



**BABSON COLLEGE TRAVEL POLICY**  
**EFFECTIVE: JANUARY 1, 2011**  
**REVISED: JULY 6, 2011**

# BABSON COLLEGE TRAVEL POLICY

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# BABSON COLLEGE TRAVEL POLICY

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**EFFECTIVE DATE:** JANUARY 1, 2011

**PURPOSE:** This Policy provides guidelines and establishes procedures for faculty and employees who incur business travel and entertainment expenses on behalf of Babson College.

**REVIEW CYCLE:** This Policy will be reviewed on or about May 15th of each odd-numbered fiscal year beginning in 2013 with recommendations for revision forwarded to the Vice President for Administration, the Vice President for Finance, and General Counsel by June 15th.

**POLICY:**

**1. Scope**

- A. This policy applies to anyone who incurs travel or entertainment expenses paid by Babson College regardless of the source of funds. Departments may elect to impose stricter controls over travel expenditures than those required by this policy.

**2. Responsibility of Traveler**

- A. While College personnel should travel comfortably and in a manner which professional people would normally expect, **each traveler should be conscious of an obligation to spend Babson funds prudently.** The College will reimburse business travel expenses if they are reasonable, appropriately documented, properly authorized, and in compliance with this Policy.

**3. PCard**

- A. Whenever possible, travelers should use a Babson College PCard for business travel. To request a PCard please contact Lori Sullivan, PCard Administrator.

**4. Travel Approval**

- A. All travel on college business must have the approval of the traveler's immediate supervisor.

**5. Travel Advances**

- A. A faculty member or employee who needs a travel advance must complete a TRAVEL ADVANCE REQUEST FORM<sup>1</sup> and have it approved by a supervisor and the appropriate Vice President/Division Director in the case of staff or Vice Provost/Division Chair in the case of faculty.
- B. The approved TRAVEL ADVANCE REQUEST FORM must be submitted to Accounts Payable at least two (2) weeks prior to the trip (except under special

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<sup>1</sup> This form is available in the Accounts Payable Office or on the Community Shared K Drive - See "PERM" and then "BUSINESS FORMS". The form will ultimately be available online on the Travel Portal, and travelers will be able to submit completed forms electronically.

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circumstances in which the need for travel arises on short notice).

- C. The TRAVEL ADVANCE REQUEST FORM should include a reasonable estimate of the total travel expenses that are to be incurred.
- D. The appropriate Vice President/Division Director or Vice Provost/Division Chair, or their designees, will make the final decision regarding limits, with approval noted on the TRAVEL ADVANCE REQUEST FORM.
- E. Advances may be issued for trips of two (2) days or more. The maximum amount advanced will be 75% of estimated expenses, including air/rail, local transportation, lodging, meals, and registration fees that cannot be paid with a PCard.
- F. Travelers must settle cash advances using a TRAVEL EXPENSE REPORT no later than three (3) weeks after completion of the trip. Unused cash advances must be returned immediately (within one (1) week) when a trip is canceled or postponed.

### **6. Travel Arrangements**

- Whenever possible, travelers should use the Babson Travel Portal or Babson's authorized travel agencies to book air travel, lodging, car rental, and rail reservations. However, if lower cost alternatives are available from other sources, travelers should use them and notify the Purchasing Office. Purchasing Office staff will see if the sources can be made available through the Travel Portal.

#### **A. Travel Portal**

- i. Access to the Travel Portal is available via:
  - 1. Babson Home Page ([www3.babson.edu](http://www3.babson.edu))—click on Site Map>T>Travel Portal
  - 2. Babson Portal—under Smart Tools/Personal click on Campus Travel
- ii. Travelers can access most airlines and travel services such as Expedia, Travelocity, Orbitz, etc. via the Travel Portal

#### **B. Travel Agencies**

- i. Babson's authorized travel agencies are:

**Cleveland Circle Travel**

1034 Great Plain Ave  
Needham, MA 02492  
Phone: 781-449-6860  
Fax: 781-444-7764

**Great International Travel**

200 Highland Ave  
Needham, MA 02494-3019

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Phone: 617-559-3735-Rona

Phone: 617-559-3771-Don

Fax: 781-455-8611

- ii. Babson receives discounted rates through use of these agencies. The agencies also provide live, 24/7 customer service support.
- iii. The agencies require a valid Babson expense account number.
- iv. Travelers should make reservations as soon as travel plans are finalized to receive advance purchase discounts.
- v. In the following cases travelers are **not** required to use the authorized travel agencies:
  - 1. The traveler finds a lower fare elsewhere or can use special coupons that will result in lower fares/costs than those provided by the College's authorized travel agents.
  - 2. The traveler has itinerary changes related to emergency situations.
  - 3. An organization hosting a conference, meeting, or seminar has arranged substantial discounts that cannot be matched by one of the College authorized travel agents.
  - 4. A business client requests that the traveler use the business' travel agency.
  - 5. The traveler is part of a group that is purchasing group tickets through another agency (e.g., off-shore course participants using Student Advantage).

### 7. Reimbursable Expenses

#### FACULTY ONLY

##### A. Paper Presentations at Professional Meetings/Conferences

- i. Up to \$1,400 per trip for paper presentations at national association meetings/conferences.
- ii. Up to \$1,400 per trip for paper presentations at international association meetings/conferences involving foreign travel.
- iii. Up to \$700 per trip for paper presentations at regional association meetings/conferences (please note that a "regional" meeting may be held outside of the Northeast), or when attending any association meetings/conferences as an officer of the association and not presenting a paper.
- iv. Up to \$500 per year for attendance at all other meetings/conferences, including meetings where a faculty member serves as a presenter or panel chairperson.
- v. Faculty will ordinarily be reimbursed one time during an academic year (July 1 - June 30) for presenting a specific paper.

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- vi. Registration or conference fees are NOT considered part of the travel "caps" defined above in Sections A.i. through A.iv.

### **FACULTY AND STAFF**

#### **A. Personal Car**

- i. For local business travel, employees may use personal automobiles.
- ii. Personal car travel is reimbursed at the current federal government (IRS) mileage rate of 50 cents/mile, effective January 1, 2010. This covers the full operating expenses of the vehicle including gas, wear, and insurance. Parking and toll costs are reimbursable (receipts required). The costs of citations of all descriptions and repairs are not reimbursable expenses.
- iii. To be reimbursed, travelers must provide the following information on their expense reports and must submit a map from Google Maps or MapQuest showing the trip's starting point and destination.
  - 1. Purpose of trip
  - 2. Number of miles driven
  - 3. Date and destination
  - 4. Receipts for tolls and parking
- iv. During a Babson business trip when an employee uses his/her personal car, the employee's primary auto insurance is used for his/her protection and the protection of any passengers.

#### **B. Rental Car**

- i. When traveling on College business, travelers are authorized to rent cars up to and including the midsize/intermediate class size. When traveling with three (3) or more people, **all** of whom are on College business, travelers may rent minivans.
- ii. Travelers must use a PCard for car rentals.
- iii. Travelers are responsible for daily rental expenses in excess of the cost of approved car classes.
- iv. Travelers may book a class of service above the midsize/intermediate class when:
  - 1. Cars in an authorized category are not available.
  - 2. The rental can be upgraded at no extra cost.
  - 3. Additional space is required for transporting excess baggage for College employees.
  - 4. A larger vehicle is required because of pre-approved medical reasons (i.e., drivers with disabilities).
- v. Reimbursable car rental costs include the daily rental fee, mileage fee, gasoline charges, tolls, and authorized insurance charges.
- vi. Non-reimbursable costs include, but are not limited to, car repairs, parking ticket fines, and traffic violation fines.
- vii. Travelers who participate in rental car club programs are not reimbursed for membership fees.

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- viii. Rental car reservations should be made through the Travel Portal, the College's preferred travel agencies, or corporate accounts set up through the Massachusetts Higher Education Consortium (MHEC) and Educational and Institutional Cooperative Purchasing (E & I) to take advantage of negotiated rates.

### **E + I (Contract Effective Date: 01/01/2010 - 12/31/2014)**

- Enterprise Rent-A-Car (800-736-8222)
  - E&I Enterprise Discount #NA24E5A for the Flat Rate Program or
  - #NA24E9A for the 8% discount off of the Best Rate Available (no Insurance)
  - Contract #: CNR01080
- Hertz Corporation (1-800-654-2200)
  - Hertz CDP # 50691
  - Contract #: CNR-01064

### **MHEC (Contract Effective until September 30, 2012)**

- Merchants Automotive Group, Inc.
  - Identify: MHEC Member
  - Attn: Roger Royer
  - Phone: 603-669-4100 x344
  - FAX: 603-695-9344
  - Email: [rogerroyer@merchantsauto.com](mailto:rogerroyer@merchantsauto.com)
- National Car Rental
  - Attn: Cyndie Gonzalez
  - Phone: 617-884-7275 x223
  - FAX: 617-884-6682
  - Email: [gonzalezc@nationalcar.com](mailto:gonzalezc@nationalcar.com)

- ix. When signing a contract for a rental vehicle for College business, faculty/staff should sign as follows: NAME OF TRAVELER, TITLE, BABSON COLLEGE.
- x. When renting cars in the United States, employees traveling on college business should decline the collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance, and any liability insurance supplements, because these are covered through use of the PCard.
- xi. When renting cars in a foreign country, travelers should accept all insurance coverage.
- xii. It is sometimes possible to get "special deals" by combining automobile rental with airline reservations. The travel agencies have information available with regard to car rentals, and will gladly seek out options and

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make reservations. Questions may be directed to Anne Krueger, Purchasing Manager.

### C. Local and Ground Transportation

#### i. General

1. Babson encourages the use of public transportation whenever possible.
2. Travelers in need of local transportation should use the services available through the Travel Portal or a service that costs the same or less.
3. Babson will generally reimburse employees for up to \$100 per one-way trip (receipts required) for ANY means of transportation to and from Logan Airport. However, town cars should not be used.
4. Use of free hotel shuttles, discount shuttles, and shared cabs is preferable to taking a single person cab.
5. The cost of private sedan or car services is *not* a reimbursable expense UNLESS such costs do not exceed the comparable taxi fare, or are required as part of joint travel with the President, Provost, Vice Presidents, Deans, or other senior College leadership.
6. Taxi fares, including tips, for travel between hotels and railroad stations or airports, and between appointments, are reimbursable where public transportation is not practical.
7. The appropriate Vice President/Division Director or Vice Provost/Division Chair may make exceptions to these limits in special circumstances.

#### ii. Transportation Services

1. The College has arrangements with several transportation services. All ground travel transportation should be booked through the College's preferred vendors using the Travel Portal. Please reference your Babson **budget account number** when booking your travel reservation.

- **Boston Coach**  
69 Norman St  
PO Box 1171  
Everett, MA 02149  
Phone: 800-672-7676  
Master Account number 9081
- **Charles River Transportation**  
170 Worcester St #206  
Wellesley, MA 02481

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Phone: 508-651-1112

- **Wellesley Carriage**

Phone: 508-653-5027

Phone: 800-836-0006

Home page includes an on-line link for Babson clients:

<http://www.wellesleycarriage.com/babson.html>

- iii. If you are not using one of the preferred vendors, a comparable cost car service should be used.

D. **Domestic Air Travel** (Continental United States, Canada, Mexico, and Puerto Rico)

- i. Domestic air travel should be booked using a PCard and, whenever possible, using the Travel Portal or one of the College's authorized travel agencies.
- ii. Except in the circumstances noted below, all domestic air travel should be by economy class (i.e., coach, tourist, super saver).
- iii. Travelers may use business class in the following circumstances:
  - 1. The traveler has certain physical disabilities, confirmed by a letter from a physician.
  - 2. The cost is not more than the lowest available coach fare.
  - 3. Coach class is sold out and no alternate flights are available.
  - 4. When traveling with clients, travelers can use the same class of service.
- iv. When it is necessary to use business class, a letter of explanation should accompany the TRAVEL EXPENSE REPORT.
- v. Upgrades
  - 1. Upgrades at the expense of the College are NOT permitted UNLESS the total ticket cost does NOT exceed the amount of the lowest posted airfare. Upgrades are allowed at the traveler's personal expense and should be noted as such on the expense report. Upgrades should NOT be charged on the PCard.
  - 2. Travelers may use personal frequent flyer miles to upgrade.
  - 3. Travelers may choose to personally pay for upgrades.
- vi. Frequent Flyer Programs—Babson does not reimburse travelers for tickets purchased with frequent flyer miles.
- vii. From time to time the authorized travel agencies may negotiate discounted fares to frequently traveled destinations at substantial reductions. Travelers should utilize these discount fares whenever possible.
- viii. The authorized travel agencies have been instructed to seek the least expensive travel (and/or most efficient for the traveler) alternatives for

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Babson travelers. Babson travelers should utilize their expertise and services whenever it is feasible.

- ix. Babson will not reimburse anyone other than the employee.
- x. Babson will reimburse only for coach and special air travel rates.
- xi. Once an air travel arrangement has been made, and College funds committed, reimbursement for costs associated with a change in the booking (e.g., changing a return ticket from one-stop to direct) must be approved by the appropriate Vice President/Division Director or Vice Provost/Division Chair.

### E. International Air Travel

#### **WHENEVER POSSIBLE, INTERNATIONAL TRAVELERS SHOULD MAKE TRAVEL ARRANGEMENTS THROUGH THE TRAVEL PORTAL OR USE THE SERVICES OF ONE OF BABSON'S AUTHORIZED TRAVEL AGENCIES**

- i. International travel covers Alaska, Hawaii, and all destinations outside the continental United States, Canada, Mexico, and Puerto Rico.
- ii. Travelers should notify the travel agencies at least three (3) weeks prior to the proposed departure date.
- iii. For international travel, business class airfare is allowed when:
  - 1. The traveler has certain physical conditions or disabilities, as confirmed in a letter from a physician.
  - 2. Coach class is sold out and no alternate flights are available.
  - 3. Total flying time exceeds seven (7) hours, excluding layover time at connecting points.
- iv. When flying business class, the traveler should provide an explanation on the TRAVEL ADVANCE REQUEST FORM (if applicable) and the TRAVEL EXPENSE REPORT.
- v. Upgrades
  - 1. Upgrades at the expense of the College are NOT permitted UNLESS the total ticket cost does NOT exceed the amount of the lowest posted airfare. Upgrades are allowed at the traveler's personal expense and should be noted as such on the expense report. Upgrades should NOT be charged on the PCard.
  - 2. Travelers may use personal frequent flyer miles to upgrade.
  - 3. Travelers may choose to personally pay for upgrades.
- vi. Stopovers/Forced Layovers
  - 1. Hotel accommodations for forced international layovers due to scheduling should be at the carrier's expense whenever possible. If the carrier will not absorb the hotel cost due to a forced international layover, the College will reimburse the traveler for the cost of the layover.

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- vii. Passports and Visas
  1. The College's authorized travel agencies can assist travelers with passport and visa applications. In addition, information is available on the Travel Portal.
- viii. International Travel Advisories
  1. Travelers **may NOT** travel to a country for which the State Department has issued a Travel Alert or a Travel Warning **without prior approval** from:
    - a. For students, the Undergraduate or Graduate School dean.
    - b. For staff, the appropriate Vice President/Division Director.
    - c. For faculty, the appropriate Vice Provost/Division Chair.
  2. Current information on alerts and warnings is available on the State Department International Travel site at [http://travel.state.gov/travel/cis\\_pa\\_tw/pa/pa\\_1766.html](http://travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html)
  3. Travelers may also check the Travel Portal or contact one of the authorized travel agencies to obtain a list of current alerts and warnings.
  4. Additional information about alerts and warnings is included in the Babson College Travel Abroad and Return Policy. This Travel Policy incorporates the provisions of the Travel Abroad and Return Policy. A link is available on the Risk Management website: <http://www3.babson.edu/Offices/risk/loader.cfm?url=/commons/pot/security/getfile.cfm&PageID=619339>
- ix. International SOS
  1. Babson contracts with International SOS to provide employees traveling abroad on College business travel, medical, and security advice and services. See Sections 9.B. and 9.C. of this policy (under Travel Accident Insurance) for additional information.
- x. Foreign Currency Services
  1. International travelers can obtain foreign currency from:
    - a. Foreign banks
    - b. Airport foreign exchange counters
    - c. Major hotels
    - d. Currency exchange outlets
    - e. Designated travel agency offices (limited availability)
  2. Because the conversion rate is usually better abroad, it is advisable to change local currency back to U.S. dollars before departing from the foreign country.

### F. Rail

- i. Rail travel may be used whenever the traveler finds it convenient.
- ii. All rail travel should be at the lowest available fare for reserved seating.
- iii. For scheduled travel in excess of seven (7) hours, first class is allowed even if reserved seating is available in coach class.

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- iv. For most international rail travel, reserved seating is only available in first class.
- v. Whenever possible, rail travel arrangements should be made through the Travel Portal or the College's authorized travel agencies.

### G. Lodging

- i. Travelers should make every effort to secure economical as well as comfortable, safe accommodations.
- ii. Travelers are entitled to stay in a single room with a private bath. Upgrades to suites or executive floor rooms are permissible ONLY if there is no additional cost to the College and must be explained on the TRAVEL EXPENSE REPORT.
- iii. With prior approval, travelers may stay in suites if required to conduct business (e.g., meetings, interviews, etc.).
- iv. Whenever possible, travelers should make hotel reservations through the preferred travel agencies or the Travel Portal.
- v. When traveling to a conference, every effort should be made to secure economical as well as comfortable accommodations. A traveler may stay at a hotel hosting the conference even if the rate is not the most economical available when it is the most convenient and/or offers a "discount" rate.
- vi. Hotel Spending Guidelines Per Day (including taxes)
  - \$175.00 Most U.S. cities
  - \$225.00 - \$ 275.00 Boston, Chicago, Philadelphia, San Francisco, Washington, D.C.
  - \$ 275.00 - \$ 325.00 New York City
- vii. Lodging costs beyond these levels require the prior authorization of the appropriate Vice President/Division Director or Vice Provost/Division Chair.
- viii. Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received (usually 15%).
- ix. Room service is reimbursable when confined to reasonable limits as determined by the meals guidelines.
- x. The College does not reimburse travelers for personal expenses including but not limited to:
  - 1. Room service charges beyond normal meal expenses.
  - 2. In-room movies and video rentals.
  - 3. In-room alcoholic beverages.
  - 4. Recreational activities, with the exception of basic use fees for fitness centers.
- xi. If a traveler stays at a private residence with a friend or family, then a gift to the host should cost no more than \$75. A receipt is required for all gifts.

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- xii. Cancellation Procedures
  1. It is the traveler's responsibility to notify either the hotel or the travel agency with whom the reservation was made to cancel a room reservation.
  2. Travelers should request and record the cancellation number and the name of the person responsible for the cancellation in case of billing disputes.
  3. Travelers should note that cancellation deadlines are based on the local time at the destination hotel.
  4. Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error. Exceptions require the approval of the appropriate Vice President/Division Director or Vice Provost/Division Chair.

### H. Meals

- i. Babson reimburses travelers for reasonable expenses for meals eaten while on College business.
- ii. *Personal Meal Expenses* are meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Personal Meal Expenses for breakfast, lunch, and dinner should be recorded separately for each day and entered in the "Meals" column on the TRAVEL EXPENSE REPORT.
- iii. *Business Meal Expenses* are meal expenses incurred when dining with donors or colleagues where specific business discussions take place. Employees and faculty are reimbursed for business meal expenses based on reasonable actual costs as determined by the authorized signer.
- iv. For full day or overnight trips, expenses for three (3) meals, including beverage and tip, will be reimbursed up to \$90 per day. Per meal reimbursement guidelines follow, although a traveler can "pool" these amounts and submit meal expenses on a per day basis (though Accounts Payable still requires a separate receipt for each meal). At conferences where meals (breakfast and lunch) are included, the traveler should spend no more than \$70 for dinner. Day trip lunch expenses are not reimbursable.
  - Breakfast (departure from campus or residence before 7 am) \$15
  - Lunch \$25
  - Dinner (return to campus or residence after 7 pm) \$50
- v. A drink with dinner is a reimbursable expense. Reasonable tips may be made, but with a 10-20% range as a normal guideline.
- vi. Employees should avoid paying for meals for other Babson employees unless it is a bona fide business meeting.
- vii. When paying for clients, volunteers, or guests of Babson, employees should indicate who these individuals are.

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- viii. Additional information is required when identifying business meals and entertainment on the TRAVEL EXPENSE REPORT, as well as the PCARD ALLOCATION REPORT. The IRS requires:
  - 1. Names of all guests
  - 2. Titles or affiliations of guests
  - 3. The business purpose
- ix. Meals taken with other employees are reimbursed only in the following circumstances:
  - 1. When, for confidentiality reasons, business must be conducted off College premises.
  - 2. When dining with other employees at an out-of-town conference.
  - 3. When authorized by the department head for reward, recognition, or other appropriate business purposes.
- x. Alcoholic Beverages
  - 1. The use of alcohol for business entertainment purposes should be kept to a minimum. Employees who are driving should **not** consume alcohol. Employees should be aware that the purchase and use of alcohol places significant legal exposure on the College.

### **I. Telephone**

- i. Use of an air phone is allowed only if an emergency or critical business issue is involved.
- ii. Travelers may be reimbursed for reasonable and necessary business calls made with personal cellular phones. A copy of the bill should be attached to the TRAVEL EXPENSE REPORT.
- iii. Personal telephone calls home are reimbursable up to \$10 per day.

### **J. Entertainment**

- i. Babson will reimburse for entertainment expenses for events where a business discussion takes place during, immediately before, or immediately after the event.

### **K. Gifts**

- i. The costs of gifts up to \$75 are reimbursable when given as a "thank you" for food and/or lodging. Receipts must be submitted.

### **L. Miscellaneous**

- i. Laundry, dry cleaning, and pressing expenses are reimbursable in the event of inclement weather, or for trips which exceed five (5) consecutive days.

## **8. Travel Expense Report**

- A. Authorized signers should verify that expenses and expense reports meet the following criteria:
  - i. Expenses were incurred while the traveler was conducting College business.
  - ii. Information contained on the expense report and in the attached documentation is accurate and in accordance with this policy.

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- iii. The expenditures are charged to the appropriate account.
- B. Reimbursement for meals/entertainment expenses exceeding \$25 requires that the traveler attach copies of receipts to the TRAVEL EXPENSE REPORT and list all parties present at the meal or event. Original receipts must accompany the PCARD ALLOCATION REPORT when it is applicable.
- C. Travelers should file a TRAVEL EXPENSE REPORT no later than three (3) weeks after completion of a trip.
- D. If actual expenses exceed estimated expenses by more than 10%, the approval of the appropriate Vice President/Division Director or Vice Provost/Division Chair is required.
- E. Accounts Payable will provide prompt reimbursement (within two (2) weeks), less amount advanced, when travelers submit a TRAVEL EXPENSE REPORT on time and with required documentation.
- F. All claims for foreign travel expenses must be converted to U.S. dollars. The conversion rate and computation, as well as the source used to verify the rate (e.g., WALL STREET JOURNAL), must appear on each receipt. Foreign travel expenses charged to PCards are converted by Mastercard, and are reimbursed to the traveler as they appear on the Corporate Card bills.

### 9. Travel Accident Insurance

- A. Babson's group travel insurance policy covers employees traveling anywhere in the world on College business, both in the air and on the ground (rated for specific injury and up to five times annual salary for loss of life). Travelers may purchase additional flight insurance, but the cost is not reimbursable.
- B. For international travel Babson also contracts with International SOS to offer employees traveling abroad on Babson business the highest possible level of travel, medical, and security advice and services, as well as on-line access to information. Services range from telephone advice and referrals to full-scale evacuation by private air ambulance. Travelers may use International SOS in case of an emergency evacuation and/or repatriation attributable to a single medication condition while on the trip. International SOS is to be used in ADDITION to the traveler's own medical insurance.
- C. Before departure on a Babson sponsored program or business, international travelers, if not previously registered with International SOS, **must** contact the Office of International Programs to obtain an International SOS emergency contact card and **must** register online with International SOS. Contact the Office of International Programs for more information on International SOS and how to register.
- D. For international travelers this Policy incorporates the provisions of the Babson College Travel Abroad and Return Policy. A link is available on the Risk Management website:  
<http://www3.babson.edu/Offices/risk/loader.cfm?url=/commonspot/security/getfile.cfm&PageID=619339>

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- E. Through the PCard program travelers may also receive:
  - i. Referrals to medical assistance.
  - ii. Assistance with hospital admissions.
  - iii. Medical transportation/medical evacuation.
  - iv. Assistance in locating lost luggage and regular updates on the location status.

### **10. Unused Tickets**

- A. Any ticket or portion of a ticket that is not used must be returned to the authorized travel agency for appropriate credit to the account originally charged. If the traveler has already received payment for the ticket in advance of the trip, the traveler must provide reimbursement directly to the College by completing a TRAVEL EXPENSE REPORT accompanied by a check.

### **11. Business Expenses for Travel Connected to a Governmental Grant**

- A. This Policy applies to a Babson employee whose travel is funded by a government grant. The traveler must also comply with the requirements of the funding authority.

### **12. Spouse**

- A. The College does not reimburse travel expenses incurred by a spouse. Any employee who travels with a spouse is expected to pay for all incremental costs associated with the spouse's travel including transportation costs; additional lodging expenses, if any; meal expenses; and registration fees.

### **13. Expenses Incurred Before the Start or After the Conclusion of Business Travel**

- A. Expenses incurred before the start or after the conclusion of business travel or during an extension of travel on behalf of the College (e.g., the cost of a hotel room which is occupied after the conclusion of a professional conference as part of a vacation) are not reimbursable by the College and should not be charged to a PCard.

### **14. Exceptions**

- A. Exceptions to this Policy may be approved by the Chairperson of the Board of Trustees for the President; by the President or Provost for direct reports; by the Dean of Faculty for faculty; by the appropriate Vice President or Dean for all other employees; or as set forth in contractual arrangements approved by the Chairperson of the Board of Trustees.