



*Foundation*

# Winthrop University Foundation, Inc. Travel and Entertainment Policy

*Updated September 2014*

---

**Contents**

Purpose..... 3  
Overview ..... 3  
Implementation & Responsibility ..... 3  
    Department Managers ..... 3  
    Employee’s Responsibility..... 3  
Travel Expense..... 4  
    Air Travel..... 4  
    Auto Rental ..... 4  
    Personal Auto Reimbursement..... 4  
    Tolls and Parking ..... 5  
Meals..... 5  
    Limitations for Meal Expenses ..... 6  
    Best practices for Meal Expenses..... 6  
        Who pays ..... 6  
        Non-Business Meals..... 6  
        Gratuities..... 6  
Alcohol Expense ..... 6  
Lodging ..... 7  
Telephone calls, faxes and internet service ..... 7  
Non-reimbursable expenses ..... 7  
Payment Options ..... 8  
    Personal resources..... 8  
    Foundation Credit Card..... 8  
Expense Reporting ..... 8

## ***Purpose***

This policy ensures that employee travel is consistent with the business objectives of the Winthrop University Foundation, Inc (Foundation). It also ensures fair and equitable treatment of all employees by defining procedures for authorized business travel and guidelines for expense reimbursement. The Foundation assumes that employees and volunteers will use their best judgment when traveling or spending money in support of University and Foundation-related business.

## ***Overview***

A Disbursement Request Form must be properly prepared for all employees traveling on business for the University or Foundation where a reimbursement is requested. Employee travel and the associated expenses will be authorized only in circumstances which are clearly consistent with the mission of the University and the Foundation. It will be the responsibility of each Team Leader to ensure that all employee travel meets this objective and that reimbursement is made only for actual, reasonable business expenses in connection with authorized travel as defined in this document.

In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception signed by the Executive Director. All reimbursement requests have the potential for review by internal and external auditors. All reimbursement requests are reviewed in detail for proper completion by the Foundation Director of Financial Affairs. An Expense Form request for reimbursement must be submitted in a timely manner from the last date of travel (within 30 days). A receipt must be provided for each expense listed on the Expense Form.

## ***Implementation & Responsibility***

### ***Department Managers***

Department Managers should know current travel policy and inform their staff of the correct policies and procedures. Determine if travel is necessary to achieve goals of the University and Foundation. Approve expenses in accordance with policy.

### ***Employee's Responsibility***

Incur only expenses that are consistent with business needs and exercise care in determining appropriate expenditures. Keep all itemized receipts to request reimbursement from Foundation. Submit an Expense Form as outlined in the expense section of this policy in a timely manner, generally within 30 days of incurring the expense.

## ***Travel Expense***

All travel reimbursements will follow current state and university guidelines.

Persons using travel agents should make the reservations and pay for them personally, then submit a request for reimbursement upon completion of the travel. Expenses may not be charged to an account in the name of the Winthrop University Foundation. Travel expenses incurred by or for the benefit of a nonresident alien must comply with the policy stated. Personal preferences are accommodated when possible; however they are secondary to the Foundation's travel guidelines. Cash advances are prohibited for travel expenses.

### ***Air Travel***

When requesting reimbursement for airfare, a copy of the fare confirmation must be attached to a properly completed Expense Form as well as boarding passes.

Managing the traveler's air miles accounts is the responsibility of the traveler. Airline miles earned while traveling on Foundation business are retained by the traveler. Frequent flyer miles or benefits are not reimbursable by the Foundation, even if they are used on Foundation business. Airline club memberships are not reimbursable by the Foundation.

Flying coach class is the standard for all domestic flights unless a medical condition necessitates upgraded travel (physician's note required). Personal miles or coupons can be used to upgrade to first class, or a traveler may opt to pay personally for the price difference between coach and first class. The entire ticket may be charged to the Foundation credit card, and it is the responsibility of the traveler to enter that cost differential as a personal expense

### ***Auto Rental***

The most cost-effective, safe, and efficient ground transportation is to be used. Reimbursement rates will follow State of South Carolina guidelines. When requesting reimbursement for auto rental, a copy of the rental agreement showing rental amount must be provided as documentation as well as an Expense Form. In general, a midsize car is the preferred car type; however, the size and type of the rental car should be appropriate for the number of people in the car and the road conditions on which it will be used. When renting cars domestically you are allowed to purchase rental car insurance, this is a reimbursable expense, the Foundation does not maintain car coverage.

### ***Personal Auto Reimbursement***

When employees use a personal vehicle on approved University business, the Foundation will reimburse mileage at the current rate authorized by the State of South Carolina. Please contact the Winthrop University Foundation Office for the current mileage rate.

### *Tolls and Parking*

Tolls and parking paid by the employee while traveling on University or Foundation business are reimbursable from Foundation funds. If a trip is extended for personal reasons, the tolls and parking for that portion of the trip are not reimbursable. A receipt for all tolls and parking must be provided with the reimbursement request.

Transportation costs of non-business guests are not reimbursable and may not be paid with a Foundation credit card. Accommodations for personal guests (such as a child car seat) should be arranged by the employee.

### *Meals*

In order to be reimbursed by the Foundation, the Internal Revenue Service must consider meal expenses deductible business expenses. The expense must be incurred for a clear business reason.

Business meals away from home or meals incurred while traveling on business are reimbursable if the travel includes being away from home. Meals consumed away from home (e.g. breakfast eaten in Rock Hill prior to traveling out of town) are not reimbursable.

Business meals consumed while at home are not normally reimbursable by the Foundation. IRS allows certain exceptions.

The primary exceptions are:

- A faculty/staff member has a meal with a prospective donor or volunteers.
- A faculty/staff member has a meal with a representative of an external business related organization to discuss matters of benefit to the University.
- A faculty/staff member has a meeting with a Winthrop University business purpose and the meal is consumed during that meeting.
- A unit or department-wide holiday party or a picnic for employees (may include their families).
- The cost of a meal for a spouse may be reimbursable if there is a clear business purpose, rather than a personal or social purpose for the spouse's attendance (tax standard; reimbursable if "impractical to entertain for the business purpose without the spouse").

IRS does not consider the following meals reimbursable:

- Meals furnished to promote goodwill or boost morale
- Meals that have no business benefit to the University

### *Limitations for Meal Expenses*

- While employee is traveling and dining alone or with other Foundation employees, **total meal costs, which include beverages and tip, should not exceed \$100 per day, per employee. This is a maximum, not a per diem.**
- If you are conducting a business meeting over a dinner in your home city or out of town, the allowance is **\$75 per person, which includes beverages and tip.**
- Meal limits may be exceeded with approval from the Foundation's Executive Director. Please cite the approval when documenting the business purpose for the expense.

### *Best practices for Meal Expenses*

#### **Who Pays**

When more than one Foundation employee is present at a meal, the most senior staff member should pay the bill.

#### **Non-Business Meals**

Meals for non-business guests are not reimbursable and may not be charged to a Foundation credit card.

Requests for reimbursement of meal expense must include an itemized receipt, an explanation of the business purpose, names and relationship of those attending, and the date and location. A completed Expense Form must be submitted. Any such meal expense must not be lavish or extravagant in accordance with both IRS and Foundation policies. It is important to judge all expenditures in light of our responsibility to the public and our donors.

#### **Gratuities**

Gratuities will be reimbursed if the amount appears reasonable. Gratuities must be calculated on the amount of the bill before sales tax. Gratuities up to a maximum of 20% will be reimbursed. If the gratuity is more than 20%, a written explanation should be submitted with the Expense Form as to why it was more.

### *Alcohol Expense*

Purchase of alcohol for students is prohibited. This applies to both undergraduate and graduate students. Please note that if alcohol is served at an event where students are present, a memo stating that no alcohol was served to students is required and must be sent with the reimbursement request.

While the amounts should generally be much lower, the dollar amount of requested reimbursement for alcohol consumption should not exceed:

- Lunch: \$15.00 per person per meal, excluding tax and gratuity
- Dinner: \$25.00 per person per meal, excluding tax and gratuity

At events, such as receptions, **the maximum allowable is \$15.00 per person. All of these limits are part of, not separate from, total meal expense limits as defined within these policies.**

The purchase of alcohol for more than one event requires the additional approval of a vice president, executive director, athletic director, or other division supervisory leader.

### *Lodging*

When requesting reimbursement for lodging, a detailed billing must be submitted with the Expense Form. The Foundation will only reimburse for the room, surcharges and related taxes associated with the lodging, not for personal expenses such as movies, etc. If it becomes necessary to cancel the lodging reservations, it is the responsibility of the employee to cancel hotel reservations within the hotel cancellation policy time frame. Fees assessed due to the employee's failure to properly cancel are not reimbursable by the Foundation. It is acceptable to pay for multiple employees lodging on a single check; however, individual expense reports are still required after completion of the trip.

**No reimbursement for overnight accommodations will be made within 50 miles of the travelers' office and/or residence.**

Lodging may be shared with non-business guests. Accommodations for personal guests such as different room types, extra rooms, and other special amenities should be arranged by the employee. Expenses for spouses will not be paid by the Foundation. Lodging expense for [spouses] will be allowed if there is no difference in the room rate of a single or double room. The employee will be responsible for any additional lodging costs. Meals and any other expenses for the spouse will not be reimbursed.

### *Telephone calls, faxes and internet service*

The Foundation will reimburse telephone calls, faxes and internet service used for business purposes only. Employees should use their best judgment in limiting personal calls while traveling. A written explanation must be provided with the reimbursement request. Internet connectivity in hotel, airplanes, and other public places while traveling on behalf of the Foundation is reimbursable. Employees should be mindful of security issues surrounding wireless connectivity.

### *Non-reimbursable expenses*

All expenses are reviewed for appropriateness to the business function of the university and its related entities. Non-reimbursable expenses include, but are not limited to, the following:

- Airline club dues
- Airline upgrades
- Hotel frequent-stayer clubs
- Rental car club membership fees
- In-room or in-flight movies

## *Winthrop University Foundation Travel and Entertainment Expense Policy*

- Fines for traffic violations
- Parking citations
- Stowing charges
- Other fees/fines due to employee negligence
- Air or personal cell phone charges, except in emergencies
- Costs of commuting to/from work/home
- Personal travel expenses, including sundries or recreational reading
- Insurance on life or personal property while traveling
- Purchase of clothing and/or other personal items, gifts
- Expenses for family, child, pet, home and property care while on a trip
- Lost/stolen items, travel expenses for children/spouse/companions and
- ATM/Cash Advance fees

If in doubt as to whether an expense is reimbursable, please call the Foundation Office.

### *Payment Options*

#### *Personal resources*

A request for a reimbursement for expenses paid out-of-pocket must be submitted with the Expense Form. However, these reimbursements must be submitted for payment within 30 days of the time of the expense. If the expense is incurred around year-end (December 31<sup>st</sup>), then the request for reimbursement must be received in the Foundation Office by January 31<sup>st</sup>.

#### *Foundation Credit Card*

Reimbursable expenses can be paid for with a Winthrop Foundation credit card. If a Foundation credit card is used for non-reimbursable expenses or non-allowed purposes, the employee is held responsible for immediately reimbursing the Foundation.

### *Expense Reporting*

Each traveler is solely responsible for the timely reconciliation of his or her expense report and providing full documentation as verification of each expense. Requests for reimbursement for travel and entertainment must comply with IRS regulations. Reimbursements subject to tax consequences are considered salary supplements.

Original receipts must be submitted. If you are missing a required receipt please call the merchant to obtain a copy. No expenses submitted more than 30 days after they were incurred are reimbursable.

Please note the following reminders:

- WUF does not pay a per diem
- Original receipts are required and should be taped to a sheet of letter-size paper and attached to the Expense Form.

- If an original receipt is not available, an Expense Certification signed by the payee, must be provided.
- An itinerary should also accompany the Disbursement Request Form.
- Receipts should be dated and have the vendor's name pre-printed on them.
- Hotel bills must be itemized, with business expenses indicated.
- Receipts for meals must be itemized and clearly indicate the names of all who attended the meal, their relationship to Winthrop, the business purpose and the expected benefit to the university. IRS regulations require detailed information for such reimbursement. Please be specific to expedite our reimbursement process.

If you have any question or need more information, please contact the Foundation office to discuss prior to submitting an expense reimbursement request.