

WILLIAMS COLLEGE TRAVEL AND BUSINESS EXPENSE GUIDELINES

Internal Revenue Service publication 463, Travel, Entertainment, Gift and Car Expenses sets out the requirements for travel and business related expenditures. The **Williams College Travel and Business Expense Guidelines** are based on that publication. The IRS states that ordinary and necessary business related expenses are deductible and reimbursable. The IRS defines ordinary as "common in your field of trade, business or profession"; and necessary as "helpful and appropriate for your business". The IRS states that meals, hotels and entertainment expenses cannot be "lavish or extravagant". The IRS requires all businesses (profit and non-profit) to reimburse employees for travel and entertainment expenses under "an accountable plan". For a plan to be deemed "accountable": 1) there must be a business reason for the expenses; 2) the employee must substantiate the expenses and 3) the employee must return to the employer any amount advanced in excess of the substantiated expenses on a timely basis.

To insure compliance with the IRS, the College has prepared the following accountable travel and entertainment plan. This document has been reviewed and approved by Senior Staff and our external, independent auditors. These guidelines apply to all College employees traveling on College business. Faculty travel funded by federal grants must also comply with federal travel regulations as outlined in their individual grant proposal and in OMB Circular A-21.

SUMMARY OF TRAVEL AND BUSINESS EXPENSE POLICY AND PHILOSOPHY

Williams College's policy is to reimburse employees for ordinary and necessary travel and entertainment expenses incurred while on authorized College business travel. These include costs for transportation, lodging, meals and communications. Regardless of the method of payment (cash, check, credit card), all travel and business expenses are reviewed by the Controller's office as part of the accounts payable process.

The College's policy requires Supervisor approval for travel and business expenses evidenced by signature approval on travel vouchers, American Express reconciliations and Bank of America Purchasing Card reconciliations. A Senior Staff member must approve Department Head travel expenses.

Faculty travel funded by department money must be approved by the Department Chair. Faculty travel funded Dean of the Faculty money (faculty travel funds, named professorships) must be approved by the Dean of the Faculty Office. Faculty travel using grant or other individual research funds (including divisional faculty development funds) may be submitted with the principal investigator/professor signature only.

The intent of the travel policy is to reimburse employees for out-of-pocket expenses incurred while on College business that would not otherwise be incurred. Expenses that are of a personal nature, or expenses that would be incurred whether or not the employee was on College business, are not eligible for reimbursement. The College requires employees to provide receipts, and document the business purpose of each expense in accordance with the following guidelines and the regulations of the United States Internal Revenue Service. In addition, if federal grant funding is used, employees must adhere to all regulations as outlined in the grant.

Employees are expected to adhere to the laws in effect for the state or country to which they are traveling. The College requires that employees on College business wear seat belts. The College discourages the use of cell phones while driving. In an emergency, if an employee must use a cell phone while driving appropriate hands free equipment must be used. Fees or fines incurred due to legal infractions (such as parking fines, speeding tickets, etc.) are the responsibility of the employee. The College will not reimburse such fees or fines.

When several members of a department or many College officials are traveling to the same destination, the College recommends that employees consider whether to travel as a group or split the group to minimize exposure to the risks inherent in traveling.

Discounts are often available through AAA, AARP, MHEC, and other personal and professional organizations. The College cannot pay for personal memberships, but if these discounts are available to the employee the College encourages the employee to utilize them and appreciates the effort to minimize travel costs.

Employees who travel frequently should request a College American Express Card and/or Purchasing Card (Bank of America MasterCard). Requests are available on the Controller's Office web page and must be signed by a Department Head. When purchasing either an airplane or train ticket, the American Express card provides better insurance coverage than the Purchasing Card (see below under Business Travel Insurance). College credit cards should NEVER be used for personal travel expenses or other personal items. If family members are accompanying you on a College funded trip please read the Spousal Travel section below.

This is an evolving document. Updates will be made as regulatory (IRS) and industry standards change. Employees should review the Travel and Business Expense Guidelines at least annually to be sure that they are in compliance with the guidelines. The Travel and Business Expense Guidelines are posted on the Controller's Office website <http://www.williams.edu/admin/controller/>.

TRAVEL WEBSITE

The College has a travel website <http://www.campustravel.com/university/williams/> that provides valuable information and travel agency contacts. Please use this website to help you determine the best method to purchase transportation and lodging at your destination.

BUSINESS TRAVEL INSURANCE

There is business travel insurance provided when the transportation cost (on a common carrier, e.g. commercial airline, bus, train) is charged to the College's American Express or Bank of America purchasing card. Each card provides \$350,000 of insurance. The American Express card provides coverage for the duration of the business trip. American Express coverage begins upon departure from the Cardmember's residence or place of regular employment, whichever occurs last, directly to the airport, terminal or station. Coverage lasts for a maximum period of 30 days and ends upon return to the Cardmember's residence or place of regular employment, whichever occurs first. The BOA purchasing card provides coverage while on the common carrier. Further information on this coverage is available through the Controller's Office or directly through the credit card companies.

Any additional business travel insurance purchased by the employee is a personal expense and should not be charged to the College.

The College is not responsible for the loss of personal property during a business trip. Any personal property brought on a business trip that is lost or stolen may be covered by the employee's homeowners or renters insurance subject to the limitations of the policy. Employees are encouraged not to carry cash. Employees are encouraged to use the College credit card or purchasing card while on College business.

AIR TRANSPORTATION

The College will reimburse the cost of airplane tickets in coach class only. All efforts should be made to obtain the lowest, coach fare available. This usually requires booking 14 to 30 days in advance and a non-refundable ticket. In the event a non-refundable ticket has to be canceled, the airlines will charge a fee and issue a credit that has to be used by that employee within the year. Penalties can be quite high. The benefit of locking into a fare should be weighed against the risk of having to make changes in travel plans before purchasing a ticket. If a penalty is incurred due to cancellation, the Department Head must approve reimbursement/payment of that amount. Also, now that some airlines have baggage fees please include the cost of bags when you compare one airline to another.

For electronic tickets, please request a receipt when obtaining boarding passes. When using a kiosk the machine will print one if requested. If that is not possible, submit the web page printout or confirmation letter that is e-mailed to the employee AND the boarding passes for each leg of the trip. For paper tickets, please provide the last page of the airline ticket (passenger receipt) as receipt for the trip. It is important that documentation is submitted that shows the name of the person traveling, the destination and the cost of the ticket.

Please consider using **Southwest Airlines** whenever possible. Southwest does not charge extra bag fees or change charges. Southwest is often cheaper because it flies into "sister airports" which are near a big city but

not right in a big city. Southwest has some very low fares online during certain times of the week. Also if you book on Southwest keep looking at the prices up until your trip. Southwest allows you to rebook the ticket at a lower rate if they have a fare sale. The difference is credited to your account with Southwest and would be available to use on your next business trip. When you use Southwest you can get a boarding pass 24 hours in advance and you are assigned a spot in the line to board the plane.

If you choose to sign up for a frequent flyer program the miles you earn belong to you.

Baggage

Most airlines have instituted and strictly enforce new rules regarding the number, size and weight of bags allowed for each passenger. Employees should be aware of these rules and make sure they are in compliance with the rules. Extra baggage charges and charges incurred due to these increased regulations will be covered, however, extra baggage charges for personal items (i.e. golf clubs) will not be reimbursed by the College.

In the extremely rare event that a charter private plane is required to be used for any College related travel, the travel must be approved by the Vice President of Operations.

Travel Agents and Agent Fees

The College does not have an "official" travel agent. Employees are free to choose the travel agent they wish to work with or deal directly with the airlines/hotels or purchase transportation/lodging online.

It is now common practice for travel agencies to charge a fee for their service. Employees should be aware of this fee, as it can be quite high. Employees should weigh the fee against the expense of doing the travel research on their own and other benefits provided by the travel agent.

When attending a conference or professional meeting, employees should check the group airfare rate negotiated by the event sponsor. Often, these group rates are quite a bit lower than fares that can be obtained directly from the airlines or through a local agent.

Discounts are often available through AAA, AARP, MHEC, and other personal and professional organizations. The College cannot pay for personal memberships but, if these discounts are available, the College encourages the employee to use them and appreciates the effort to minimize travel costs.

Support staff travel – in certain circumstances support staff must be compensated for time spent while traveling on College business (getting to and from the conference or meeting location).

Non-exempt or hourly staff who travel on College-related business for longer than one-day, are subject to specific federal and state wage and hour regulations that define how the individual must be paid for travel time.

Travel time on public transportation that occurs during the employee's normal work hours is paid at straight time even if it occurs on Saturday or Sunday. For example, if the work schedule is 8:30am – 4:30pm and travel is required on a Sunday between 8:00am and 11:00am, the employee will be paid 2.5 hours of travel time.

Employees will not be paid for travel time outside of the normal schedule unless requested to do so by the supervisor for legitimate business reasons. For example, if the supervisor requests travel from 5:00pm – 7:00pm on a Saturday, the employee will be paid for travel time. If, however, the employee chooses to travel at that time for his or her convenience, the time will not be paid.

All hours worked away on College business are paid at straight time, except for hours worked in excess of forty (40) in one week. Both work and travel time are considered in the calculation of overtime. All overtime must be approved in advance by the employee's supervisor.

Spousal or companion travel – the payment for spouse traveling on business is closely regulated by the IRS. The IRS requires a "bona fide business purpose" for the spouse to be on the business trip for the expenses to be reimbursable. A Senior Staff member must approve any spousal travel at Williams College. Documentation of

the spouse's business purpose must be clearly documented on all travel forms. In the specific circumstance where non-business spousal travel is approved, the cost will be treated as taxable income to the employee. In the event a spouse, companion, child, etc. travels with the employee any increased costs must be paid by the employee (i.e. double vs. single occupancy, meal costs, etc.).

As a courtesy, the College will allow an employee to charge a spouse/companion ticket to the College card when making the employee's business reservation (so that the entire traveling party is assured of getting on the same flight, etc.). The spouse/companion/child ticket must be reimbursed immediately when the charge is made to the College card. Employees should not wait until they receive their statement or file their reconciliation to reimburse the College. A copy of the reimbursement check should be attached to the front of the reconciliation when filed.

No spousal/companion charges should be paid by the College. In the event expenses must be split (e.g. restaurant charges) reimbursement should be made immediately upon return from the trip.

Frequent flyer miles - Employees may retain frequent flier miles earned while on College business, however, employees must always travel on the least expensive airline, not the airline with which they have a frequent flier relationship. Excess cost due to the use of an employee's preferred airline will not be reimbursed. IRS Pub 463 says "If you were provided with a ticket or you are riding free as a result of a frequent traveler or similar program, your cost is zero." If an employee uses a frequent flier ticket for business travel they cannot be reimbursed for it in any way.

International Travel. The College will reimburse for the cost of coach transportation. In the rare circumstance where there is a health or business reason why an employee must upgrade to business class, such an upgrade must be approved by a Senior Staff member and the reason why must be documented.

Currency exchange and ATM fees. The College will reimburse employees for currency exchange fees. Employees are encouraged to pay for meals, hotels and purchases on their corporate credit card as the cards often offer the safest and most economical exchange conversion. The College discourages employees from carrying large amounts of cash while traveling. In most cases, using an ATM machine will provide an excellent exchange rate and will reduce the amount of cash the employee has on his/her person. ATM fees for cash withdrawals will be reimbursed. Traveler's checks are a good, safe method of bringing money on a trip although the fees involved with obtaining traveler's checks can be high. Employees wishing to obtain traveler's checks should contact the Investment Office (x4447) to see if the College can obtain a favorable rate for this service through the College's banking relationships.

AUTOMOBILE

The College has a limited number of vehicles that may be used by employees to drive to a business destination. Employees should contact the Fleet Coordinator (x2302) to determine how their business transportation needs can best be met. Depending on the circumstances employees may either 1) rent a college vehicle (minivans or 12 passenger vans); 2) be driven in a college vehicle by a driver; 3) use a local limo service; 4) rent a vehicle through a local commercial agency; or 5) use their own vehicle. Please see the College website for details <http://facilities.williams.edu/college-vehicles>

The College will reimburse transportation costs to the extent such costs exceed the normal daily cost to commute to their office. Employees are encouraged to use a College owned vehicle for business travel by auto. If a College vehicle is not available, the employee can either rent a car through a local agency or the College will reimburse for business miles driven in a personal vehicle at a rate determined by the Provost's Office. See below for important auto insurance information. The current IRS mileage reimbursement rate is 50 cents per mile. To obtain mileage reimbursement, a travel voucher must be completed stating the destination and actual mileage traveled. A Map Quest, Google map or similar printout stating the mileage of the trip is required as documentation. Mileage reimbursement may never exceed the cost of available alternate transportation, i.e. the reimbursement for mileage cannot exceed the lowest train or airfare available. In cases where the employee elects to drive rather than travel by plane or train, the lower of the available alternatives will be reimbursed to the employee. Employees cannot request mileage reimbursement and charge for gas...the IRS mileage rate includes compensation for gas and depreciation.

Roadside assistance. The cost is \$20 for Roadside Assistance to come out to a vehicle plus whatever costs are incurred. Typical Roadside Assistance calls are for a locksmith or gas or a flat tire. The Roadside Assistance toll free number can be found on a card in all College Car key packets. The toll free number can also be found on the top of the trip ticket received whenever a car is checked out from Facilities.

Auto Insurance - Personal Vehicle. It is important for employees to be aware that the College's commercial automobile insurance policy provides liability coverage on a secondary basis only when the employee uses a personal vehicle while traveling on College business. Since the vehicle owner's insurance policy always will provide the primary liability coverage, the College's policy will provide coverage only after the limits of the primary insurance policy are exhausted. The College will **not** provide reimbursement for the deductibles associated with the primary insurance under these circumstances.

The College's commercial automobile policy cannot provide **collision or comprehensive coverage** when an employee's vehicle is used for business travel. The vehicle owner's policy will provide the **only** coverage for these types of claims. The College will not reimburse for these losses.

Any employee involved in an accident while on College business should contact the Assistant Vice President for Operations, X4775, as soon as possible.

RENTAL CAR

Employees should rent a car only when it is required for daily use at the business destination or there is no other less expensive means of transportation from the airport/train station to the business destination. If an employee rents a car for one week and uses the car partially for business and partially for personal use, the weekly cost of the car must be prorated. Employees should rent a car of an appropriate size based on the number of employees traveling. You are advised to investigate the fuel policy of the rental agency to avoid excessive refueling charges upon return of the automobile. The cost to include a navigation system in your rental car is approved when your out of town business travel involves locating several locations during a trip.

The College has an agreement with Enterprise for local rentals. In order to reserve a vehicle, call the North Adams Enterprise branch at 664-7620. Vehicles can be picked up and returned at the Facilities building. The established rates subject to change.

Zipcar Memberships

Zipcar is a car-sharing program where members may rent a vehicle by the hour for personal or College business. In order to sign up for an individual membership, please go to <http://www.williams.edu/resources/zipcar/>

There is an annual \$35 membership fee for an individual membership. If you are interested in a departmental membership (no annual fee), please contact Tim Reisler at treisler@williams.edu.

Zipcar has 4 vehicles on campus. Those vehicles, where they are parked, and their rates are as follows:

Honda Civic (2 cars)	Parking Garage, 2nd level	\$8 per hour
Honda Element	Parking Garage, 2nd level	\$9 per hour
Mini-Cooper	Parking Garage, 2nd level	\$9 per hour

There is a mileage limit of 180 miles per day, with a \$.35 per mile over that limit. All gas and insurance costs are included in the hourly rental rate.

EMERALD CLUB MEMBERSHIP/AVIS CORPORATE AWARDS PROGRAM

Williams College employees are eligible to become Emerald Club (National Car Rental) members or enroll in the Avis Corporate Awards Program. You can enroll to be an Emerald Club or Avis Preferred Service member by clicking on our Travel Services website <http://www.campustravel.com/university/williams/> and then click Ground Transportation. Membership in the Program will automatically terminate at the end of any calendar year for any member who has not completed at least one vehicle rental with National Car Rental during that calendar year.

Auto Insurance - Rental Cars. Automobiles should always be rented using a College corporate credit card (Purchasing Card or American Express). If you expect to be renting a car either in Williamstown or out of town and do not have a corporate credit card please call x4413 to discuss obtaining a card or go to <http://www.williams.edu/admin/controller/cntrl.htm>, and apply for the applicable card under Credit Card. If you rent a car using a College corporate card you should:

- Decline the physical damage waiver (also known as collision damage waiver)
- Decline the waiver of liability for damage
- Adhere to **ALL** conditions of the rental agreement for operating the vehicle.

Note: The **cardholder needs to be the primary driver**. You may not rent a car for another individual with the college's credit card. The vehicle rented needs to be driven either by the cardholder or an "additional driver" identified/listed on the rental agreement. If this does not happen then the physical damage coverage by the credit card will be **voided**.

If you are **not** using a college credit card:

- Accept the physical damage waiver only. The College's commercial automobile policy will provide liability coverage.

The maximum length of coverage for daily and/or weekly rates and the maximum coverage per claim should be discussed with each rental agency. All claims must be reported within 30 days of the accident.

Employees should be aware that only listed drivers are covered by insurance and there are additional charges for additional drivers to be eligible to drive rental cars. Employees must make sure that all potential drivers are listed and be aware that if those additional drivers are not employees the additional cost is not reimbursable.

Employees need to be aware of the rental car company's policy on gasoline and make provisions to either return the car with a full or empty tank as the policy dictates.

Insurance coverage is not available on 15-passenger vans rented with the Bank of America Purchasing Card. Insurance coverage is available on 15-passenger vans rented with the Corporate American Express card.

Any employee involved in an automobile accident while on College business must contact the Assistant Vice President for Operations X4775 as soon as possible. Also contact the Assistant Vice President for Operations X4475 regarding insurance questions.

Questions regarding automobile rental should be directed to Assistant Director for Administrative Services, x 2301.

DRIVERS

In some cases it is most economical to hire a driver to transport an employee to the airport or train station. The cost of the driver should be weighed against the mileage/parking costs or the length of time a College vehicle would be tied up at the airport/station. There are many categories of drivers available:

- The department hires a driver directly and pays that driver an hourly rate for his/her services and submits the invoice for reimbursement by Accounts Payable.
<http://www.williams.edu/admin/controller/forms/html/requestforpayment3.html>

The driver may use a College vehicle to transport the employee, provided the driver has been approved by Facilities.

<http://facilities.williams.edu/college-vehicles>

- Local transportation companies

- There are several "limo" and taxi services available locally. Each service has a set fee for transportation to various cities (Albany, Boston, NYC). The employee is asked to sign an invoice at the conclusion of the trip. Employees who choose to leave the driver a tip should so indicate that on the invoice. Tips should be *reasonable* (no more than 15%). The transportation service will bill the employee and an accounts payable voucher must be submitted to the Controller's Office.

Norm's Limo Policy and Procedures

Norm's Limo will ask passengers to sign a slip indicating that they have received the transportation service. If the passenger does not indicate a tip for the driver, Norm's Limo will automatically add 15% as a tip when they bill the College. Employees who want to control the amount of the trip should indicate a tip amount on the slip.

In the case where an employee uses his/her own car to get to the airport/train station the College will reimburse the employee for actual mileage and parking costs. NOTE: Employees cannot submit a request for mileage reimbursement and charge for gas. The IRS mileage rate includes compensation for gas and depreciation.

TRANSPORTATION TO/FROM AIRPORT-BUSINESS DESTINATION

In many cases the cost of an individual taking the airport shuttle to their hotel is often far less than the cost of that individual riding in a cab. When time permits, individuals should explore utilizing airport/hotel shuttles.

When airport/hotel shuttles are not available the cost of a taxi will be reimbursed. Limos and other luxury vehicles will not be covered.

LODGING

The College will reimburse the actual cost for average accommodations up to the single occupancy rate. The IRS states that expenditures for lodging cannot be lavish or extravagant.

Movies and other entertainment charged to the room will not be reimbursed. Health Club charges, golf, mini-bar and other personal services will not be reimbursed. When traveling with a companion the employee is responsible for any additional charges above single occupancy.

The detailed itemized bill from the hotel must be submitted as supporting documentation for reimbursement. In addition, the detailed bill for any restaurant expenses charged to the room must be submitted.

When it is convenient and preferred by the employee, staying with friends can save the College money. When approved by the Department Head prior to the trip, the reasonable cost of a gift or a meal in return for such hospitality is reimbursable. The cost of such gift or meal must be supported by a receipt and clearly explained on the travel report. The cost of the meal or gift plus any additional transportation costs must never exceed the cost of standard accommodations at the business destination, nor can a "cash payment" be made to the host.

MEALS

Meals for employees while away on College business or while conducting College business will be reimbursed. Meal costs for business related participants will also be reimbursed. The location of the business meal does not change the reporting requirements. The same IRS rules apply to meals taken locally or out of town. The IRS states that expenditures for meals cannot be lavish or extravagant. Regardless of the cost of the meal, employees must provide documentation on 1) who attended; 2) what was discussed; 3) how much it cost; 4) where the meal was taken; 5) the date. Receipts are requested for all meals, if it is impossible to get a receipt or if you lose a receipt for a meal under \$25 please document why a receipt is not provided. The College required receipts for meals over \$25. The itemized receipt showing the items ordered is required in addition to the credit card slip. The itemized receipt shows us how many people were involved with the meal and helps us determine if the meal does not fall into the "lavish or extravagant" category as mentioned in the IRS Publication.

The IRS requires that all meal expenditures must document the following information (regardless of cost):

- List of attendees (self if alone)
- The business purpose of the meal (topic of discussion)
- The cost (supported by receipt)
- The location
- The date
- Description of meal (i.e. lunch, dinner)

The College will not reimburse on a "per diem basis". When a meal is included in the cost of a conference, the College will not reimburse the employee for the cost of a meal taken during that period (i.e. if employee chooses not to attend the provided lunch, the College will not pay for an alternative lunch taken).

If an employee is dining out with a travel companion, only the cost of the employee's meal may be charged. Shared items must be prorated.

ALCOHOL

Employees are expected to act responsibly in relation to alcohol consumption while on a business trip. The cost of a beverage with dinner will be reimbursed as part of the meal expense. Very expensive bottles of wine, drinks that are not associated with a meal, or drinks taken at a bar will NOT be reimbursed.

SNACKS AND OTHER INCIDENTAL ITEMS

Snacks and other incidental items such as magazines, toiletries, gum, mints, and medicine are considered personal items and are not reimbursable. Unless in highly unusual circumstances mini-bar expenses are not reimbursed.

LOCAL (IN-TOWN) MEALS

A "business meal" is defined as a meeting that is held during mealtime where the main purpose of the meeting is business and a meal is served. In the case where employees must meet during the dining hour to discuss business the cost of the meal will be reimbursed or may be charged to the College. Whenever possible, employees should use the College facilities for business meals. Routine get-togethers with associates are not considered business meals. Business meals must have a stated business purpose.

Supervisors wishing to recognize an employee or a department with a lunch, or supervisors holding a meeting during the lunch hour, should use the College facilities whenever possible.

GRATUITIES

Tips at the standard 15% (18% in major cities) on meals are reimbursable. Tips on meals should be included as part of the cost of the meal on the travel expense report. Tips to bellhops, maids, etc. should be totaled and listed separately on the travel expense under the appropriate ps account.

CELL PHONES

A very limited number of cell phones are available from the Manager of Telecommunications to take on a College business trip.

Certain employees will be issued a College cell phone for emergency contact and other business purposes. These cell phones are intended for job-related activities. Please refer to the attached Cell Phone policy for further information.

College employees must obey the cell phone laws of the state they are traveling in. Calls should not be made on a cell phone while an employee is driving a vehicle. If you need to make a business call while driving to your destination, pull over the vehicle to make the call.

INTERNET ACCESS/ACCESS TO COLLEGE COMPUTER

In some cases it is critical for College employees to have access to the internet while away on business. The College has procedures that must be followed to insure access in the most secure and economical way. Employees should consult with the appropriate person in their department or with the Office of Information Technology to acquire the necessary access numbers. Charges for internet access outside of the College's procedures may not be reimbursed.

REGISTRATION FEES

Registration fees will be paid directly to the sponsor organization. An accounts payable voucher with the appropriate supporting documentation should be submitted for processing (Accounts Payable or the Dean of the Faculty's Office as applicable). Please allow enough time to process the accounts payable voucher and have your registration received by the deadline. If you must pay a registration fee directly and request reimbursement, a copy of your canceled check must accompany the request.

NON-REIMBURSABLE EXPENSES

The following are items will NOT be reimbursed by the College:

- Fines for parking or moving violations
- Movies, health club fees, golf, other personal entertainment
- Laundry services (if trip is less than five days)
- Lost or stolen personal property (including cash)
- Costs incurred at home, such as childcare, pet care or lawn/home maintenance, cleaning services
- Personal expenses such as haircut, toiletries, clothing, etc.
- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations
- Companion expenses (including travel, meals and additional driver costs on rental cars)
- Life, flight or baggage insurance
- Excess baggage charges for personal items (i.e. golf clubs, skis)
- Unnecessarily excessive costs (i.e. very expensive restaurants or exclusive hotels) not warranted by the circumstances. The IRS states that expenditures for meals/lodging cannot be lavish or extravagant
- Charitable or political contributions
- Mini-bar items
- Alcohol not associated with a meal
- Snacks, gum, mints, coffee, personal reading material
- Excess baggage or heavy weight charges if due to personal items.

Note: This list is not meant to be all-inclusive. Other items may be deemed non-reimbursable upon review.

ACCESS TO FUNDS

In general, the College discourages employees from carrying large amounts of cash. The College participates in two corporate credit card programs to provide a means of charging business expenses. In the case where cash is required, employees can either use personal funds and be reimbursed, use petty cash, or request a cash advance.

When traveling internationally, it is recommended that employees access funds through ATM machines. The ATM machine allows withdrawals in reasonable amounts of cash to be carried and often provide the most favorable exchange rates. The Williams College corporate credit cards do not allow cash withdrawals. Therefore, employees must arrange for funds to be deposited in their US bank accounts and withdraw from those accounts with their personal ATM cards. The College will reimburse the fee associated with the ATM withdrawals. It is recommended that employees contact the credit card company and alert them to their travel plans to avoid their purchasing card being placed on hold due to concerns about fraudulent activity.

If the travel destination does not accept credit cards or the employee will not have access to ATM machines, the College encourages employees to purchase traveler's checks. The fees to purchase traveler's checks are reimbursable. Employees should contact the Investment Office to see if an arrangement can be made to purchase traveler's checks at a preferred rate through the College's primary bank. Discounts may also be available through AAA, credit union, or other personal or professional organizations.

ADVANCES

When absolutely necessary, advances for the estimated cost of a business trip are available. Advances may be made up to 30 days before expenses are anticipated to be incurred. Requests should be made at least 14 days prior to the trip and the advance must be cleared within 14 days after returning from the trip. No new advance will be given until the previous advance is cleared. The IRS requires that advances must be cleared within 120 days or they are subject to taxation.

Advances should only be requested when it is not possible to charge business expenses to a credit card or have the College billed directly. Advances should not be requested for small, miscellaneous amounts (i.e. cabs, tolls,

etc.). Those expenses should be paid by the employee and reimbursed upon return from the trip. Reimbursements less than \$30 should be made through petty cash, not accounts payable.

To obtain a travel advance, complete a travel/cash advance request form on the web. Fill in all the fields requested. The department head, direct supervisor or, when using Dean of the Faculty accounts, the Dean of the Faculty's office, must approve advances.

TRAVEL EXPENSE REPORT

To obtain reimbursement for out of pocket travel expenses (those NOT charged to a College credit card or directly billed to the College) complete the Travel Reimbursement Form on the web. Travel reimbursement forms must be completed within 14 days of the return date of your trip and submitted with the required documentation to the supervisor and Department Head. Small receipts must be taped onto one page and attached to the travel reimbursement form. This eliminates the possibility of a lost receipt and reduces the cost of archiving supporting documentation. The completed form with appropriate approval signatures should be submitted to the Accounts Payable office. Faculty using funds from the faculty travel account, named professorship accounts, and faculty recruiting accounts must send their form to the Dean of the Faculty's Office for approval. The Dean of the Faculty's office will complete the account number portion of the travel reimbursement form and deliver the form to accounts payable. When a refund is due to the College a check must be attached to the travel form. When a refund is due to the employee a check will be generated within 14 days of receipt of the travel reimbursement form. For departments with Petty Cash, travel reimbursements under \$30 should be made from the petty cash fund.

TRAVEL FUNDED BY GRANT

Faculty members with grants that provide support for travel expenses should adhere to the travel and business expense guidelines as outlined in their particular grant and in the OMB Circular A-21. Unlike Williams College funded travel, travel funded by a grant is as follows:

A faculty member traveling for at least 30 consecutive days may elect to take a per diem reimbursement for food and shelter expenses. The reimbursement rate is established by the IRS and varies from city to city for an extended period of time on a federal grant.

All travel and business expenses, regardless of dollar amount, must be documented and supported by original receipts.

Foreign travel is strictly limited. Grants must be carefully reviewed to determine if foreign travel is allowed and/or if travel on a foreign carrier is allowed.

ADDENDA

The following important documents are attached:

- Documentation of Corporate American Express and Bank of America Purchasing Card Charges
- Listing of agreements with Rental Car agencies
- Cell Phone Policy

AMERICAN EXPRESS CORPORATE CARD CHARGES

The IRS requires all travel and business expenses, including those charged to American Express cards, to be documented and supported in accordance with an accountable plan similar to all other travel and business expense reimbursements. Therefore, American Express corporate cardholders are required to file a Reconciliation Form each month with original receipts and the following information. American Express reconciliation forms should be sent to Gerry Hyde, Controller's Office, Hopkins Hall. Failure to file these monthly reconciliation forms may result in the cancellation of the employee's corporate card.

- The College requires receipts for all non-meal expenditures. The business purpose of all expenditures must be documented in the space provided on the reconciliation form.
- For meals less than \$25 a receipt is requested but not required. For meals over \$25 the itemized bill from the restaurant is required.
- When dining or entertaining, the following documentation is **required** (regardless of the amount):
 - List of attendees (self if alone)
 - Description of business purpose, topics discussed
 - The cost (supported by original receipt)
 - The date and location
 - Description of meal (i.e. lunch, dinner) or entertainment (i.e. theatre event)
- For overnight travel, the detailed itemized bill from the hotel is required.
- For airline or train travel, the invoice from the travel agency and the e-ticket confirmation, boarding pass or passenger receipt is required.

APPROVALS

The signature of the department head is required on the monthly American Express Reconciliation. Department heads must obtain the approval of their senior staff member.

DISPUTES

If there is a charge on your statement that you do not agree with (incorrect charge, unauthorized charge, service dispute) please call AMEX directly. They will work with you to dispute the charge. Please notify Abby Bienkowski (abienkowski@williams.edu or x4413) of the dispute.

AMEX Miles

American Express offers airline miles for charges to corporate credit cards. If an employee chooses to enroll, they must pay the annual fee - the fee is not reimbursable or payable by the College. Employees who are purchasing agents of the College (their position requires that they purchase equipment, supplies, or other items for the College) cannot enroll in the membership program and benefit personally from these purchases. To enroll, please contact the Abby Bienkowski (x4413).

Reminders:

- The College American Express card is **never** to be used for personal charges.
- Report a lost or stolen card to American Express Company and notify Abby Bienkowski (597-4413) immediately.
- Upon termination of employment with the College, the American Express card must be turned in to Abby Bienkowski.
- Inappropriate use of the College American Express Card may result in termination of employment.

BANK OF AMERICA PURCHASING CARD

The IRS requires all travel and business expenses, including those charged to Bank of America Purchasing Cards (Mastercard), to be documented and supported in accordance with an accountable plan similar to all other travel and entertainment reimbursements. Therefore, purchasing cardholders are required to file a Reconciliation Form each month with original receipts and the following information. Bank of America Purchasing Card reconciliations should be submitted to Gerry Hyde, Hopkins Hall. **Failure to file these monthly reconciliation forms may result in the cancellation of the employee's corporate card.**

- The College requires receipts for all non-meal expenditures. The business purpose of all non-meal expenditures must be documented in the space provided on the reconciliation form.
- For meals less than \$25 a receipt is requested but not required. For meals over \$25 the itemized bill from the restaurant is required.
- When dining or entertaining, the following documentation is **required** (regardless of the amount):
 - List of attendees (self if alone)
 - Description of business purpose, topics discussed
 - The cost (supported by original receipt)
 - The location
 - The date
 - Description of meal (i.e. lunch, dinner)
 - Description of entertainment (i.e. theatre)
- For overnight travel, the detailed itemized bill from the hotel is required.
- For airline or train travel, the invoice from the travel agency and the e-ticket confirmation, boarding pass or passenger receipt is required.

APPROVALS

The signature of the department head is required on the monthly Bank of America Purchasing Card Reconciliation. Department heads must obtain the approval of their senior staff member.

DISPUTES

If there is a charge on your statement that you do not agree with (incorrect charge, unauthorized charge, service dispute) please call Bank of America directly. They will work with you to dispute the charge. Please notify Abby Bienkowski (abienkowski@williams.edu or x4413) of the dispute as well. The dispute form is on the following link: <http://www.williams.edu/admin/controller/credit/policies/pcarddisputeform.doc>

Reminders:

- The College Bank of America Purchasing card is **never** to be used for personal charges.
- Report a lost card to Bank of America and notify Abby Bienkowski (597-4413) immediately.
- Upon termination of employment with the College, the Purchasing Card must be turned in to Abby Bienkowski.
- Inappropriate use of the College MasterCard may result in termination of employment as described in the agreement signed by the employee when the card is issued.

