

TRAVEL AND ENTERTAINMENT PROCEDURES

PURPOSE

The purpose of these procedures is to make travelers and approvers aware of their respective roles and responsibilities relative to submitting and approving requests for reimbursement of SMU travel and entertainment expenses.

Employees traveling on official University business are responsible for complying with these procedures and are expected to be prudent and reasonable in their expenditures.

If you have any questions regarding travel and entertainment, please contact the Travel Category Manager by sending an e-mail to travel@smu.edu.

TRAVEL

Your SMU network login ID and password will be used to log into the Concur system.

CONCUR PROFILE

When you log into the system for the first time, you must verify the information in your individual profile and enter any requested information.

Instructions for reviewing your profile are included in the Instruction Guide located at travel.smu.edu.

Important information to note regarding your profile:

- Your name in the PeopleSoft HR system must match your name on your TSA travel documents. If it doesn't match, you should correct in the HR system before booking any travel arrangements.
- Verify your email address. You will not be able to email receipts to Concur until this done.
- Select your gender and provide your date of birth.
- You must enter credit card information for the card that is to be used for booking.
- Notify the Travel Category Manager before assigning assistant and travel arrangers, or delegates.
- Enable e-receipts to get receipts from air/car/hotel vendors loaded directly in Concur.

- Select Yes if you have an SMU Provided Vehicle or receive Auto Allowance in Request Settings>Request Information.
- Preferred seating should also be entered.
- Any frequent traveler membership information should be entered in the traveler's profile. Examples of these types of programs are hotel and airline programs.

Please note that reimbursement will be made via ACH and your bank information must be set up in the A/P system prior to reimbursement being made. Do not submit bank ACH information unless you have an approved travel reimbursement. If you do not have a vendor id because you have not received a reimbursement previously, you should complete a vendor request form:



vendorrequestform.
xlsx

TRAVEL APPROVAL

The pre-travel approval must occur before you make the first purchase or travel arrangement/booking.

You must submit a travel authorization request in Concur prior to any booking. All travel must be approved by either the budgetary authority or official designee.

The budgetary authority is responsible for ensuring that the travel expenses charged against their budgets are in full compliance with these procedures.

The Principal Investigator is the budgetary authority for grant/contract funds ("G" Projects) and for compliance reasons, Grant & Contract Accounting will provide an additional review and approval. The traveler should know the sources of funding as the rules may vary depending on the type of funds being used.

The Principal Investigator is responsible for verifying that the expenses are valid expenses and are allowable for the grant/contract in accordance with the University Policy, sponsoring agency requirements, and the terms and conditions of the award agreement. This also includes making sure that the travel costs are in line with the budget and that any sponsoring agency prior approvals are obtained. See section "GRANT & CONTRACT (SPONSORED PROJECT) TRAVEL AND BUSINESS EXPENSE" later in this document.

Grant and Contract Accounting is responsible for ensuring that payment of the expense(s) is in compliance with sponsoring agency requirements as well as the terms and conditions of the award and must approve both the travel request and expense report.

Approvers must review each individual receipt to ensure that it is appropriate and that amounts are properly reported.

It is the responsibility of the traveler and the approvers to verify that expenses submitted for reimbursement have not been reimbursed or paid through a previously submitted expense report, cash advance, or an outside agency or third party.

Travelers cannot approve their own expenses. Subordinates of travelers can not approve their supervisor's expenses.

While others may review the expenses, the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for approval.

International travelers must comply with the travel requirements established by the Risk Management office which are located on the Risk Management website.

Travelers must reimburse the University for overpayments discovered in a post-audit review. Documentation, including a copy of the repayment and University deposit slip, must be submitted with the expense report to establish that the repayment occurred.

If procedures are not followed, or if fraudulent practices by travelers are discovered, there are consequences to the traveler that include, but are not limited to loss of SMU Card, taxation, loss of reimbursement or disciplinary actions.

Pre-approval is not necessary for local travel if only mileage and incidental travel costs will be incurred and the travel does not involve an overnight stay.

ONLINE TRAVEL AND EXPENSE SYSTEM

The use of Concur, which supports travel booking, ticketing, direct payment processing, and expense reimbursement, is required for all university business travel. Consideration should be given to minimizing travel costs by maximizing flexibility in travel plans to allow for alternate airlines, schedules and times, which can lessen travel costs. An exception to this requirement exists if there are savings not available through the online booking tool. An example of an exception is conference hotel booking rates not available through Concur.

You cannot book any travel arrangements for a business trip until ALL approvals have been received.

When the pre-travel approval has occurred within Concur, a travel ID is issued. The travel ID is required before the traveler can make air, lodging and car rentals reservations.

Domestic travel must be booked using the online Concur system.

Travelers can contact the SMU approved travel management company directly for assistance with complex, group and international travel. Complex travel is an international trip or a trip with multiple destinations.

If emergency or en route changes to travel plans are necessary, the traveler should contact an SMU approved travel management company.

When a trip is cancelled after the reservations have been made, it is the employee's responsibility to cancel the flight, hotel and rental car through Concur or by contacting the travel management company.

Reservations for personal travel cannot be booked through Concur.

TRAVEL ADVANCES AND PAYMENT

Travelers can request a university issued credit card for use when traveling on SMU business. The SMU card is issued to any employee who travels on University business; issuance of the card must be approved by the Financial Officer. Employees are responsible for reconciling all transactions in the Concur Reporting System. See SMU Card Policies and Procedures at:

<http://www.smu.edu/BusinessFinance/OfficeOfBudgetAndFinance/TravelandExpense/Expense/SMUCard>

Expenses not billed to a university issued credit card will be paid by the traveler and reimbursed after the completion of travel. The university credit card should be used if possible.

Travel advances are allowed only for group and/or international travel. Travel advances are limited to \$75 per day unless the trip extends beyond 30 days, or unless the traveler submits an expense estimate for the trip demonstrating the need for the additional funds.

Email Kathy Goodwin at travel@smu.edu to create your set up in the Concur system in order to initiate cash advance requests. Note in the subject of email: Request for cash advance set up.

Travel advance requests must be submitted online in Concur for group and international travel after your travel request has been approved. The name for your travel advance should be Trip dates DDMMYY-DDMMYY and destination. You must provide the purpose for the travel advance and the approved request ID. Funds should not be requested more than 30 days prior to the first date of travel and you must allow a minimum of 10 business days prior to the departure date for processing. Approved advances will be processed on the next scheduled A/P run.

Please note that reimbursement will be made via ACH and your bank information must be set up in the A/P system prior to reimbursement being made. Do not submit bank ACH

information unless you have an approved travel reimbursement. If you do not have a vendor id because you have not received a reimbursement previously, you should complete a vendor request form:

You must clear your travel advance in Concur by assigning the travel advance to your travel report. If all funds from the advance were not used, you must select expense type Cash Advance Return and fill in the description and the amount to be returned. Deposit the unused funds to 1285 12 465004 and attach a scanned image of the deposit slip returning the funds to your travel report along with supporting documentation.

Outstanding travel advances for terminating employees will be deducted from the traveler's final paycheck.

Employee reimbursements from approved expense reports will be processed on the next scheduled A/P run. Payments will be made through ACH to the traveler's bank account provided to A/P. The traveler is responsible for updating the direct deposit information with A/P if changes have been made regarding bank account information since the last reimbursement was made.

AIRFARE

Airfare must be booked through Concur.

Travelers should book at the lowest available coach fare. Reservations should be made early, since the lowest fares are usually available with 21 and 14-day advance purchases and ensures the most convenient and cost effective fares.

An exception to coach fare is available if the flight duration is six hours or more without layovers and the appropriate budget authority has approved the business class upgrade. Any other upgrade is considered a personal expense and will not be reimbursed.

Premium seat charges are considered a personal expense and will not be reimbursed.

Baggage charges are allowed if there is a documented business reason or if the trip involves an overnight stay longer than 3 nights.

If a traveler books a domestic flight which is more than \$200.00 above the least logical fare an explanation must be provided in Concur. You will be required to choose the reason from a drop down list. Please choose the most applicable.

The “least logical fare” is: the lowest cost fare that is refundable or non-refundable, any carrier, one stop or fewer, within company default time window, using airports preferred by the user.

A domestic airfare that exceeds \$1,000.00 cannot be purchased without approval by the Travel Category Manager.

If a traveler books an international flight which is more than \$500.00 above the least logical fare an explanation must be provided in Concur. You will be required to choose the reason from a drop down list. Please choose the most applicable.

An international airfare that exceeds \$3,000.00 cannot be purchased without approval by the Travel Category Manager.

Federally sponsored travel outside the continental United States requires the use of a U.S. Carrier. See Grant and Contract procedures below.

Travelers can enter frequent flyer program information in the traveler’s profile.

LODGING

Hotel reservations must be made in Concur. An exception is made for conference hotel bookings or other bookings not available through Concur. Travelers may stay at the conference hotel even if it is not the most economical option available.

The class of lodging must be reasonable and appropriate for the business purpose and location and for a traveler representing a not-for-profit organization. Reimbursement will be made for actual costs consistent with SMU policy or the daily per diem allowance as stated in the “Per Diem” section within this procedure.

If a traveler’s domestic hotel reservation nightly rate exceeds \$150, the traveler must provide an explanation of why the hotel was selected, unless it is a conference hotel.

Exceptions to the nightly rates apply for the following cities:

- Boston - \$250
- Chicago - \$250
- DCA - \$300
- Los Angeles - \$225
- NYC - \$300
- San Francisco - \$250

If a traveler's international reservation's nightly rate exceeds \$350, the traveler must provide an explanation of why the hotel was selected, unless it is a conference hotel.

Exceptions to the nightly rates apply for the following cities:

- Vancouver/Toronto/Montreal - \$250

The University and the travel management company have discount programs in place with various hotels and the discounted rates are available only when booking within Concur.

Detailed hotel receipts itemizing charges are required for all hotel charges.

GROUND TRANSPORTATION

Travelers should use discretion when choosing ground transportation availing themselves of the most practical and economic option available. Vehicles can be rented by travelers only when taxicabs, airport buses, airport limos or personal vehicles are unavailable, more costly or impractical, or when business needs require the rental. Vehicle selection should be appropriate to the traveler's business needs and should be booked through Concur.

Rental Cars

The standard approved size of rental car is an intermediate size vehicle. Exceptions can be approved when there are valid business needs for renting a larger vehicle, e.g. transporting a group or research equipment.

Rental car reservations should be booked using the company's preferred provider through Concur. The University maintains a Comprehensive Automobile Liability Insurance Policy to cover bodily injury and property damage liabilities arising out of the use of rented vehicles being driven on behalf of SMU. Therefore, employees traveling on University-related business must decline any insurance coverage offered by the rental car company except in foreign countries where travelers must always accept additional rental car insurance. The University will not reimburse the costs of collision damage insurance unnecessarily acquired from rental companies. When renting a vehicle, the traveler must not accept the fuel option and is required to refuel rental cars per each rental location's refill requirements prior to returning the car in order to minimize costs.

Personal Vehicles

Mileage reimbursement will be computed in Concur using Google map functionality and reimbursement will be at the IRS rate in effect on the date of the travel.

The starting point for mileage reimbursements is from the SMU campus, which is the traveler's work location. This will be selected in Concur – Google map.

The vehicle owner must have public liability insurance in force with at least the minimum coverage required by Texas law. Any damage or loss to a personal vehicle on University business is the responsibility of the owner. When commercial air transportation is available but the individual elects to drive a personal vehicle, the total mileage reimbursement and related expenses such as hotel parking may not exceed the cost of the most economical unrestricted coach fare (at the time that advance air transportation would have been purchased) and related expenses such as taxis/airport shuttles, mileage to/from airport, and airport parking using the lowest daily parking rate. Documentation of the cost of such airfare must be submitted with the reimbursement request.

Parking & Tolls

The University will reimburse for reasonable costs of parking.

Parking reimbursement for trips with duration of longer than one day will be at long-term airport parking rates.

Tolls associated with business travel will be reimbursed. An example is the DFW airport toll.

Other Ground Transportation

The traveler should choose a method of transportation that results in the lowest cost to the University. If bus or rail travel is used, the traveler must select coach class.

MEALS & ENTERTAINMENT

Meals while traveling on University business are reimbursable on the basis of actual, reasonable expenses incurred or by the traveler electing to receive per diem. If per diem is elected, it must be used for the entire trip. Travelers who use University issued credit cards to pay for meals while traveling are not eligible to elect per diem.

Business meals that are not part of University travel and include only SMU employees must have a documented business purpose or will be considered personal expense and not eligible for reimbursement

All business meals and entertainment expenses, regardless of amount, must be supported by original, detailed receipts. The business purpose must be documented and all attendees must be listed.

When entertaining groups, you must include a list of attendees and indicate each attendee's relationship to the University, i.e. donor, student, etc.

Backup documentation provided in Concur is subject to review and additional documentation may be required upon audit.

PER DIEM ALLOWANCE

Per diem may be elected for lodging or meals and incidentals or both. The election applies to the entire trip. Travelers who elect per diem must provide a detailed hotel receipt for lodging. The employee's travel location determines the maximum per diem reimbursement rate. Dates and locations for other points visited for business should be noted to substantiate the per diem rate used. Travelers who use a per diem allowance do not have to substantiate each meal expense but they must demonstrate that the trip occurred with a receipt, such as an airline receipt or hotel itinerary, that indicates the dates of travel.

The rates in Concur are the General Services Administration (GSA) rates. The traveler will be given the option to elect per diem based on GSA after completion of the expense report header. The rates are calculated by city/state or zip code and date. If a city is not listed, check to ensure that the county within which it is located is also not listed. Visit the National Association of Counties website at <http://www.naco.org/Pages/default.aspx> to determine the county a destination is located in. If the city is not listed, but the county is, then the per diem rate is the rate for that entire county.

The per diem allowance on partial days of travel (first and last days of trip) is 75% of the applicable daily per diem rate per GSA guidelines. The system will calculate this automatically if the traveler uses the GSA option.

Per diem reimbursements may be advantageous in circumstances where a traveler's actual expenses are difficult to separate from those of a group sharing costs or when the record keeping involved in actual reimbursement would be unusually cumbersome. If the travel will include business entertainment, claiming actual expenses will be preferable for the traveler.

If the traveler's department restricts the per diem to an amount that is lower than the GSA rates, use the GSA option for the destination involved. After the amounts are updated into the expense report, select the expense type "Per Diem Reduction-enter as negative". Enter the dollar amount equal to the difference as a negative amount to reach the net allowed for the total trip.

ALCOHOL

Alcohol purchases are not eligible for reimbursement unless there is a documented SMU business or entertainment purpose.

Alcoholic beverages and entertainment expenses are not allowable charges to federal grants or contracts/sponsored projects.

DOCUMENTATION AND SETTLEMENT OF ACCOUNTS

Individuals traveling on official business of the University will be reimbursed for reasonable and necessary expenses incurred. Travelers are expected to exercise prudent judgment when making travel arrangements and expenditures. The reimbursement being requested must be in accordance with all applicable university policies, procedures, rules and regulations.

Travelers must review travel reimbursement guidelines prior to expending personal funds for business travel to determine if such expenses are allowable and reimbursable. The University reserves the right to deny reimbursement of travel-related expenditures if they fail to comply with University policies and procedures. A traveler who chooses to use his/her personal credit card for expenses will not be reimbursed until after the travel has occurred.

A traveler should attach conference itineraries to the travel authorization request.

Detailed receipts or other supporting documentation as required by the University for travel expenses of \$25 or more must be attached to the reimbursement request. The traveler must attach receipts to the travel report electronically and should retain the original receipts at least until the reimbursement notification e-mail is received. You must create a missing receipt affidavit and agree to the terms of the missing receipt affidavit for lost receipts which will be accepted up to \$75. Only 1 missing receipt is allowed per travel report. Use of missing receipt affidavits will be monitored for abuse.

Receipts: Documentation provided by service providers or others that details the services provided. When expenses are funded by grants or contracts, detailed restaurant receipts are required due to potential agency restrictions on purchases such as alcohol. Otherwise, the employee's copy of credit card charge slip and/or the detailed restaurant receipt are acceptable documentation. Restaurant "pull tabs" that only show the total food bill do not qualify as receipts.

The following support for reimbursement requests is required for each expense that totals \$25 or more:

- a. Air transportation - Airline ticket "receipt" coupon, copy of invoice and boarding passes
- b. E-tickets - Airline ticket "receipt" coupon, copy of invoice and boarding pass
- c. Car rental - Car rental agreement and charge card receipt (if applicable)
- d. Personal Auto - Miles driven or original gas receipts. A flight quote reflecting the drive cost was less than or equal to flight cost should be provided when personal car use is in lieu of air transportation.
- e. Lodging - Itemized hotel bill and charge card receipt (if applicable)
- f. Meals - Itemized hotel bill, charge card or detailed restaurant receipt as applicable

- g. Conference – Agenda (meeting schedule) and paid receipt
- h. Entertainment – Receipt with names of person(s) entertained and business purpose.
- i. Taxi, Bus, Tolls, Other - Receipt or bill

Things to know:

- Mileage reimbursement is from Campus to Airport or destination.
- If reimbursements are made and later deemed to be inappropriate, the traveler will be required to reimburse the unallowable expense.
- Travelers will not be reimbursed for cancelled conferences, unless substantiated by SMU business reason for cancellation.
- Travel reports must be submitted within 30 days after travel is completed or expense was incurred to avoid tax implications.
- Reimbursements will not be made until the travel has been completed.
- Travelers should submit one complete travel expense reimbursement report per travel occurrence.

Examples of miscellaneous travel expenses that are reimbursable are the following:

- Expenses for shipping University equipment, or baggage handling and storage
- Tips for baggage handling, etc.
- Business telephone calls
- Highway and bridge tolls
- Necessary parking fees
- Certain specific approved fees from the University's contracted Travel Agencies

Example of expenses that are not reimbursed: The list below is not intended to capture all disallowed expenses.

- Accident insurance premiums
- Auto repairs
- Child- or house-sitting expenses
- Costs resulting from failure to cancel transportation or hotel reservations
- Dry cleaning
- Fines
- GPS
- Gym fees
- In-room movie rental

- Laundry
- Liability insurance supplements
- Loyalty and frequent flyer program fees
- Lost or stolen tickets, cash, or personal property
- Meals for trips that do not require an overnight stay
- Movies
- Parking violations or moving citations
- Penalties or fees for cancellation or change of discounted tickets when the cancellation or change results from personal rather than University decisions
- Personal expenses
- Snacks, unless considered a meal
- Trip insurance
- Theft, loss or damage to non-business related property
- Unused room reservations not properly canceled
- Upgrades – air, hotel or car rental

A traveler must not use the University issued credit card for personal expenses.

GRANT & CONTRACT (SPONSORED PROJECT) TRAVEL AND BUSINESS EXPENSE

Travel costs charged to a sponsored project must be reasonable and comply with policies established by SMU, sponsoring agency regulations, and the terms of the applicable grant or contract. This may include specific limitations and restrictions. If there is a conflict between a sponsor's rule and SMU's rule, the more restrictive rule will take precedence. The principal investigator/project director (PI) has primary responsibility for compliance with the specific grant or contract requirements.

In addition to the Southern Methodist University policy and procedures stated above, the University is required to apply the following specific policies for travel charged to sponsored projects:

- International travel may require approval from the funding agency from 45 to 90 days in advance by the sponsor's administrative officer, even if it was included in the proposal and/or budget. The definition of what is classified as international travel is determined by the sponsor and does differ from agency to agency. Check with the Office of Research and Graduate Studies prior to booking a trip.
- Use of US Flag carriers is required for international travel (travel between the United States and a foreign country or between foreign countries) chargeable to a federal grant or contract unless certain conditions are met. Contact the Office of Research and Graduate Studies or Grant & Contract Accounting before making international travel arrangements.

The "Fly America Act" Exception Request form is available on Grant & Contract Accounting's website and must be submitted with the expense report when international travel is booked through a foreign flag carrier and is to be charged to a federal grant or contract. Please be aware that the exception under the Open Skies Agreement does not apply to sponsored projects funded by the Department of Defense or one of its military departments.

Travelers on international trips using federal funds must use the University's travel management company and inform the reservationist that they are subject to the Fly America Act when making airline reservations.

- Allowable airfare costs are limited to the basic least expensive unrestricted accommodations class offered by commercial airlines except when such accommodations would:

- a. Require circuitous routing,
- b. Require travel during unreasonable hours,
- c. Excessively prolong travel,
- d. Result in additional costs that would offset the transportation savings, or
- e. Offer accommodations not reasonably adequate for the traveler's medical needs.

Purchases of tickets at the airport or purchases of "next day travel" should not be made except in rare emergency cases. The principal investigator is responsible for obtaining the lowest available fare or justifying and documenting the higher fare.

- Meal and incidental costs should be reasonable and necessary to the award and may be charged on the basis of actual costs or per diem. Detailed receipts must be provided when claiming actual costs greater than or equal to \$25.00 unless agency terms and conditions require the detailed receipts for all actual charges. When claiming actual costs, per diem maximums do not apply. Per diems may be allowable based upon government -established rates applicable to the location. Comingling of per diem and actual meal and incidental costs on an Expense Report is not permitted. When the GSA travel allowance feature is used for per diems in Concur, the system will prorate the amount for the day of departure and day of return.

- Lodging costs should be reasonable and appropriate for the business purpose and location. Actual costs will be reimbursed based on detailed lodging receipts. If per diem is elected for lodging a copy of the detailed lodging receipt is required by SMU policy. Per diem for lodging within the continental U.S. does not include taxes which may be claimed using Expense Type "Other Travel Expense" in addition to the lodging per diem. The amount to claim will be taken from the detailed lodging receipt and an explanation of the charge will be required to be attached.

- Alcoholic beverages and entertainment expenses are not allowable charges to federal grants or contracts/sponsored projects. These expenses must be coded as unallowable expense using other funding sources. Such expenses may be allowable on non-federal programs only when the event and/or use of alcohol has been specifically approved in writing and in advance by the sponsor.

- Travel reimbursements to independent contractors and other non-SMU employees must not be made using Concur.
- Restrictions may differ by sponsoring agency such as some agencies of the State of Texas require prior approval for Domestic travel outside of the State of Texas, set a different rate for automobile mileage than the IRS rate, and do not allow reimbursement for tips. The terms and conditions of the award and agency regulations must be observed.

RISK OF NON-COMPLIANCE

Violation of this policy, including misuse of a University issued corporate credit card, may result in the loss of University credit card privileges, taxation or loss of reimbursement, disciplinary action including termination or legal action.