

# LOYOLA UNIVERSITY

## TRAVEL REIMBURSEMENT POLICY

### **Expense Reimbursement**

University employees will be reimbursed for all reasonable and necessary expenses personally incurred as a result of approved travel. However, it is advisable for those employees who travel frequently to apply for the University's Procurement Card. Please contact Karen Pratt at 410-617-1357 for a Procurement Card application or visit the Accounts Payable website at <http://www.loyola.edu/department/financialservices/accountspayable>. All claims for reimbursement must be submitted to the Accounts Payable Office using the University's standard Travel Expense Reimbursement Form within ten (10) days of completion of travel. **Only travel approved by the Budget Officer and/or supervisor will be reimbursed by the University.**

### **Transportation and Lodging**

Original receipts are required for reimbursement of airfare, lodging, and rental cars. **The IRS does not permit credit card statements as the sole substantiation for travel because sufficient expense detail is not provided on these documents.**

### **Meals and Incidental Expenses**

Per diem rates can only be used if the trip involves an overnight stay. The per diem rate for each day is determined by the city in which the overnight period was spent. Employees will be compensated for meals and incidental expenses at the M&IE rate listed on the [Federal Domestic Per Diem Rate Schedule](#) or [Federal Foreign Per Diem Rate Schedule](#). No receipts for meal and incidental expenses will be required for reimbursement if the traveler uses the standard per diem rate. If the traveler does not use the standard per diem rate, full documentation and all original receipts are required. During a single trip, the traveler must use either per diem for all meals all days, or retain receipts for all meals on all days. A combination of the two is not allowed.

### **Per Diem Rates for Partial Days**

In accordance with IRS guidelines, meal and incidental expense rates must be prorated for partial days of travel. A full day of travel is from 12:01 AM to 12:00 midnight. On the day that a traveler begins or ends travel, one-fourth of the applicable per diem city allowance will be paid for each 6-hour quarter of the day, any portion of which the employee was traveling.

The quarters of the day are

- Midnight to 6:00 AM
- 6:01 AM to 12:00 Noon
- 12:01 PM to 6:00 PM
- 6:01 PM to Midnight

Travelers who wish to charge meals on the Procurement Card cannot use per diem rates. When using the Procurement Card, all meals must be itemized with documentation submitted to the Accounts Payable supervisor according to Procurement Card regulations.

Meals included as part of a trip or conference will be deducted from the daily per diem payments as follows: Breakfast: 20%, lunch: 20%, and dinner 60%. For example, if your per diem for meals is \$38 per day, \$7.60 would be deducted for breakfast, \$7.60 for lunch, and \$22.80 for dinner. Airline meals are continental breakfasts will not be deducted.

Travelers use their own discretion in how they spend their per diem; however, if meals are itemized, alcoholic beverages are not considered a reimbursable expense.

### **Miscellaneous Expenses**

Reimbursement for ground transportation requires a receipt if the transaction exceeds \$75.

Reimbursement for parking and tolls requires a receipt if the transaction exceeds \$25. Other expenses such as gasoline, business telephone calls, etc. require a receipt for any transactions over \$25.

### **Accompanied Travel**

When a traveler is accompanied by others not on official University business, any travel expenses above those incurred by the authorized traveler will not be reimbursed by the University.

### **Mileage Reimbursement**

#### **Personal Vehicle**

Employees who use their automobile for authorized business travel will be reimbursed at the standard mileage rate issued by the IRS with no receipts required. When using the standard mileage rate, mileage is calculated from the point of departure to the point of return, plus any business-related mileage incurred during the employee's stay at the travel destination. Please see the Accounts Payable website at <http://www.loyola.edu/departments/financialservices/accountspayable> for the latest mileage rate.

#### **Loyola Owned Vehicle or Car Stipend Recipients**

Employees who have a Loyola owned vehicle or receive a car stipend as part of their employment for authorized business travel and personal use will be reimbursed on a quarterly basis for gas purchases based on the percentage of business miles to total miles driven. All employees who travel for approved business are allowed to get reimbursed for ferry, bridge, tunnel, toll road, and parking charges as long as receipts are provided.

Employees who drive a Loyola owned vehicle or receive a car stipend must fill out a mileage log for taxation purposes each quarter. If the employee wants to be reimbursed for business related gas usage all receipts for gas purchases within the quarter are required. Accounts Payable will determine the percentage of their business mileage to the total of all miles driven, and reimburse the employee accordingly.

The University will not reimburse employees or allow employees to charge gas on their University P-Card for actual gas purchases unless they are purchased for a rental car while traveling.

### **Signature Approval**

The supervisor's signature is required on all reimbursements in excess of \$50.