

Saint Joseph's University
Business Expense Reimbursement Policy
Effective November 1, 2006

Purpose

The University supports business related activities and events that promote the mission of our work, foster community spirit, and build collegiality among its various constituencies. In an attempt to balance this need with the University's fiduciary responsibilities, this policy is written to provide guidance as to what are appropriate expenses and how they are to be documented. This policy covers meals and related expenses when traveling on University business, when hosting departmental meetings, when hosting a University-wide event, when entertaining donors, alumni, friends, business associates and other employees and when conducting other University business.

All business related expenses must be documented on the University's official Business Expense Reimbursement Form, or Request for Funds Form, whichever is appropriate, both of which must be approved by the appropriate Department Head, Dean, Director, or Vice-President. Both forms must be approved by the next highest level of authority, beginning with the Department Head (e.g. Dean approves Department Head, Provost approves Dean, President approves Provost and VPs, etc.). As a general rule, all charges in amounts of \$100 or more to an individual department must be approved by the Department Head (vs. Administrative Assistant), except reimbursements to Department Heads themselves, which requires Dean approval. ***Note: approvals must be in original signature form, and may not be facsimile, rubber stamp, or Administrative Assistants or others signing the names of the approvers.***

Definitions

Personal travel meals are defined as meal expenses incurred when traveling on University business out-of-town as well as locally.

A per diem is a payment to a person to cover meals and incidentals while traveling for business purpose.

Business meal expenses occur when a University employee entertains donors, alumni, business associates, professional colleagues, students and friends of the University over a meal during which a business discussion takes place.

Off-site meeting is defined as any meeting held at an off campus location involving more than 10 people.

Hospitality expenses are defined as expenses for hosting University guests or extraordinary departmental functions, i.e. special recognition, gifts, flowers, museum tickets, gown rentals, etc.

General Business Expenses

Employees may be reimbursed for non-travel related businesses up to \$500. Employees are not permitted to be reimbursed for purchases over \$500 using out-of-pocket funds.

Non-travel related business expenses under \$500 (e.g. books, supplies, etc.) must be documented on a University Request for Funds Form (a copy of which may be found at http://www.sju.edu/financial_affairs/requestforfunds.pdf with appropriate supporting documentation and approvals as follows:

- Explanation of the business purpose of the expenditure
- Copy of original receipt for purchases in excess of \$25. Note: for internet-related purchases, copy of the confirmation of payment, not simply confirmation of order, or copy of credit card statement is required in the absence of an original receipt.
- If paid by personal check, a copy of both the front and back of the cleared check must be provided
- Appropriate deduction for sales tax, which is not a reimbursable expense
- Approval by the Department Head for reimbursement requests between \$100 and \$500 (note: in cases where the expense is a reimbursement to the Department Head, approval is required by the Dean)
- If purchase is for office supplies obtained outside the Office Depot online purchasing system, a brief explanation must be included as to why the purchase was not made through Office Depot
- ***Approvals must be original, not facsimile, rubber stamps, or Administrative Assistants or others signing the names of the approvers***

Personal Travel Meals

An employee traveling on business within the United States will receive the following per diem:

	Per Diem
Breakfast	\$10
Lunch	\$12
Dinner	\$26
Incidental	\$ 3

A meal is not covered by the per diem if provided as part of transportation cost, e.g. on an airplane, as part of a conference registration fee, or otherwise provided at no cost to the traveler.

This per diem is based upon the IRS standard meal allowance and is subject to change at the beginning of the fiscal year. An employee must complete the University's Business Expense Reimbursement Form (http://www.sju.edu/travel/pages/travel_form.xls) to request reimbursement for the per diem amount. With the use of a per diem, travel meal

receipts are not required and, therefore, do not need to be submitted with an employee's expense report. Receipts are only required when the per diem is not applicable. This per diem does not apply to international travel meals.

Employees traveling internationally will be reimbursed for usual and customary travel meal expenses for that country. All original receipts are required for international travel expenditures in excess of \$25. Copies of credit card monthly statements are not considered the original receipts.

Meals with Other Employees

Normally the University will not reimburse an employee for the cost to entertain a fellow University employee. There may be circumstances, however, when a legitimate University expense will be paid on behalf of another employee or several employees. Such situations include meals when authorized by the department head for reward, recognition, retirements, and farewells, welcoming new employees or other appropriate business purposes. Christmas celebration functions should be limited to the equivalent of \$25 per person. The employee bearing and reporting the expense should be the senior member of the group. The Business Expense Reimbursement Form must provide the names of the other employees and business purpose covered for this expense. Entertainment expenses that are non-reimbursable include parties or meals for birthdays, weddings, births or parties that are not sponsored by the department and made available to all employees in the department. Departments providing snacks or ancillary condiments to their department (e.g. candy, flowers) accept the responsibility and cost of providing these items. These items should not be submitted for reimbursement.

Meals and Entertainment with Donors, Alumni, Friends, Business Associates

Business meal expenses are paid by the University when the date, place, business purpose, names and the business relationship are noted on the Business Expense Reimbursement Form and it is signed by the proper approving authority.

The amount spent should be consistent with good business practice and should be kept within limits that will not place either party in the other's debt.

Meals at Departmental Meetings

When conducting departmental business meetings on campus, the type of meal provided should be consistent with good business practice. When possible, meals should be limited to beverages and desserts or snacks. Any exceptions to these guidelines require a Dean's or Vice President's approval. All food arrangements should be made with the University's food service provider (Aramark). Any exceptions should be approved by Aramark, as the University's contract provides Aramark with the right of first refusal.

Meals at University-wide Events

Complete meals can be offered at University-wide events, e.g. annual picnic, Decades of Service, etc. All food arrangements should be made with the University's food service provider (Aramark). Any exceptions should be approved by Aramark.

Banquets/Off-site meetings

All groups holding an off-site meeting or banquet must contact the Travel Office to make the initial contact with the hotel/banquet hall/meeting place in order to negotiate discounts for food and beverage. Once this contact has been made and the negotiations have been completed, all other arrangements will be made by the department sponsoring the banquet/meeting.

Hospitality

When there is a birth, death, serious illness or retirement in the community, the employee's Dean or Vice President will designate a representative to purchase flowers or a gift on behalf of the University and to communicate this to the community. The amount spent should be kept within reasonable limits and should be consistent with good business practice. All other gifts to employees, student workers, and any third parties are the personal responsibility of the employee sending the gift. Any exceptions to this guideline require a Vice President's approval.

Employees attending University-sponsored events, e.g. golf outings, dinners, etc, must pay for the event personally and submit for reimbursement in cases where attendance is required for University business. The reimbursement request should be submitted on a Business Expense Reimbursement Form and signed by the proper approving authority. The business purpose for attending the event must be provided.

Costs for gifts to employees or student workers are not to be submitted for reimbursement but rather borne by individual(s) within the department.

Traveling

When traveling on University business, only costs related to the trip and its purpose are to be submitted for reimbursement. Costs associated with recreational events such as professional sporting events, movies/theater shows, golf outings (unless in the above category), gym fees, or dry cleaning costs will not be reimbursed. In the event an employee travels for more than five (5) consecutive business days, reimbursement associated with dry cleaning costs are permitted.

Transportation and Parking

Personal mileage reimbursement for miles driven to and from business meeting locations or other travel locations (e.g. airport, train station, etc.) may only be reimbursed to the

extent the mileage is in excess of the employees normal commute to/from the University. Employees are encouraged to use a shuttle service whenever possible, and in all cases to exercise good judgment and sound business practices. A list of preferred providers can be found in the University's travel policy at <http://www.sju.edu/travel/pages/policy.html>.