

Carleton College

TRAVEL POLICY

This guide is provided to help you plan your travel activities. It supports our belief that all travel for the College should be undertaken in the most economical way consistent with achieving the objectives of the trip.

The Internal Revenue Service has issued publication 463, Travel, Entertainment, Gift and Car Expenses. In the regulations, 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”. Carleton reimburses employees for travel and entertainment expenses under "an accountable plan". The IRS defines an accountable plan as follows:

- there must be a business reason for the expenses
- the employee must substantiate the expenses
- the employee must return to the employer any amount advanced in excess of the substantiated expenses on a timely basis

To be in compliance with the IRS, the College has prepared the following accountable travel and business expense plan. These guidelines apply to all College employees/faculty traveling on College business. Faculty travel funded by federal grants must also comply with federal travel regulations as outlined in their individual grant proposals.

When traveling on behalf of the College please leave your itinerary and emergency contact information with your department head or manager.

This is an evolving document. Updates will be made as regulatory (IRS) and industry standards change. Employees should review the Travel Policy at least annually to be sure that they are in compliance with the guidelines.

Carleton College

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1. USE OF A TRAVEL AGENT

You are encouraged to use whatever source for your travel needs that are most economical as well as adequate in terms of convenience; this includes the use of the internet to arrange your trip. Travel arrangements including air travel, lodging, and rental car may also be made through Northfield VIP Travel Center. If you choose a source or agency other than Northfield VIP Travel Center, please use your Carleton College Visa card or pay for the charge yourself and request reimbursement directly to you. Do not arrange for the vendor to bill us directly.

To make or change reservations with Northfield VIP Travel Center, 309 Division Street, Northfield MN, call 645-4458 during normal business hours (8 a.m. – 5 p.m.), or their national toll free number (1-800-533-2054). *The 24-hour emergency number is 1-800-424-1177. (When calling the emergency number, your I.D. code is PH9G-Carleton.)* You will be required to give your department number when arranging College travel through Northfield VIP Travel Center.

2. AIR TRAVEL

A. Domestic Air Travel

The standard domestic or North American airline accommodation is coach class utilizing special fares on nonstop and connecting flights. If you choose to use first class you will need to obtain documentation of coach fare vs. first class and pay for the difference with your personal funds.

Travel reservations should be made as far in advance of the required departure date as possible to take advantage of discount airfares. This usually requires booking 7 to 14 days in advance. The more flexible your schedule, the easier it is for you to find the lowest fare.

Participation in frequent flyer programs is encouraged. All incentives are for your benefit and use.

B. Surface Transportation Used in Lieu of Air Travel

At times it may be more convenient for travelers to use their personal vehicle even though air travel is the appropriate mode of transportation. The College reimburses actual mileage from home or office at the per mile rate defined by the College. However, such costs shall not exceed the cost of airfare, based on the lower of the documented regular coach fare available for the location of travel from a standard commercial air carrier plus transportation costs to and from the terminal.

Use actual odometer readings or mapquest to calculate mileage. If you choose to use your personal vehicle, your personal auto insurance would cover you in the

event of an accident. Please attach the coach fare documentation to your travel expense report. You can use the Use of Personal Vehicles form which can be found on the Business Office website to help you document your travel decision.

C. Airport Airline Club Memberships

Dues for membership in an airline club are not reimbursable.

D. Travel Extended to Save Costs

Additional expenses associated with travel extended to save costs, e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip. Such expenses, which include lodging, car rental, and mileage, shall not exceed the amount the College would have paid had the traveler not extended the trip. Please provide a worksheet showing the airfare with and without the Saturday night stay and the hotel/meal costs for the additional days to document the savings. You can use the Extended Travel form which can be found on the Business Office website to help you document your travel decision.

E. International Air Travel

The standard accommodation on transoceanic flights is “lowest coach available fare.” Airfare costs in excess of the lowest available commercial discount airfare are not allowable except when it causes undue hardship (i.e. physical limitations, scheduling challenges, etc.). Allow adequate time to arrange the most cost effective airfare for your international destination.

F. International SOS Program

Carleton recognizes that in this rapidly changing world, you may have apprehension about travel, security, and health. It is for these reasons that the College has contracted for international travel assistance and evacuation services from a company called International SOS.

An International SOS Assistance card for travel assistance and evacuation services is available from the Risk Manager in the Business Office. Please obtain the insurance card before you leave on a foreign business related trip. Ideally, prior to departure from the U.S., you should log on to the SOS site to create your personal on-line account with emergency contact information. International SOS services are available at any time anywhere in the world and range from telephone advice and referrals to full-scale evacuation by air ambulance.

G. Frequent flyer miles

Employees may retain frequent flyer miles earned while on College business and may use them in any way they choose. The College does not redeem or reimburse employee frequent flier tickets.

H. Group Travel

Travel by a group of employees in the same aircraft, automobile, or other mode of transportation is discouraged when the employees' responsibilities are such that an accident could seriously affect the functioning of the College. Key employees, such as the President, Vice Presidents, Deans or a substantial number of employees from the same department should consider this risk when making travel arrangements.

I. 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. The business purpose must be clearly documented on all travel forms. In the specific circumstance where non-business spousal travel is approved it will be treated as taxable income to the employee.

J. Business and Personal Travel

In instances where a traveler interrupts business travel for personal convenience, travels by an indirect route, or is accompanied by his/her spouse/companion not on College business, the traveler must maintain accurate records to substantiate official business travel. You can edit the Use of Personal Vehicles form which can be found on the Business Office website to help you document your travel decision. The College does not reimburse any expenses incurred on behalf of the spouse/companion/children or for their personal travel.

K. Charter and/or Private Aircraft

For the safety of travelers, Carleton does not recommend flying on charter and/or private aircraft. The College assumes no liability for death, personal injury, or property damage in connection with charter/private aircraft travel.

L. Lost or Purchase of Baggage

The airlines are responsible for compensating the owners of lost baggage. The College will not reimburse travelers for personal items lost while traveling on business.

The purchase of luggage for a College trip is not an authorized expenditure. Employees will not be reimbursed for the purchase of luggage.

3. HOTEL POLICY GUIDELINES

Travelers are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels or motels. The College does not approve accommodations at up market or luxury hotels (Ritz, Four Seasons, etc.) However, an exception is made when a conference, workshop, or other college business is scheduled at a luxury or up scale hotel.

Flights arranged with a travel agency or Northfield VIP Travel Center could also have lodging made through them except where a block of rooms has been reserved as a part of a meeting or conference being attended.

Request the minimum rate available or corporate rate, whichever is lower. When the reservation is made, the only available room may be in a higher category. Therefore, at check-in, you should always double check to insure you are getting the lowest rate. Original itemized hotel receipts are required for reimbursement.

CANCELLATION

Reservations are always guaranteed for late arrival. If you need to cancel, be sure to do so by 4 P.M., hotel time, and get a cancellation number or the name of the person with whom you talked.

4. 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 IRS requires that all requests for meal reimbursement must document the following information (regardless of the cost of the meal):

- Who attended (self, if alone)
- What was discussed (business purpose of the meal)
- How much it cost (supported by the receipt)
- Where the meal was taken
- The date

Receipts are requested for all meals. **The itemized receipt is required in addition to the credit card slip.**

Note: In situations where a receipt is not readily available (i.e. international travel where meals are purchased at a market), you are asked to provide documentation on:

- *Who attended*
- *What was discussed*
- *How much it cost*
- *Where the meal was taken*
- *The date*

IRS regulations state that expenditure for meals cannot be lavish or extravagant.

The College does not reimburse on a “per diem basis”. The meal guide below provides some framework to ensure meal expenses are not lavish or extravagant.

Meal Guide

Breakfast/Lunch	\$18.00
Dinner	\$36.00
Daily Total	\$54.00

Meals provided in conjunction with seminars and on transportation carriers may not be claimed as part of the meal allowance. The College will generally reimburse travelers for three meals a day. On the days of travel to or from the destination, the individual's departure and return times should determine whether a meal was incurred during the period of travel.

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.

SNACK AND OTHER INCIDENTAL ITEMS

Miscellaneous refreshments outside of regular meals (i.e. coffee, water, soda), snacks, mini-bar, and other incidental items such as magazines, toiletries, and medicine are considered personal items and are not reimbursable. When such items are substitutes for a regular meal they may be reimbursed under the above meals guidelines.

GRATUITIES

Tips at the standard 15%-20% on meals are reimbursable. Tips on the meal 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 report.

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. Routine get-togethers with associates are not considered business meals. Business meals must have a stated business purpose.

GRANTS

Note: If reimbursement is requested from grant funds, additional restrictions and limitation may apply as stipulated by the grant. In such cases, refer to the terms and conditions of the grant. Federal regulations prohibit reimbursement of any expenditure for alcoholic beverages with federal funds.

5. CAR RENTAL POLICY GUIDELINES

Authorized Carleton drivers can rent cars if it is economical and a business necessity. Rentals should be limited to situations where other means of transportation are not practical, economical or available. Travelers are encouraged to choose compact or mid-sized cars whenever possible. Rental of 15 passenger vans is strictly prohibited. All rentals should be at the Corporate Rate or the lowest possible rate per day. When traveling in groups, sharing of cars is encouraged to reduce costs. Exercise good judgment prior to renting an automobile. At today's rates, cabs may be more economical when traveling in cities.

Collision damage or personal accident insurance should not be accepted for business travel rentals since the College carries insurance on hired autos; however, insurance should be accepted when traveling outside of the United States and Canada. Claims should be reported to the Risk Manager (507-6646-4178) as soon as possible. JP Morgan Chase also provides Auto Rental Collision Damage Waiver coverage on vehicles that are rented with the College visa card. If there is an accident or the vehicle is stolen, immediately call 800-VISA-911 to report the loss. At the time of the accident, or when you return the rental vehicle, immediately ask your car rental company for:

- A copy of the Accident Report Form and claim document, which should indicate the costs you are responsible for and any amounts that have been paid toward the claim.
- A copy of the initial and final car rental agreement.
- A copy of the repair estimate or itemized repair bill.
- Two (2) photographs of the damaged vehicle, if available.
- A police report, if obtainable.

Complete and sign the claim form you receive from your call to VISA and mail the documentation into VISA within 20 days.

When working with a travel agency car reservations should be made at the same time your airline reservations are made. The College has discount arrangements with several car rental agencies including Avis, Budget, Enterprise, and Hertz through the Education and Institution (E&I) Cooperative Service. Identify yourself as an E&I member and reference the following numbers.

Avis 800-698-5685, ID # A563100

Budget 800-455-2848, BCD #T557400

Enterprise 800-736-8222, Contract #NA24E5A includes insurance. Contract #NA24E9A is 8% off of the best rate available at the time of rental.

Hertz 800-654-2200, #CDP9755

In the event “special rates” are available, they should be used when they are more economical than the negotiated rates.

REFUELING

Travelers should be aware that refueling fees often exceed the pump price of gas available in the community. Travelers should refuel before returning the car to the agency. Fuel costs associated with refueling a rental vehicle will be reimbursed based upon actual fuel purchased, not mileage.

CANCELATION

Advise the car rental company or the travel agency if you decide to cancel a car reservation. Automobile rental companies also appreciate it if you advise them in the event you plan to keep a car longer than you originally planned. This allows them to keep a current status of their cars.

6. COLLEGE VEHICLES

College vehicles are available for business travel to authorized College drivers. Requests for College vehicles should be arranged through Campus Services, contact x4443.

College owned or leased vehicles are to be used for business use. Employees may not use College vehicles for personal purposes.

7. PERSONAL CAR USAGE

Employees are encouraged to use a College owned vehicle for business travel by auto. It is important for employees to be aware that when using a personal car for Carleton business use, the employee’s personal car insurance carrier provides liability coverage.

Travelers will be reimbursed for business usage of personal cars based on mileage. The current reimbursement rate is listed on the Travel Expense Report. The College mileage rate is updated annually each July, based on the then applicable IRS mileage reimbursement rate.

Employees will not be reimbursed for the following, even if these costs are incurred during business travel:

- Car repairs
- Rental car costs during repair of personal car
- Tickets, fines, or traffic violations

8. ACCIDENTS

If at any time a traveler is involved in a motor vehicle accident while driving a College vehicle (owned, leased, or rented by the College), proper notification is essential. After addressing any medical issues, contact the local police at the time of the accident for investigation. Immediately contact Carleton College Security (507-646-4444) to report the incident.

ACCIDENT PROCEDURES

An accident involving a Carleton College motor vehicle, regardless of severity, location, or fault, must be reported immediately to the law enforcement authority within the jurisdiction where the accident occurred and to the Security Department at 507-646-4444 (24 hours).

For all accidents:

- Pull out of the driving lane on to the shoulder, if possible and turn off the ignition – to prevent fire.
- Activate the four-way flashers on the vehicle and warn approaching vehicles through the use of flags, flares, lights, or reflective triangles. Fleet vehicles contain emergency items including a first-aid kit and a flashlight (with extra batteries). Triangle warning markers are available for check-out in the Fleet Vehicle Services Office.
- Immediately contact the local police to advise them of the accident and to get medical assistance if there are any injuries.

Once any medical needs are taken care of it is important to make sure you get the other driver's information. At a minimum, write down:

- Name
- Date of birth
- Driver's license number and state
- Phone number
- Address
- Insurance Company and policy number, if known
- License plate number
- Make, model and year of vehicle
- Damage to vehicle
- Injury to driver, if any
- Date, time, road and weather conditions
- Names and phone numbers of any passengers
- Injuries to any passengers
- Names and phone numbers of any witnesses

When local police respond to the accident, request the investigating officer's name, badge number, phone number, and report number. Ask for an accident report form.

In Minnesota every driver of a vehicle involved in a crash that results in injury or death, or total property damage of \$1,000 or more, must submit a crash (accident) report form within 10 days. Forms are also available at the DVS website: <http://www.dps.state.mn.us/dvs>

You must also give the other driver your information and the vehicles information, including insurance coverage. Insurance information is located in the glove compartment of all fleet vehicles. The College's insurer is Hartford Insurance Company.

When renting a vehicle for College business, it is important to familiarize yourself with the rental company's accident reporting procedures. The accident procedures are often printed on the rental agreement. If you are involved in an accident with a rental vehicle, please adhere to the agency's reporting requirements. You should provide the name of the College's insurance company, **Hartford Insurance Company**, and instruct the owner of the other vehicle to contact the Risk Manager in the Business Office at 507-646-4178 for additional information. If you have rented the vehicle with your College Visa card, please follow the steps listed on page 6-Car Rental Policy Guidelines.

Cooperate with the police and other authorities but do not admit fault or give written statements. If the local police will not file a report (because damage is minimal and there are no injuries), ask them to make a note that the driver called in the accident. As soon as practical, notify the Security Department at 507-646-4444.

If a fleet vehicle is damaged and cannot be driven, have the vehicle towed to the nearest dealership or repair facility and make alternative arrangements to return to campus or continue to your destination (taxi or rental vehicle). If a rental vehicle is damaged, follow the procedures outlined on the rental agreement and/or posted inside the vehicle. In addition, contact the Security Department at 507-646-4444 to report the accident.

9. TELEPHONE AND OTHER COMMUNICATION CHARGES

Business – The College will pay charges for metropolitan and long-distance calls made outside a College office provided a hotel or telephone bill substantiates the calls. The Internal Revenue Service requires documentation of the business purpose for all reimbursed phone calls.

Cell Phones – A limited number of cell phones are available to take on a College business trip. Please contact the Telecommunications Department for more details. Cell phones must not be used while you are driving a vehicle. Please have another person in the car use the cell phone or pull over prior to using a cell phone.

Internet Charges – Internet phone charges while in travel status will be reimbursed if appropriate business purpose is documented.

10. REGISTRATION FEES

Advance registration fees for seminars and conventions should be paid using your College visa card or paid directly by yourself and request reimbursement directly to you. Original receipts or proof of payment are required for reimbursement.

11. 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 College 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.

12. TRAVEL INSURANCE

Faculty and staff traveling on business, either domestically or abroad are automatically covered by the Carleton College Travel Accident Insurance Policy at no cost to the traveler. This policy provides a \$1,000,000 benefit for loss of life or significant disability. This coverage applies only to trips on College business, not for a traveler's personal business.

INJURIES

Injuries on the job, whether on or off campus, are covered by the workers compensation statute. If injured while on College business, travelers should contact the Human Resources department at 507-646-4174 for guidance.

13. OTHER REIMBURSABLE EXPENSES

The following travel related expenses are reimbursable: taxi fares and airport limos, parking charges, tolls, gasoline for rental cars, baggage handling tips, excess baggage charges for College equipment, currency conversion charges, and other incidental expenditures incurred while on business travel. These expenses must be recorded on the Travel Expense Report and supported by receipts whenever possible.

14. NON-REIMBURSABLE EXPENSES

- Travel insurance – the College provides an insurance policy that covers employees while traveling. Employees should decline additional travel insurance.
- Insurance on domestic rental cars – the College’s insurance provides coverage on employees for accidents involving rental vehicles. Employees should decline additional travel insurance.
- TV rental movies.
- Alcoholic beverages, except for approved College guests or a single drink as the beverage with a meal.
- Gasoline, if mileage reimbursement is used. Mileage reimbursement must be used when using your personal vehicle.
- Oil, insurance premiums, maintenance, towing charges and repair costs to personal vehicles will not be reimbursed.
- Fines for vehicle violations (speeding or parking tickets, etc.) or for personal misconduct will not be reimbursed.
- Spa or health club fees.
- Room service.
- Dry cleaning or laundry service if you are staying for less than one week.
- Costs for meals, travel or lodging for spouse or personal guests.
- Personal entertainment or excursions.
- Personal phone calls.
- Costs for child care, pet care or lawn/home maintenance.

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 document and request reimbursement for such expenses 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.

15. EXPENSE REPORTING AND RECEIPT REQUIREMENTS

All travel expenses must be recorded on a Travel Expense Report and approved by an authorized supervisor.

A travel advance can be issued to a traveler by the Business Office if it has been approved by an authorized supervisor and is received at least one week in advance of the trip. Advances are made to Carleton personnel only. An advance should only be requested when the Carleton Visa card is not an option.

Upon returning from a trip, complete the Travel Expense Report with actual expenses and any necessary request for out-of-pocket reimbursements. Receipts which substantiate the amount, time, use, and business purpose of the expenses should be attached to the Travel Expense Report. Reports signed by the supervisor

must be submitted to the Business Office. Reimbursements are processed within seven working days of receipt. The IRS requires that reimbursements must be cleared within 60 days or they are subject to taxation. Refunds from travel advances must accompany the Travel Expense Report. The IRS requires that advances must be cleared within 120 days or they are subject to taxation.

The College reimburses travel expenses based on actual charges incurred, not per diem rates. Attach original receipts to the Travel Expense Report when submitting for reimbursement. Your supervisor must approve the Travel Expense Report. Reimbursements totaling less than \$100 may be processed through the cashier in the Business Office.

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