

LOYOLA COLLEGE TRAVEL REIMBURSEMENT POLICY AND AUDIT PROCEDURE

TRAVEL REIMBURSEMENT POLICY

Expense Reimbursement

College 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 College Procurement Card. Please contact Anna Bivens at (410) 617-5046 for a Procurement Card application or visit the Disbursements website at www.loyola.edu/disbursements. All claims for reimbursement must be submitted to the Disbursements Office using the College'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 College.**

Transportation and Lodging

Original receipts are required for reimbursement of airfare, lodging and rental cars. **The IRS does not permit credit card statements as 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 on 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 a.m. 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 a.m.
- 6:01 a.m. to Noon
- 12:01 p.m. to 6:00 p.m.
- 6:01 p.m. 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 Disbursements Coordinator 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 and 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 transaction over \$25.

Accompanied Travel

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

Mileage Reimbursement

Employees who use their automobile for authorized business travel will be reimbursed either for actual expenses (gasoline) with receipts required, or 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. **For calendar year 2005, the standard mileage rate is 48.5 cents per mile. For calendar year 2006, the standard mileage rate is 44.5 cents per mile.**

Signature Approval

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