses of a commercially-hired car service or the IRS mileage rate as noted for the use of a personal vehicle when traveling to and from a transportation terminal. Due to limitations of the College's insurance policies, travelers cannot be reimbursed for use of a non-commercial car service (such as a friend or family member).

### **12. Lodging Expenses**

Lodging expenses, including additional fees that may be charged for internet services, will be reimbursed at the amount of the actual expense to the traveler. Travelers should use reasonably priced, standard accommodations. When traveling to a conference, it is appropriate to stay at the hotel hosting the conference, assuming that the daily rate is not unreasonably expensive relative to other nearby alternatives.

### **13. Meal Expenses – Domestic Travel**

Reasonable expenses for meals and gratuities (approximately 15% to 20%) incurred are permitted and are reimbursed based on the traveler's actual costs.

When non-faculty employees are dining together while on College business and the meal is paid by a single employee, that individual should be the most senior employee in the group. The senior employee must list all employees in the dining party and submit the receipt for reimbursement. It is recommended that each employee separately pay and submit reimbursement requests for all non-overnight meals (as the IRS requires the College to include these reimbursements in taxable wages).

Meal expenses will be reimbursed for breakfast if the traveler is required to depart at or before 7:00 AM, lunch if the traveler is still traveling between the hours of 11:00 AM and 2:00 PM, and dinner if the traveler returns home at or after 7:00 PM. In accordance with IRS regulations and requirements, even though the College is providing reimbursements for meals, if the trip does not include an overnight stay, the reimbursement is included in the employee's wages and reported on Form W-2 for income tax purposes.

### **14. Meal Expenses – Foreign Travel**

As an alternative to the reimbursement of actual meal expenses as described above, the College also allows a *per diem* payment method for meals and incidental expenses for foreign travel. The traveler's department can choose to reimburse either actual expenses as noted above or a *per diem* rate for foreign travel. As *per diem* rates often are in excess of actual expenses, departments should be aware that *per diem* rates should not be deemed to be a funding entitlement.

Once a method is chosen for foreign meal and incidental expenses, the traveler must remain consistent within that methodology for the duration of that specific trip. For example, travelers cannot submit actual meal and incidental expenses one day and *per diem* meal and incidental expenses on another day within the same business trip. Meal receipts are not required for the *per diem* method, but travelers must be able to demonstrate that the trip did occur. Subject to the

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existing or standard budget approval process, employees may choose either the *per diem* or actual cost reimbursement for each trip.

For *per diem* payments, the College uses the lower of \$75 per day or the U.S. Department of State's published meal and incidental expense rate ([http://aoprals.state.gov/web920/per\\_diem.asp](http://aoprals.state.gov/web920/per_diem.asp)) for the city and country that a traveler will stay in overnight. The U.S. Department of State's rates are subject to change monthly. If a city is not listed with a *per diem* under a country, the "Other" rate published for that country should be used.

When opting for the *per diem* method of reimbursement, the reimbursement rate includes all incidental expenses (such as fees and tips to porters, baggage carriers, bellhops, hotel maids, and transportation expenses between places of lodging and business and places where meals are taken). *Per diem* reimbursement may need to be prorated on the first or last travel day, if multiple locations or partial day travel is involved, or when meals are furnished at no cost to the traveler. In such instances, those meals should be adjusted from the *per diem* rate following the adjustment schedule noted below.

Meal	Portion
Breakfast	20%
Lunch	30%
Dinner	50%

For example, if breakfast is provided with a conference and the total allowable *per diem* for that day is \$75, the maximum *per diem* that can be requested for reimbursement is \$60 (breakfast is considered to be 20%, or \$15 in this case, of the *per diem*).

### **15. Alcohol**

In accordance with the College's Alcohol Service Policy, alcoholic beverages are not reimbursable to the employee when purchased or consumed in the direct company of students. Alcohol is not reimbursable when purchased for consumption at a "Bring Your Own Bottle" or "BYOB" event, as alcohol must be served by either a licensed establishment, or a Lafayette Dining Services bartender, or an otherwise certified person to serve alcohol in other jurisdictions.

### **16. Pre-Registration for Conferences**

Pre-registration for a conference is permissible and can occur in advance in cases where an early registration cost would be lower or otherwise beneficial to the attendee or the College. The cost of a conference pre-registration must still be charged to the fiscal year that corresponds to the conference dates.

### **17. Incidental Expenses**

Incidental expenses such as fees and tips for persons providing services, hotel housekeeping, luggage handlers, local transportation, tolls, parking fees, and charges for business-related phone and fax usage incurred while an employee is deemed to be in Travel Status are allowable and are reimbursed based on the traveler's actual costs. When in Travel Status for ten (10) consecutive days or more, travelers may also submit a reimbursement for reasonable laundry or dry cleaning expenses incurred during the trip.



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### **REIMBURSEMENT FOR NON-TRAVEL RELATED EXPENSES**

#### **18. Standard Policy for Purchasing College Goods and Services**

Lafayette College recognizes that employees will, on occasion, incur various types of expenses as they perform tasks and duties that support the operations of the College and further its educational mission. However, the College's Expense Reimbursement Policy cannot be used to circumvent existing College procurement practices.

The College has a central Purchasing Office and a series of purchasing protocols and processes for various items that should serve as the standard choice for the purchase of the College's required goods and services. The College's standard policy for the purchase of goods and services is that the College must make these purchases and pay its vendors directly. Nonetheless, it may still be necessary for an employee to make the occasional direct purchase of goods and services and in such cases, the College will reimburse employees for those qualifying purchases in accordance with this Policy.

#### **19. Business Expense Eligibility**

In order to be eligible for reimbursement from the College, expenses must be appropriately authorized and be deemed reasonable and necessary expenses that the College would ordinarily incur.

##### **A. Appropriately Authorized**

Expenses incurred by an employee on behalf of the College must be authorized and procured in accordance with existing purchasing policies and procedures.

##### **B. Reasonable**

Expenses are reasonable when they are considered comparable in cost to similar services and not deemed to be lavish or excessive.

##### **C. Necessary**

Necessary expenses are those that are appropriate and helpful in developing or maintaining the operations of the College and further its educational mission.

##### **D. Ordinary**

Ordinary expenses are those connected to a common and accepted practice within higher education and the specific function or area of practice that the expense is supporting.

#### **20. Vendor Federal Tax Identification Number**

If an employee uses a vendor that the College has not used before, the employee can be reimbursed for expenses to that vendor after he or she obtains the vendor's Federal Tax Identification Number (TIN). The experienced vendor can provide a completed IRS W-9 Form which is easily available from the IRS website. Employees can also confirm in advance that a vendor's TIN is on file with the College by contacting the Controller's Office.

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### **21. Qualified Reimbursable Business Expenses**

The College will reimburse the following types of business expenses in accordance with this Policy.

#### **A. Local Transportation Expenses**

Local transportation costs to alternate work locations can be reimbursed in accordance with the College's Policy for travel expenses as noted within previous sections.

#### **B. Business Meals**

To be considered a qualifying business meal, there must be a clear business reason for the meal and substantial discussions relative to the College's operation must occur. When an employee's companion or spouse is included in the group, that person's meal cannot be included in the reimbursement request unless his/her specific presence is directly integral to the business being conducted and appropriate documentation for the *bona fide* business purpose is submitted.

If the meal qualifies as a business meal, the full cost of the meal including tax and tips may be reimbursed. The College's policy on alcohol must be followed for alcohol related expenses to be eligible for reimbursement. When requesting reimbursement for a meal, all of the attendees must be listed on the Expense Reimbursement Report. Reimbursements cannot be made for meals considered lavish or extravagant.

##### **i. Business Meals Attended by Non-College Employees**

An outside party such as a donor, vendor, student, parent, peer from another institution, or an employment candidate for a faculty or professional position, etc. must be present and be an integral part of the business discussions at the meal.

##### **ii. Business Meals Attended by Only College Employees**

Generally, meals involving only College employees will not be reimbursed, as most College business should be able to be accomplished during normal business hours without the increased cost to the College of a meal. Exceptions may be made when such business meals are infrequent in nature and there is no reasonable opportunity for the business to be conducted at another time. For the exception to apply, the requestor will need to substantiate why the meal was necessary in order to accomplish the College's business.

##### **iii. Annual Holiday Meal**

Each office or department of the College may also provide one holiday meal each year where a maximum of \$25 per employee will be reimbursed. The meal must be funded from the department's annual operating budget.

##### **iv. Annual Staff Retreat**

Each office or department of the College may also provide one staff retreat each year. This cost should be modest and, if it is held off campus, the location should

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generally be close to the campus. The cost of this retreat must be funded from the department's annual operating budget.

**v. General and Light Refreshments**

Occasional light refreshments provided at departmental events can be reimbursed. These refreshments must be funded from the department's annual operating budget.

**vi. Compliance with the College's Food & Beverage Service Policy**

Meal reimbursements must comply with the College's Food & Beverage Service Policy. Exceptions to the College's Food & Beverage Service Policy may be granted by the faculty or staff member's Department Head and any one of the following officers: the President, the Provost, or the Vice President for Finance and Administration.

**vii. Retirement and Going Away Receptions**

Infrequent retirement and going away receptions of a minimal cost that are held on campus in honor of an employee that has been with the College for five years or more and are open to the general College community can be charged directly to the department's annual operating budget (these costs are not eligible for reimbursement as they need to be charged directly to the department's operating budget).

**viii. Alcohol**

In accordance with the College's Alcohol Service Policy, alcoholic beverages are not reimbursable to the employee when purchased or consumed in the direct company of students. Alcohol is not reimbursable when purchased for consumption at a "Bring Your Own Bottle" or "BYOB" event, as alcohol must be served by either a licensed establishment, or a Lafayette Dining Services bartender, or an otherwise certified person to serve alcohol in other jurisdictions.

### **22. Other Expenses**

The following other expenses are also eligible for reimbursement as noted below:

- Incidental materials and supplies that are not ordinarily purchased by the College at a lower cost.
- Occasional registration and conference fees if the participant was unable to pre-register and pay in advance.
- Professional books and related research materials for faculty with professional development accounts when the use of a College purchase order is not feasible.

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### NON-REIMBURSABLE ITEMS

#### 23. Non-Reimbursable Items

While not intended to be an exhaustive list, the following items are deemed ineligible for reimbursement under the College's Expense Reimbursement Policy; due to the primarily personal nature of the expense, or the IRS guidelines on such:

- Personal identification documents, including driver's license and passport
- Personal laundry and dry cleaning for trips of less than ten (10) consecutive days
- Personal phone calls
- Snacks, beverages, candy, and mini-bar items that are not part of a reimbursable meal
- Clothing including academic gowns and tuxedo rentals
- Personal entertainment and recreation expenses, including movies or computer games
- Health club fees
- Cost of barbers and/or hairdressers
- Luggage (please note: airline baggage fees are reimbursable)
- Personal care items
- Medications and medical needs
- Magazines, books, newspapers, or other reading materials
- Lost or stolen luggage, clothing, or other similar personal items
- Expenses for the care of a dependent child or family member, including child or elder care
- Kennel or pet-sitting expenses
- Traffic violations, parking tickets, fines, personal vehicle repairs and maintenance
- Accident insurance premiums when renting a vehicle within the United States
- Insurance costs such as life insurance, flight insurance, and baggage insurance
- Celebration events, such as the welcoming or retirement/going away meals or the celebration of administrative professionals or boss days, etc (see Retirement and Going Away Receptions as noted in Section 20.b.vii)
- Contributions, including those to religious, political, or other charitable organizations
- Gifts or flowers to vendors, colleagues, and employees, including gift baskets or gift cards and certificates for employee convalescence or bereavement
- Office holiday decorations
- Atypical or extravagant desk accessories or artwork
- Purchases made from a "Related-Party" vendor. A "Related-Party" vendor is a vendor whose owner or other key employee is directly related to the College employee from the office directly making the purchase
- Home office goods or services, including business related technology devices and computers for use at home
  - As an exception, business related technology devices and computers purchased by faculty from their professional development accounts, if approved by the Provost, will be reimbursed – though they must be included as taxable compensation.
- Any item paid with frequent flyer miles, vouchers, coupons, and other non-cash incentives that do not require the employee to pay "out-of-pocket"
- Fees for airline and other travel club memberships
- Other items of a predominately personal nature

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## **RESPONSIBILITY OF FACULTY, STAFF, EXPENSE APPROVERS, AND THE COLLEGE**

### **24. Responsibility of Faculty and Staff**

It is the responsibility of faculty and staff that incur expenses while engaged in College business to confirm that expenses being paid or reimbursed by the College were valid and in compliance with this Policy.

Travel arrangements and purchases should be well planned so that costs remain as low as reasonably possible and all employees must remain conscious of their obligation to expend College funds prudently to help control costs for students and families.

Faculty and staff must also ensure that expense reimbursement requests have not been previously paid via direct charge to a College account, by payment request submitted to Accounts Payable, by a previously submitted reimbursement request, or by an outside organization.

### **25. Responsibility of Expense Approvers**

Faculty Travel Reimbursement Reports are generally approved by the Provost's Office when charged to faculty travel expense accounts while all other Travel and Expense Reimbursement Reports are generally approved by Department Heads. All approvers are responsible for verifying that the business purpose of the travel or purchase is valid, supports the College's educational mission, is directly related to official College operations, and that expenses are consistent with College Policy, properly documented, and charged to the proper accounts.

### **26. Responsibility of the College**

The Controller's Office is responsible for reviewing Travel and Expense Reimbursement Reports and travel advance requests for proper supporting documentation, approvals, mathematical accuracy, appropriate account coding and adherence to IRS regulations and the requirements of this Policy.

Should audits identify errors or items that are not in compliance with this Policy, the individual and department involved will be contacted for resolution via reimbursement to the College.

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### **REIMBURSEMENT PROCESS**

#### **27. Forms to Submit and Timing**

Travel expenses are reimbursed in accordance with this Policy upon submission of a complete and authorized Travel Reimbursement Report to the Controller's Office within 60 days of the end of a trip.

All other expenses are reimbursed in accordance with this Policy upon submission of a complete and authorized Expense Reimbursement Report to the Controller's Office within 60 days of the purchase date.

The deadline to submit reimbursements within a fiscal year is communicated by the Controller's Office each year and is generally around July 10<sup>th</sup>. Travel or expense reimbursements submitted after the published date will be charged to the new fiscal year budget.

In accordance with IRS regulations, reimbursement for expenses that are not substantiated within a reasonable amount of time [established as the later of i) 90 days after a purchase or, ii) the end of a trip for Lafayette College] must be treated as paid under a non-accountable reimbursement plan and deemed salary, subject to withholding and reportable on the employee's Form W-2.

To facilitate the review and reimbursement process, a separate Travel or Expense Reimbursement Report should be filed for each trip or purchase and the required receipts and appropriate backup attached as noted within this Policy.

#### **28. Reimbursement Payments**

To both expedite and simplify payments to all employees, and to enhance convenience for the employee, reimbursements to employees that receive direct deposit of their paycheck will be made as a direct deposit to their account of record. All other employee reimbursements will be made by a check payable to the employee.