TRAVEL POLICY

PURPOSE

Albert Einstein College of Medicine, Inc. faculty, staff and students are often required to travel in support of their work. The College will be responsible for the costs involved in such travel within the parameters of this policy. In this context, travel is defined as any trip that takes the employee outside of New York City. This policy pertains to Albert Einstein College of Medicine, Inc.

REASON FOR POLICY

This policy provides guidelines for the appropriate use and stewardship of the College’s funds, regardless of their source, and defines the appropriate procedures for payment of transactions. It also ensures that the College is in compliance with IRS and federal funding guidelines. It will address:
• Responsibilities related to the use and management of College funds, including funds managed by the College for affiliates or government agencies
• Identifying expenses that are appropriate and allowable
• Determining expenses for which College funds may not be used
• Proper methods of incurring expenses
It is not intended that employees incur either a loss or profit from required travel or be subjected to substandard accommodations or modes of travel. Any exception to this policy must have written authorization from the associate vice president of business services.

APPLICABILITY

This policy applies to all Staff, Faculty and Students

IMPLEMENTATION

Implementation of this policy is the responsibility of Procurement Servcies.

ADMINISTRATIVE OVERSEEERS

Associate Dean of Finance and Administration, Chief Financial Officer and the Associate Vice President of Business Services.

IMPORTANT CONTACT INFORMATION AND WEBSITES

Egencia:  
www.egencia.com
Campus Travel Management:  
POLICY

Who Should Know This Policy

• All employees who are required to travel in support of official College business or in order to complete their duties, as well as vice presidents, senior administrators, deans, directors, department heads and finance/procurement staff.

• Employees should also refer to the policies of their department as they may be more restrictive than the College policy. Department and unit policies will supplement the College policy, and in no case will any such policy on business expenses be less restrictive than the College policy.

• Employees should also refer to the policies of donors, sponsors or contractors as they may be more restrictive than the College policy. If any donor, sponsor or contractor policy on business expenses is less restrictive than the College policy, the College policy applies.

• Employees are responsible for expending funds in accordance with the guidelines in this policy. If there is any question about a transaction's compliance with College policy, or about the proper procedure for the transaction, employees should seek direction from the appropriate contact.

Policy Details

• This policy provides general guidelines for identifying travel-related expenses that are appropriate, verifiable and in compliance with federal, state, city and College policies and regulations. It also provides guidelines for employees to understand proper procedures.

• Travel expenses may take the form of direct payments to individuals or agencies that provide the College with goods or services related to travel, or in the form of reimbursements to College employees for costs they incur while conducting College business. This policy addresses only those expenses specifically related to travel. Please refer to Purchasing Policies and Procedures at www.einstein.yu.edu/procurement for guidance on any expenses not related to travel.

Roles and Responsibilities

• The individual who incurs the travel expense is responsible for being familiar with this policy and for incurring expenses in compliance with this and any other applicable policies. Specifically, the traveler must ensure:

  ❖ The expense is appropriate and permitted in accordance with this policy
  ❖ Necessary approvals have been obtained in advance
  ❖ The expense is within budgetary constraints
  ❖ The expense is in compliance with any funding designations and/or guidelines
  ❖ The expense is in compliance with individual departmental/school guidelines
  ❖ The appropriate purchasing method has been utilized (see following section)

• If the traveler will be requesting reimbursement, it is his or her responsibility to complete the SciQuest Travel Reimbursement form and provide complete
• In some cases, Travel Reimbursement forms and/or expense reports may be prepared by an individual other than the traveler. The processor is responsible for ensuring that the appropriate paperwork is correct, complete, and is ready to be approved by the appropriate official.
• The Approver is responsible for ensuring the following:
   The expense is appropriate and permitted in accordance with this policy, and that no non-reimbursable expenses are included
   The expense is within budgetary constraints
   The expense is being charged to the appropriate index
   The expense is in compliance with any funding designations and/or guidelines
   The expense is in compliance with all other appropriate College policies
   The expense is in compliance with individual departmental guidelines
   Complete documentation has been provided
    • The Approver must also be aware of any additional approvals that may be required depending on the type and dollar threshold of the expense.

Payment Methods
• In order to receive reimbursement or payment, the transaction must comply with this policy and the requester must complete the appropriate forms.
• The following additional requirements must also be met:
   Submission Time Limit: Expenses must be submitted in a timely manner. Any expense that is reported more than 45 days after it was incurred will not be reimbursed or paid.
   Business Purpose: A business purpose must be provided for all expenditures. The business purpose description must be specific and comprehensive enough that a third-party reviewer could understand it.
   Documentation: Receipts are required for all expenses. Documentation must identify: Date of purchase, Name of vendor, Itemized list of goods, and the Total amount.
   Appropriate Approval: Employees should obtain approval(s) for the travel prior to incurring the expense.
• Noncompliance with this policy may result in non-reimbursement of funds. Repeated use of reimbursements in place of preferred mechanisms may also be considered a violation of this policy.

Travel Advance
In certain circumstances, employees may request advances before traveling. Advances must be reconciled within 45 days of the end of the trip, and any amounts not expended for travel purposes must be reimbursed to the College. Appropriate supporting documentation, as defined above, must be provided in order to reconcile advances. Advances that remain unreconciled after 45 days will be considered taxable income to the employee, and future reimbursement requests will be reduced by the outstanding amount. Employees may not request new travel advances until earlier advances have been reconciled.
Appropriate and Inappropriate Expenses

Travelers may wish to consult the College’s General Business Policy at www.einstein.yu.edu/procurement regarding Appropriate and Inappropriate expenses in order to avoid incurring costs that are neither payable nor reimbursable. An inappropriate expense may be characterized by the following:

- It does not explicitly support the missions of the College
- It is fraudulent, illegal or could represent financial or reputational risk or liability to the College
- The expenditure was or will be reimbursed or paid from a source other than the College
- In addition, there are several travel-related expenses that are specifically considered inappropriate:
  - Amusement, entertainment or social activities that do not directly advance College missions and purposes, such as movies and souvenirs
  - Personal automobile repairs, parking permits, gas (see Ground Travel below regarding business use of personal vehicles)
  - Clothing purchases and tuxedo/formal-wear rentals; dry cleaning
  - Personal grooming or toiletries
  - Mobile phone accessories such as Bluetooth devices or belt clips
  - Costs associated with personal telephone use
  - Child care
  - Alcoholic beverages
  - Mini-bar purchases
  - Personal calls
  - Travel-related expenses which are eligible for reimbursement include:
    - Baggage fees
    - Internet access and other business center or copy center fees incurred while performing a valid College business function

Meals

- The College has established a maximum reimbursement rate of $86 per day to be used for meals purchased while traveling.
- Employees who wish to claim reimbursement for such meals must detail each day’s meals and costs on the travel reimbursement form. Receipts must be provided for every expense and must include:
  - Date expense was incurred
  - Name of vendor
  - Itemized list of items
  - Total amount
- If an employee is unable to provide proper documentation for every meal purchased while traveling, the maximum per diem is $51. This amount is subject to change as per IRS guidelines.
- If a meal is provided during a conference, seminar, or similar program, the employee is not permitted to claim reimbursement for that meal.
• Alcoholic beverages are never reimbursable.
• Please note that the daily limits are firm and cannot be applied to other days.

Travel
All travel is to be booked on Egencia. If you need access to the site, please complete the Profile Request Form on the Einstein website under Administration > Procurement > Forms. Please send the completed and signed form to daniel.zambo@einstein.yu.edu.

Sponsored Research Funds Travel
Provisions of the granting agency will apply and reimbursements must be within the budgeted amount in the grant award. If a granting agency stipulates a particular expense can be incurred, as a condition of funding, that expense will be permitted. For foreign travel, prior permission for every foreign trip must be obtained from the awarding agency. In those cases where the use of funds for international travel is specifically authorized, United States flag carriers must be used for departure from or entry into the United States and for any other portions of the trip where U.S. carriers are available.

Hotels
• If you need to book a local hotel near the College the, please refer to the link for College approved hotels: http://www.campustravel.com/university/einsteincom/index.html
• The Maximum hotel rates are:
  • Domestic $275.00 (all cities not listed in exceptions)
  Exceptions are:
    San Francisco $375.00
    Boston $350.00
    Washington $325.00
  • International $350.00

Local Travel
For travel within the New York City area, employees are encouraged to utilize public transportation or personal vehicles whenever possible. If neither option is possible, employees are encouraged to use Vital Transportation, Inc., the College preferred vendor for car service. All costs for local travel must be incurred through the use of a valid purchase order.

Domestic and International Air Travel
• Air travel should be booked 21 days in advance in order to secure the most economical prices.
• Airlines should be selected on the basis of price rather than personal preference.
• Employees will not be reimbursed for tickets in a class other than economy/coach. Exceptions include Medical (with a doctor’s note and) and NIH guidelines.
• Government grants carry certain regulations about flying on U.S. airlines; please
check with the Office of Sponsored Research for more information.

Rental Cars
- College employees are expected to secure rentals from Enterprise, the College preferred vendor.
- The standard for a rental is a midsize automobile.
- Additional charges for upgrades are not allowed unless there is a specified business purpose for the upgrade, such as multiple College employees traveling together.
- In any situation where students and/or travelers under the age of 25 will be traveling in rental cars, the trip must be cleared in advance with the Office of Risk Management.
- Collision and/or physical damage (CDW)/(LDW) must be purchased for all business rentals as the coverage is not covered under the College's automobile insurance policy. This coverage will be reimbursed by the College.
- Car should be refueled before returning. You will not be reimbursed if the car rental company refuels.

Ground Travel
Currently, the reimbursement rate is $0.54 per mile and is subject to change as per IRS guidelines. Mileage reimbursement is intended in place of the costs of operating a vehicle, including fuel, maintenance/repairs, insurance and so on. Mileage is calculated from your office location to your destination. It is not calculated starting from your home. Tolls and parking costs may be reimbursed, if applicable and receipts should be obtained. In order to be reimbursed for mileage, travelers must submit a record of the distances traveled, which should include start and end date and location, total mileage and a valid business purpose. Route maps printed from the Internet are acceptable records.

Parking
Discounted parking for the school is available for local airports: www.theparkingspot.com

Extraordinary Situations
- Travel with Family Members
  Employees who wish to bring accompanying family members on trips for College business are responsible for the cost of such travel.
- Foreign Travel
  Receipts in foreign language or currency are accepted, along with a printout of the exchange rate on the date the expense was incurred. Alternately, a credit card statement may be submitted in addition to the original receipt, so that the expense's actual cost to the traveler can be seen.