

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 1 of 21

APPLICABLE TO: All Units

ASSOCIATED POLICY: 4.09

TITLE: Travel, Entertainment and Business Expenses

[Table of Contents](#)

I. Procedure2

II. Scope2

III. Responsibilities3

IV. Authorized Approvals4

V. General5

VI. Air Travel.....6

VII. Automobile Rental.....7

VIII. Other Means of Transportation8

IX. Lodging9

X. Meal Expenses.....10

XI. Local Meals.....11

XII. Entertainment Expenses.....11

XIII. International Travel12

XIV. Family and Guest Travel Expenses13

XV. Tips and Gratuities14

XVI. Employee Recruitment Expenses.....14

XVII. Travel Insurance14

XVIII. Travel Expenses for Speakers, Lecturers, and Other University Guests Performing Services15

XIX. Student Travel15

XX. Expenses Payable by Other Organizations15

XXI. Conference Registration.....15

XXII. Travel Advances15

XXIII. Gift Cards16

SCHEDULE A.....17

SCHEDULE B.....18

SCHEDULE C.....19

SCHEDULE D20

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 2 of 21

I. Procedure

The following procedures are intended as a guide to meet the requirements of the Samford University's Travel, Entertainment and Business Expense Reimbursement Policy (the "Policy" 4.09) to reimburse individuals for University related travel, entertainment and business expenses under an IRS Accountable Plan. The responsibility to observe the established procedures rests with both the traveler/employee and the supervisor who certifies conformance to these procedures by approving the expenditure(s). The same judgment and consideration applies to travel, entertainment and business expense reimbursements as to any University transaction. Reimbursement should be sought and authorized only for expenses that conform to University established policy and procedure and that are ordinary, necessary and reasonable both in the amount and relative to the purpose.

1.1 Applicable Parties. These procedures apply to any employee, student or University guest who incurs travel, entertainment and business expenses on behalf of Samford University and seeks reimbursement for those expenses from the University, regardless of the source of funds. There are sections addressing specifically students and other third parties where applicable.

1.2 University P-cards. To the extent possible, all travelers will be required to obtain and use a University provided P-card. The University provides P-cards to full time employees of the University on an as needed basis and recommends frequent travelers request a P-card as this is preferable to individual reimbursement. For more information, refer to the Samford University Purchasing Department website.

II. Scope

The University will reimburse for reasonable, appropriately documented and properly authorized travel, entertainment and business expenses incurred in the transaction of University business if they are in compliance with this Procedure.

2.1 Additional Restrictions. Individual University departments may implement more restrictive procedures to which departmental personnel should adhere and which the department should monitor and enforce. In addition, Sponsored projects, such as National Institute of Health Grants, may have additional requirements. The applicable award document and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards should be referred to prior to contacting the grant accountant for specific project guidelines.

2.2 Accountable Plan. Samford University's Travel, Entertainment and Business Expense Reimbursement Policy and related procedures are intended to meet the Internal Revenue Code (IRC) definition of an "accountable plan". Reimbursements from the University for ordinary and necessary business expenses under such an accountable plan will not be reported by the University to the IRS as taxable income to the recipient.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 3 of 21

To comply with accountable plan rules, employee advancements and reimbursements must meet the following rules:

- Expenses reimbursed must be business expenses that are allowable as deductions and that are paid or incurred in connection with the performance of services as an employee/independent contractor (ones that would have not been otherwise paid by the traveler/employee). Further, travel advances (PNC PaySource cards) must be reasonably related to the cash business expenses expected to be incurred.
- Travelers/employees and the subsequent authorizer/approver must submit a properly substantiated (amounts, time and business purpose) *Expense Reimbursement Report* to the Accounting and Financial Services Office within 3 weeks of completion of travel. The fiscal year end of the University is June 30 so any expense reports not turned in by the following week will likely be charged to the following year's budget.
- All amounts in excess of substantiated expenses (unused money from advances) must be returned to the University within the 3 weeks of completion of travel.

Notwithstanding, if an employee does not substantiate expenses and/or clear advances to accounting within 60 days after travel has been completed, these amounts will be treated as compensation, subject to required payroll tax withholding, and reported on the employee's Form W-2. In some cases to get the best price, travel needs to be booked well in advance of travel for conference fees, airline tickets and hotel deposits. These should be turned in with the final trip expenses within the 60 days. It would be preferable if these charges were paid on a University p-card issued to the employee or directly through someone in Business Services to avoid a delay in reimbursing out of pocket expenses directly to the individual, which are generally reimbursed after the trip. Even in situations where the submitter is awaiting funding information or FOAPAL assignment, substantiation must be made within the 60 days to qualify for accountable plan treatment. Those in such a situation may charge a general departmental account and later reclassify the charge by an accounting journal entry after receiving funding/FOAPAL assignment. Those awaiting information on grant funding should also see the Pre-Award Spending/Advance Account Guidelines for the particular grant.

III. Responsibilities

These procedures are intended to ensure consistent and fair treatment between departments throughout the University and the uniform reporting of financial results. In general, the cost of travel, entertainment and other business expenses should be governed by what is reasonable and appropriate to the purpose involved. The University respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. The following information outlines responsibilities of various parties to the process:

3.1 Traveler/Employee. The individual submitting an *Expense Reimbursement Report* bears the responsibility to:

- Verify that all expenses being paid or reimbursed by the University are valid and conform to the procedures herein with the understanding that requests lacking required documentation and/or explicit business purpose will be questioned and perhaps not be reimbursed.

SAMFORD UNIVERSITY

EFFECTIVE: 2/19/2020
REVISED: 1/1/2023

PROCEDURE NUMBER 4.09.1

Page 4 of 21

- Attest that expenses submitted for reimbursement have not been previously paid through a prior submitted expense report, cash advance, PNC -PaySource or P-card, or by an outside agency or other third party.
- Submit all forms related to the reimbursement request with appropriate approvals within time limits outlined in 2.2 Accountable Plan.
- Retain accountability for ensuring all expenses are in accordance with the procedures herein and sponsoring agency, if applicable, even though the traveler/employee may delegate responsibility for *Expense Reimbursement Report* preparation to an assistant.

3.2 Authorizer/Approver. Individuals authorized to approve business expenditures of others will administer this procedure and are responsible to:

- Attest that the purpose of the expense is valid and directly related to University business.
- Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of business travel. Explanation of such expenditures must be included on the *Expense Reimbursement Report*.
- Send approved *Expense Reimbursement Report* directly to the Accounting and Financial Services office on a timely basis.
- Understand that while the accounts payable staff may review the *Expense Reimbursement Report*, the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the authorizer/approver responsible for departmental approval.
- Reasonably attempt to determine through review of the *Expense Reimbursement Report* and through online approval of the employee P-card charges that expenses paid by P-card are not submitted for employee reimbursement and that meal limits have not been exceeded.

3.3 Accounting and Financial Services. The Accounts Payable staff within the Accounting and Financial Services office is generally responsible for reviewing each *Expense Reimbursement Report* prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:

- Information on the *Expense Reimbursement Report* is supported by accompanying support documentation, which is both complete and in accordance with University policies and procedures.
- Expenses have been reviewed/approved by the appropriate authorizer/approver. The approved signature should mirror the Banner approval queue.

3.4 Internal Audit. The traveler/employee and the authorizer/approver should note that personnel from the Internal Audit Staff routinely examine *Expense Reimbursement Reports* for compliance with University policies, procedures and regulatory agencies guidelines.

IV. Authorized Approvals

Employees should seek pre-approval from their supervisor using the *Travel Request Form*. The supervisor is responsible for monitoring cost compared to the pre-approved budget. Travelers attending a conference should provide a copy of the conference brochure particularly as it relates to the dates of the conference and the meals to be provided at the conference.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 5 of 21

The authorizer/approver’s full signature is required on each *Expense Reimbursement Report* submitted for reimbursement of an expense under this procedure. Initials or the approver’s signature by another individual is not sufficient. No individual may approve his or her own expenditures. The individual’s immediate supervisor, or other designated person, with appropriate approval authority must approve the expenditures for reimbursement. In some cases, such as grants or provost funds, it would be the person responsible for control over those funds. In the event the University changes to electronic approvals, appropriate guidelines will be established at that time.

4.1 General approvals. Authority and responsibility for approval and control of official travel and entertainment rests with the person ultimately responsible for the department to which the expense will be charged. All expenses whether reimbursed, invoiced, or charged to the University P-card must be authorized in accordance with University guidelines.

4.2 Grant approvals. If an individual knows that expenses are to be paid from a grant issued to the individual or his or her department, the individual must also check with the person responsible for administering the grant funds to verify that these expenditures are allowable under the respective grant guidelines. Grant reimbursements must also be approved by the designated post-award grant accountant in the Office of Research-Sponsored Programs. The grant may place restrictions on travel and entertainment expenses that differ from the University. If the individual is not in compliance with grant restrictions, the expenditures will not be reimbursed.

4.3 International travel. For guidance on international travel, see Section XIII of this procedure.

4.4 Spouse travel. The IRS rarely allows expenses related to spouse travel to be considered an allowable business expense. All spouse travel must be approved in advance by the President, Vice President for Finance, Business Affairs and Strategy or the Provost/Vice President for Academic Affairs. The expenses related to spouse travel may be determined to be taxable income to the employee if the expenses do not comply with IRS guidelines as to deductibility of such travel costs.

V. General

Generally, expenses incurred on behalf of the University should be substantiated by original receipts, unless another form of documentation is approved herein. A receipt is defined as an article that shows vendor name, address, items purchased and date. In addition to a receipt, a “bona-fide” business purpose is required if not evident by the documentation. In general, documentation of a “bona-fide” business purpose will include who participated in the incurring of the expense and the relationship of those who participated; what the expense was for, where the expense was incurred, when the expense was incurred and why the expense benefitted the University. For more details concerning business purpose, see Schedule C.

Note: If a travel, meal or entertainment expense benefits another individual outside the University, the other person’s presence must have a “bona-fide” business purpose. The other individual’s contribution of incidental services, such as typing notes or assisting in entertaining customers will not be a sufficient business purpose.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 6 of 21

The University will reimburse for reasonable, appropriately documented and properly authorized travel, entertainment and business expenses incurred in the transaction of University business if they are in compliance with this Policy.

The University has a relationship with Christopherson Business Travel, which provides travel services for employee travel. The primary use is for air travel. Their platform allows the traveler to search all flight databases simultaneously, including Southwest Airlines, and provides for easy comparisons and booking through your stored profile. One additional benefit to both the traveler and the University is their notification system to travelers and University administrators if there are events in the world that affect our travelers (weather, earthquakes, terrorism, etc.). Please consult with the purchasing department to obtain additional information.

VI. [Air Travel](#)

The University does not require the use of a centralized travel service for domestic travel; therefore, travelers are expected to book their own flights. However, it is preferable for employees to use the Christopherson self-service platform to book flights. For an additional fee, Christopherson personnel can assist with travel reservations. In most cases the self-service platform is adequate. However, if the traveler determines there is a need for the assistance of Christopherson personnel the additional fee will be paid by the University subject to the travel budget approved. The University will reimburse for coach airfare only. Travelers are encouraged to book airfare at least 14 days prior to travel in an effort to reduce costs. Choosing a carrier should be based on a combination of lowest cost and required travel schedule, not based on frequent flyer awards.

6.1 Online receipts/documentation for e-tickets. Required documentation to support an e-ticket transaction is the itinerary reflecting airline, passenger name, flight numbers, departure/arrival dates and times, and receipt listing total flight cost, payment method (e.g., Visa*****1234), and evidence of full payment.

For airline tickets paid with vouchers or e-credits, documentation that shows the original transaction that led to the issuance of voucher or e-credit should be submitted with Expense Reimbursement Report. This allows documentation of the chain of events that led to the voucher and provides the substantiation needed for IRS Accountable Plan as well as auditors.

6.2 Fly America Act. Under provisions of 49 U.S.C. §40118, U.S. flag air carriers must be used for air travel outside the U.S. paid for by federal funds to the extent such carriers are available. For more information, contact the Grants Office.

6.3 Frequent Flyer Awards. The University will not reimburse for tickets purchased with frequent flyer miles. Frequent flyer memberships should not influence travelers in making their flight decisions.

6.4 Airport Airline Club/Lounge Memberships. Dues/memberships or daily fees for these types of services will not be reimbursed by the University.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 7 of 21

6.5 *Lost Baggage.* The airlines are responsible for compensating owners of lost baggage. The University will not reimburse travelers for personal items lost while traveling on business. The traveler must take all reasonable precautions to protect any personal property while traveling.

6.6 *Baggage fees.* The University will reimburse the cost of transporting two bags while traveling on University related business. In addition, the University will reimburse excess baggage fees if the traveler is traveling with heavy or bulky materials or equipment necessary for business. Traveling for extended periods of time may also require excess baggage charges and will be reimbursed by the University. Documentation and approval are requirements for the reimbursement.

6.7 *Cancellation and Change Fees.* In the event that a trip involving a ticket that is non-reimbursable from the airline is cancelled or changed, the University will cover only the cancellation or change fee provided there is adequate business justification documented on the *Expense Reimbursement Report* form for the change or failure to complete the travel. Usually, the ticket, if cancelled in time, can be reused within one year of the original ticket date. These tickets may not be used for personal travel, and it is the responsibility of the department to track unused tickets. Another advantage of the Christopherson system is that it tracks unused tickets to help ensure use before the expiration date. In the event a flight is cancelled and the traveler has a need to rent a vehicle to complete their travel, the University will cover the cost of the rental.

6.8 *Personal or Private Aircraft.* The University does not provide reimbursement for individual travel in personal or private aircraft, and the University’s insurance program does not cover such travel. It is University policy that private aircraft not be used by University employees for University travel. Any exception, such as occasional team travel must be approved by the President or the Vice President for Finance, Business Affairs and Strategy on chartered flights.

VII. Automobile Rental

Automobile rental may be used when justified as economical and a business necessity. Reimbursable auto rental costs include daily rental fees, local and state taxes, concession fees, fuel charges (with appropriate receipts), tolls and parking fees (with appropriate receipts) and rental company fees for miles used. Navigation systems are not reimbursable.

When traveling in groups, sharing of cars is encouraged to reduce costs. The use of mid-size, 4 door vehicles or smaller is encouraged. The University will not reimburse for extra days when a trip is extended for personal reasons.

7.1 *Online receipts/documentation for rental cars.* Required documentation to support an online rental car transaction is the itinerary reflecting driver’s name, cost, evidence of full payment and payment method, (e.g., Visa*****1234). When renting directly with the agency, you will be provided a receipt when the vehicle is turned in at the end of the trip.

7.2 *Car rental insurance.* Under the Samford University Business Auto insurance policy, any hired (rented) vehicles within the United States are covered. The employee **should not** purchase any additional coverage through the rental agency. The University’s auto insurance policy will cover any auto rental

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 8 of 21

agency. However, it is recommended that the employee utilize the special coverage and pricing agreement that the University has with Enterprise/National Car Rental when applicable. The contract can be accessed through the Samford University Purchasing website. This contract already includes insurance coverage. If you have a need to rent a 12-15 passenger van for travel, these require special handling and insurance and should be handled through our Purchasing Department.

If you are renting a vehicle outside the United States, you will have coverage under the University's International Insurance Policy. You **should not** purchase any additional coverage through the rental agency, unless required.

Some states and/or car rental agencies require travelers less than 25 years of age to obtain insurance. If the insurance is required, it is reimbursable.

Questions regarding car rental insurance should be directed to personnel in the Business Services Department.

VIII. Other Means of Transportation

The University will not reimburse employees for commuting expenses between home and work. If traveling from home on a workday and not commuting to the office, you should deduct your daily commuting mileage from the miles driven on the trip. If leaving on a non-business day and returning on a business day, deduct ½ of the daily commuting mileage from your total mileage.

8.1 Personal Automobiles. The University will reimburse a traveler for business use of a personal automobile at the effective IRS established mileage rate (designed to cover gas, oil and fixed costs such as insurance and depreciation). The departure point for the trip, with consideration for the commuting aspect, will determine the actual mileage traveled for reimbursement. Tolls and parking fees are reimbursable. The University reserves the right to establish a rate that may differ from, but at no time exceed, the rate allowable by the IRS. The University expects the traveler to carry the required insurance on their vehicle as the University insurance does not apply to personal vehicles. The *Mileage Log* (found on Accounting and Financial Services webpage) should be completed for multiple mileage-only reimbursements and submitted with an *Employee Expense Report* form. The *Mileage Log* must be submitted monthly for reimbursement.

There may be cases where it is more cost advantageous and better for the traveler to use a rental car for trips instead of a personal vehicle, particularly on trips of longer distances. The traveler should determine whether this would be a more cost effective and reasonable alternative. The University will only reimburse personal vehicle use that appears reasonable.

8.2 Airfare vs. Mileage. When traveling on University business and the round trip mileage is in excess of 750 miles, you will be reimbursed at whichever is lower, the current mileage rate or the lowest discounted airfare plus any related costs such as expected travel to and from the airport. Individuals electing to use a personal vehicle instead of air travel must fully document the cost savings of mileage versus the price of the lowest discounted airfare. The *Mileage Justification Form* can be used to assist in documenting the mileage and can be found on the website <https://www.samford.edu/form-central>

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 9 of 21

Employees are recommended to compare rental car prices to mileage reimbursement for personal vehicle as it is often less expensive to rent a car from one of the preferred vendors.

8.3 Additional Travel Time. When you choose to travel in your personal automobile as opposed to airfare on trips in excess of 750 miles, reimbursement for meals, lodging and expenses other than for transportation is generally limited to those normally incurred during the time applicable to commercial air transportation.

8.4 Ground Transportation while Traveling. The cost of taxis or other transportation to and from hotels, airports, etc. in connection with business activities is reimbursable when using a reasonable mode of transportation. Generally, limousine/sedan service is not a reasonable or economical form of transportation. Airport parking over the long-term should be avoided if possible. Alternative arrangements for travel to airports should be considered when airport-parking charges will exceed the cost of a round-trip taxi or shuttle service.

IX. [Lodging](#)

The University will pay actual and reasonable costs of lodging, as supported by the detailed hotel bill, for each day that lodging away from home is required for University business purposes. Travelers should choose convenient, safe and reasonably priced accommodations whenever practical. Choosing deluxe accommodations (i.e. suites) is not allowed unless the business purpose requires such. A description of the business activity that necessitates rental of deluxe accommodations must be included on the *Expense Reimbursement Report* form. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical.

Depending on the location of the trip, it may be necessary to travel the day before the meeting/conference or to remain at the meeting site the night the meeting ends. If that is the case, reimbursement will be made for lodging and meal costs the day before and/or the night the meeting ends. As a general rule, the University will not reimburse travel outside the day before or night after a meeting/conference.

Internet charges, meals, reasonable telephone charges, etc. charged to the hotel room should be reflected separately on the *Expense Reimbursement Report* form. Travelers will not be reimbursed for “no show” charges unless extenuating circumstances occur and are explained.

Charges for personal items, such as movies, babysitting, laundry/dry cleaning, recreational fees and in-room mini-bar charges, including alcohol, are not reimbursable and should be paid for separately with the traveler’s personal funds.

9.1 Online receipts/documentation for lodging. Required documentation to support an online lodging receipt requires a receipt/itinerary from the online travel service reflecting cost, evidence of full payment and payment method, (e.g., Visa*****1234). This is typically an issue when the lodging is booked via an online travel website and paid in advance instead of booking directly with the hotel and obtaining a receipt upon checkout.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 10 of 21

9.2 Hotel Frequent Guest Program. Many hotels have frequent guest programs that reward travelers with free accommodations in exchange for a specified number of paid room nights at the hotel. The University will not reimburse travelers for the value of free accommodations used for business travel.

9.3 Membership Dues for Frequent Guest Programs. Membership dues for joining these frequent guest programs are not reimbursable.

9.4 Lodging in Private Residence. Travelers who stay in a private residence at no cost to the traveler will only be reimbursed for a reasonable non-cash token of appreciation (cost not to exceed \$35 per day or \$70 per trip). In order to be reimbursed, the traveler must submit a receipt to support the purchase. These costs are not allowable expenses for sponsored projects (e.g. federal grants).

9.5 Lodging in a Second Residence. Reimbursement will not be permitted for travelers who own the place of lodging.

X. Meal Expenses

Meal expenses while in travel status include meals while attending a conference, presentation, or other business-related activity. **Travel status is defined by the IRS as when an employee is required to be away from their primary place of work substantially longer than an ordinary work day and you need to get sleep or rest to meet the demands of your work while away.** Incidental expenses include tips to porters, baggage carriers and hotel staff. The University does not reimburse for alcohol purchased at any time. In addition, the University **does not** reimburse meals included in conference registration fees or when meals have been paid for by another third party.

10.1 Traveling Domestically. Meals and incidentals can be reimbursed to the extent of actual reimbursable expenses, subject to the daily maximum of \$59, including tips, as established by the University. The University will allow some discretion to the daily amount subject to the daily average of the trip being within these limits (a spreadsheet tool is available on the Accounting and Financial Services website to assist in calculating the averages and when there are deductions for meals provided by a conference or others).

The first and last day of travel are limited to 75% of this amount (\$44.25) per day. Management will periodically review the amounts published by the U.S. General Service Administration (GSA) to determine if changes are necessary. On days of travel to/from home, meals should only be charged if they are incurred outside of normal mealtimes and not in town. For example, if you return to town in time for dinner, then dinner should not be charged to the University.

If travelers are provided meals at a conference or by a third party, the allowable maximum for that day should be reduced accordingly (\$13 for breakfast, \$15 for lunch and \$26 for dinner as prescribed by GSA tables).

10.2 Traveling Internationally. The University provides a **maximum** of \$65/day per diem for meals and incidental expenses for each full day a traveler is away on international business. The daily rate may be

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 11 of 21

less as determined prior to travel by the Global Engagement Office (faculty/staff accompanying study abroad programs) or Accounting and Financial Services based on the location of travel. On the first and last day of travel, the University will pay 75% of the daily per diem rate as determined for each particular trip.

10.3 Documentation/Receipts. Employees traveling on University business and incurring expenses (whether paid directly by the University, paid by the employee seeking reimbursement, or charged on the P-card) must provide documentation of their costs. Acceptable documentation includes both a credit card receipt and the detailed receipt showing the name of the payee, date and detail of items purchased. Failure to provide both receipts may cause the amount not to be reimbursed or considered taxable income. Receipts are not required for meals and incidentals covered within the per diem rates for international travel described herein, but are required to be retained for all charges on a P-card. For cash expenditures, note on the receipt “cash” as the method of payment.

XI. Local Meals

The University understands that there will be times when meals will be needed while the employee is not traveling. Scenarios such as entertainment business meals, departmental events, recruiting, or meals between employees may be reimbursable with proper documentation. Proper documentation includes the name of all attendees, each attendee’s relationship to the University, cost (including detailed and summary receipts), date, location and business purpose.

11.1 Meals with University Employees Only. Meals with other University employees are generally not reimbursable; however, the University understands that on rare occasions or circumstances meals between employees will occur, but the meal should encompass a legitimate detailed business purpose and have appropriate Provost or Vice President approvals. This section applies to other charges as well, such as coffee shops, without an appropriate business purpose. There should be no charge to the University for these expenses just because the coffee shop provides a convenient place to meet. Such expenses are personal in nature and are not reimbursable and should not be charged to the University.

Meals between employees, including at the Rotunda Club or being catered will only be reimbursed in the following cases:

- a non-University employee is present and business is being conducted for the majority of the meal time;
- the business being conducted between the University employees cannot be done in the office (i.e. confidentiality) and at another time (i.e. scheduling conflicts). An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement request; or
- rare or atypical instances where, with supervisory approval, employees may work during and through normal meal times with other employees, such as working lunches.

XII. Entertainment Expenses

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 12 of 21

Entertainment expenses that are reasonable will be reimbursable by the University if they are both ordinary and necessary and are either “**directly related to**” or “**associated with**” the active conduct of business. A “bona-fide” business purpose is required for this type of expenditure.

For entertainment expenses to be considered “**directly related to**” the active conduct of business, the following must be shown:

- the main purpose of the combined business and entertainment was in the active conduct of business;
- the employee did engage in business during the entertainment period; and
- the employee had more than a general expectation of getting specific business benefit from the entertainment.

For entertainment expenses to be considered “**associated with**” the active conduct of business, the following must be shown:

- the entertainment is associated with the active conduct of business; and
- the entertainment occurred directly before or after a substantial business discussion.

12.1 Entertainment in an Employee’s Home. Entertaining in a home is an allowable expenditure if the expenses are considered “**directly related to**” or “**associated with**” business. This includes entertainment that is considered “goodwill.” Documentation for submission to be allowable must include, but is not limited to:

- names of the guests;
- their relationship to the University;
- the business purpose of the entertainment; and
- the nature of any business discussions.

XIII. International Travel

Any faculty, staff or student traveling overseas for the University is required to comply with the University Policy on International Travel and receive proper approval prior to incurring any cost for such travel. This includes studying or teaching abroad, international research, conferences, site visits, service trips (including those in which faculty/staff voluntarily accompany students receiving University funding), and any other international travel that directly pertains to the University and/or which is to be paid for by the University.

13.1 International travel. All international travel sponsored, organized or facilitated by the University must be pre-approved and under the oversight of the divisional Vice President of the employee’s unit. Please see the University Policy on International Travel. The estimated costs of such trips should be submitted when seeking approval for the trip, with the understanding that limits may be placed on the total allowable amount to be reimbursed. Supervisors are expected to assure that travel expense reimbursement requests for international travel are fully justified, reasonable and that University policies are followed.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 13 of 21

13.2 International Family Travel. Except to the extent that a “bona-fide” business purpose for a family member’s presence is documented, any travel and entertainment expenditures for family members while traveling abroad are not reimbursable. Approval for family business travel for a “bona-fide” purpose must be approved in advance by the President, Vice President for Finance, Business Affairs and Strategy, Provost/Vice President or the applicable Vice President over the department.

13.3 Conversions of Foreign Currency. The fluctuation in exchange rates makes reimbursing for foreign travel somewhat complex. While the University recommends that travelers use their University P-card for travel purposes, we understand that when traveling internationally you may not be able to pay by credit card. Therefore, if seeking reimbursement, the expense reports must be submitted in U.S. dollars with a translation of the foreign receipt and explanation of the expense if needed and conversion computation to U.S. dollars. If you are using a PNC PaySource card for international travel, you can print a copy of the transaction report following your trip and the expenses will already be converted.

For transactions paid in foreign currency, please use one of the following websites to find the average exchange rate: www.exchangerate.com, www.xe.com, or www.oanda.com/currency/converter.

XIV. Family and Guest Travel Expenses

In general, any expenses attributable to an employee’s family member or guest will not be reimbursed by the University on a tax-free basis. However, in certain cases, a spouse, family member, or guest’s attendance at a local professional function, involvement in fundraising activity, or other event, constitutes a University-related activity, and the cost of such activity may be considered a tax-free “bona-fide” business expense.

The University may pay for the properly documented and authorized expenses with a “bona-fide” business purpose for family or guests. Approval by the President, Vice President for Finance, Business Affairs and Strategy, Vice President/Provost is required for all family or guest expenses for each trip or event where reimbursement is to be requested. In order to assist in determining the potential taxability of family or guest expenses, employees must complete a *Request for Family or Guest Expense Form* and submit the completed form to Accounting and Financial Services prior to incurrence of the expense. The form will be reviewed by the tax manager to determine if any of the known or estimated expenses would be taxable to the employee and reportable on Form W-2.

14.1 Documenting a Business Purpose. When an employee’s family member or guest’s attendance at a professional function or meeting serves a legitimate business purpose, their travel and expenses can be reimbursed on the same basis as the employee’s, without any tax implications. A detailed itinerary should be submitted outlining the following: who, what, where, when and why for the family member’s or guest’s activities for the duration of the trip. The family member’s or guest’s activities need to demonstrate a business purpose for the duration of the travel or activity that is not merely incidental. Any activity performed on behalf of the University should be documented and submitted with the appropriate documentation to Accounting and Financial Services.

14.2 Incidental Duties. When a family member or guest attends a meeting or conference as a companion and has no significant role or performs only incidental duties, the family member or guest’s attendance

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 14 of 21

does not constitute a “bona-fide” business purpose; therefore, expenditures would be considered taxable income if paid by the University. According to the IRS, incidental duties, such as, but not limited to, note taking, goodwill, organizing schedules, or support during speaking engagements, are not considered to be a “bona-fide” business purpose.

XV. Tips and Gratuities

Tips and gratuities are reimbursable for normal services associated with business travel and entertainment, such as food services, taxicabs, bellman, and services in connection with entertainment events. These incidentals have been included in the increased meal and incidental amounts. If the cost of the applicable service requires a receipt, note the tip amount on the receipt. For tips where there is no receipt, such as the bellman, no receipt is required, but they should be reasonable. These incidental expenses should not exceed \$5 per day, including tips to housekeepers, except in unusual circumstances and with documentation as to the reason. Meal tips should not exceed 20-25% and are included in the daily meal maximum.

XVI. Employee Recruitment Expenses

Travel related expenses incurred in connection with prospective University employee interviews and recruitment are reimbursable when properly authorized. All expenses related to the prospective employee are considered job-hunting expenses to the prospective employee and can be reimbursed tax-free with original detailed receipts. Departments can pay third-party service vendors directly (hotel, airline, car rental agency, etc.) on behalf of the interviewee without tax consequences. Expenses paid or reimbursed by the University for the spouse, dependents or other individual accompanying the prospective may be taxable to the prospective employee.

Once an offer of employment has been accepted, additional travel expenses incurred by the newly hired employee and family are considered “moving expenses” and have separate rules governing their taxability. Please refer to Policy 3.07 Employee Moving Expenses.

XVII. Travel Insurance

The following is a brief description of the insurance the University carries to cover employees while on University travel.

Full-time employees on University business are automatically covered by travel insurance in an amount based on their employee classification. Questions related to coverage of students or other non-employees or whether certain travel qualifies as University travel for insurance purposes should be discussed with personnel in the Business Services Department and in consultation with the Global Engagement Office for study abroad trips before arranging the trip.

Employees who suffer injury, illness or death by an accident arising out of or in the course of their employment, whether on or off campus, are provided medical care and other benefits under Worker’s Compensation. If injured while on University business, travelers should contact benefits personnel in the Office of Human Resources.

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 15 of 21

XVIII. Travel Expenses for Speakers, Lecturers, and Other University Guests Performing Services

Travelers who are official guests of the University, and incur travel expenses that will be reimbursed by the University, must also abide by the provisions of this Procedure. Travel expenses must be substantiated with original detailed receipts. Any travel expenses not substantiated by original detailed receipts will be reported on a Form 1099-MISC if the \$600 reporting threshold is met. The *Expense Reimbursement Report* is to be used only for their travel related expense. Speaking and other fees paid for services must be paid using a purchase order as these fees will be reported on Form 1099-MISC if the \$600 reporting threshold is met.

Prior to payment for travel or services, the department must obtain a completed W-9 Form (or W-8BEN for foreign nationals) and submit it to Purchasing to set up the individual as a vendor. This should be obtained before the expenses or fees are incurred.

18.1 Payments to Individuals. Individuals providing services to the University are most appropriately paid directly by the University for tax reporting purposes. Employees should never pay fellow employees.

XIX. Student Travel

Generally, if the student's travel is related to their educational pursuit and is for the primary benefit of the student, then the student's travel is considered non-qualified scholarship and is reportable on a Form 1098-T. Any such scholarships should be reported to the financial aid office in advance to ensure it doesn't affect their current financial aid package. Please refer to Procedure 4.09.02 Student Travel.

XX. Expenses Payable by Other Organizations

An employee should only be reimbursed one time for any travel expenditures; therefore, if the University pays for the employee's and/or family related travel and that travel is sponsored by another organization (such as if you are a speaker), it is the employee's responsibility to ensure the University is properly reimbursed. An employee may not be reimbursed directly by the sponsoring organization for any travel paid for by the University.

XXI. Conference Registration

The first page of the conference agenda or schedule showing the location and dates should be submitted with the documentation compiled for Accounting and Financial Services in order to support the business purpose for the expenditure.

XXII. Travel Advances

Generally, the University does not allow travel advances. If the expenses cannot be paid by invoice, personal credit card or a University P-card, an employee may request a PNC PaySource card. These can be requested and approved electronically through the Accounting and Financial Services website:

SAMFORD UNIVERSITY		
EFFECTIVE: 2/19/2020 REVISED: 1/1/2023	PROCEDURE NUMBER 4.09.1	Page 16 of 21

<http://www.samford.edu/departments/accounting/>. As with other travel expenses, documentation should be provided upon your return in accordance with this procedure.

In rare circumstances, you may receive a cash advance by completing the *Expense Reimbursement Report* to request an advance. Travel advances should only be sought for amounts greater than \$200 and must be submitted to Accounting and Financial Services with all appropriate approvals. Additional processing time may be required.

XXIII. [Gift Cards](#)

Gift cards are viewed by the IRS as cash equivalents and are therefore taxable to the recipient. These should not be purchased by individuals using a University P-card. The University recognizes that in some cases gift cards are more appropriate than writing a University check. If you have the need for gift cards, employee reimbursement is the only option. Accounting and Financial Services personnel will need to track all gift cards for tax purposes so any cards purchased need to be supported by adequate documentation (name of recipient, date, amount, SUID# if applicable). This documentation should be included with your reimbursement request. Gift cards given to employees will be reported to the payroll department to include in the employee's taxable income.

SCHEDULE A

Travel, Meals, and Entertainment Expense Supporting Documentation

The following outlines proper supporting documentation for common travel expenses:

Category of Expense	Acceptable Documentation
Meals	<p>Meals while Traveling- Subject to the daily maximum of \$59, including tips. Detailed receipts are required, including method of payment (provide attendee names, relationship to the University, and purpose of meal, date, and city). Summary credit card receipt required, if applicable.</p> <p>The University does not reimburse for per diems, except for international travel.</p>
Entertainment	<p>Original detailed invoice and method of payment.</p> <p>Documentation must include date, time, attendee names, relationship to the University, and business purpose of entertainment.</p> <p>Note: Entertainment expenses must be “directly related to” or “associated with” the active conduct of business.</p>
Airfare	<p>Airline ticket receipt showing itinerary reflecting airline, passenger name, flight numbers, departure/arrival dates and times, amount of airfare, and method of payment. A detailed itinerary with the above information is required even if using a travel agency or online/e-tickets.</p>
Conference/Registration Fees	<p>Agenda showing location, dates, schedule, meal information, and method of payment.</p>
Lodging	<p>Itemized hotel bill and charge card receipt if balance on bill does not total zero or include method of payment.</p> <p>If using the University P-Card an express check out receipt can be submitted, as long as details of the charges are shown.</p>
Taxi, parking, tolls, or other transportation	<p>Receipt or invoice and method of payment.</p>
Auto Rental	<p>Car rental agreement and method of payment. Rental insurance should not be purchased as it is covered by the University policy.</p>
Mileage	<p>Document beginning and ending destinations, as well as miles driven on <i>Mileage Log</i>.</p>
Gas	<p>When purchasing gas for a rental or University owned vehicle, account for gas purchased in the Fuel column on the <i>Expense Reimbursement Report</i>. Receipt with date, time, details of purchase, and method of payment.</p>
Other(specify)	<p>A detailed business purpose must be entered on the <i>Expense Reimbursement Report</i>. A detailed receipt is required for reimbursement purposes.</p> <p>Exception: Tips given to service personnel (e.g. bellman and luggage handlers) do not require a detailed receipt, but must be reasonable in amount.</p>

SCHEDULE B

**Travel Expenses that May be Reimbursable or Charged to the University P-Card when
Traveling Away from Samford University on Business**

IF you have expenses for...	THEN you may be reimbursed by Samford University for the cost of...
Transportation	Travel by airplane or car between Samford University and your business destination. If you were provided with a ticket or you are riding free as a result of a frequent traveler or similar your cost is zero; therefore, not reimbursable.
Taxi, commuter bus, and airport limousine	Fares for these and other types of transportation that take you between: <ul style="list-style-type: none"> • The airport and your hotel, and • The hotel and work location of your customers or clients, your business meeting place, or your temporary work location.
Baggage and shipping	Baggage fees for two (2) bags when traveling by air. Excess baggage fees may be reimbursed if traveling with heavy or bulky materials or equipment necessary for business.
Car	Business use of personal automobile at the current IRS mileage rate.
Lodging and meals	Lodging and meals include amounts spent for hotel, food, beverages, taxes and related tips. A detailed receipt is required documentation.
Tips	Tips you pay for any expenses in this chart. Tips for meals are included as part of the meal.
Other	Other similar ordinary and necessary expenses related to your business travel.

SCHEDULE C

Business Purpose Guidelines

(From IRS Publication 463)

If you have expenses for....	Then you must keep records that show details of the following elements...			
	Amount	Time	Place or Description	Business Purpose and Business Relationship
Travel	Cost of each separate expense for travel, lodging, and meals. Incidental expenses are included in the increased meal amounts.	Dates you left and returned for each trip and number of days spent on business.	Destination or area of your travel (name of city, town, or other designation).	<p>Purpose: Business purpose for the expense or the business benefit gained or expected to be gained.</p> <p>Relationship: N/A</p>
Entertainment	Cost of each separate expense. Incidental expenses such as taxis, telephones, etc., may be totaled on a daily basis.	Date of entertainment	Name and address or location of place of entertainment. Type of entertainment if not otherwise apparent.	<p>Purpose: Business purpose for the expense or the business benefit gained or expected to be gained. For entertainment, the nature of the business discussion or activity. If the entertainment was directly before or after a business discussion: the date, place, nature, and duration of the business discussion, and the identities of the persons who took part in both the business discussion and the entertainment activity.</p> <p>Relationship: Occupations or other information (such as names, titles or other designations) about the recipients that shows their business relationship to you. For entertainment, you must also establish that you or your employee was present if the entertainment was a business meal.</p>
Gifts	Cost of the gift.	Date of the gift.	Description of the gift.	<p>Relationship: Occupations or other information (such as names, titles or other designations) about the recipients that shows their business relationship to you. For entertainment, you must also establish that you or your employee was present if the entertainment was a business meal.</p>
Transportation	Cost of each separate expense.	Date of the expense.	Your business destination	<p>Purpose: Business purpose for the expense.</p> <p>Relationship: N/A</p>

SCHEDULE D

Non-Reimbursable Items

Non-Reimbursable Items for Federal Grants

Certain items may not be reimbursed with federal grant funds according to the Uniform Guidance and/or OMB A-21 Circular, Section J. These items include:

- Alcoholic beverages
- Entertainment costs
- Goods or services for personal use
- First class accommodations on commercial airlines
- Passports and Visa expediting fees

Miscellaneous Non-Reimbursable Items

Incidentals, such as personal recreation, movies, snacks, or any other expenditure that are not directly related to, or necessary for, the performance of the travel assignment will not be reimbursed. This includes personal travel while on University business and travel expenses for family members. The following is a list to be used as a guide and is not an all-inclusive list of miscellaneous non-reimbursable items.

- Air phone usage (unless documented with an appropriate business purpose)
- Annual fees for personal credit cards
- ATM fees, unless associated with foreign currency exchange
- Babysitting services
- Barber and hairdresser fees
- Clothing or toiletry items
- Contributions to public officials or candidates to public office
- Credit card (personal) delinquency fees or finance charges
- Doctor's bills, prescriptions, and other medical services
- Employee-Owned or Employee Operated Aircraft charges
- Exercise facility fees
- Expenses related to vacation or personal days taken before, during or after a business trip
- Golf fees (unless associated with business entertainment)
- Flowers for faculty and staff, except in the case of:
 - The death of a faculty/staff member or retiree.
 - The death of a faculty/staff member's immediate family as defined in the faculty and staff handbooks.
 - The hospitalization of a faculty/staff member or retiree, for a period exceeding seven (7) days.
- Frequent flyer award ticket fees
- Insurance- domestic car rental, optional travel or baggage insurance
- Kennel costs
- Late fees

**Non-Reimbursable Items
(continued)**

- Laundry services, when travel is 7 business days or less
- Valet services
- Loss or theft of personal funds or property
- Luggage and briefcases
- Magazines, books, newspapers, or other personal reading materials
- Medicine
- Membership dues, including airline club dues and country club dues unless authorized by the appropriate authority and required for business use
- Movies
- Mini-bar charges for alcoholic beverages, food, and non-alcoholic drinks(unless in lieu of a meal)
- Personal automobile service or repairs
- Personal entertainment, including sports events
- Pet or house sitting fees
- Recreation
- Satellite radio and other automobile subscriptions (XM radio, ON-Star, etc.)
- Saunas, massages, manicures and pedicures
- Shoe shines
- Shower gifts, engagement gifts, birthday gifts, and congratulations on personal related achievement, whether in the form of a gift or meal
- Souvenirs or personal gifts
- Traffic fines, court costs, or parking violations
- Transportation from home to office, or office to home
- Upgrades for air, hotel, or rental car or unused room reservations not properly canceled
- U.S. Travelers' check fees