

<b>POLICY</b>  <b>UNIVERSITY FUNDED EMPLOYEE TRAVEL</b>	<b>SECTION:</b> <b>PAGE: 1 REV2</b>  <b>EFFECTIVE DATE:</b> 06/02/16
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## **INTRODUCTION:**

Niagara University strives to support all forms of travel that advance the mission of the University, including student learning and activities, scholarship, pedagogy, service and immersion experiences, intercollegiate competition, university business, and professional development.

The policy and procedures are designed to:

- Inform the campus about how travel is budgeted, approved, monitored, and reimbursed.
- Implement fair and consistent practices that enable faculty and staff to make travel arrangements that meet their needs, are cost-effective, and protect their health and safety.
- Guide decisions that ensure equity and consistency across the university for how travel is arranged and conducted.
- Reflect Niagara University's concern for the well-being of its faculty and staff, and protect the college and its travelers from actual and potential risks.

### **Travel Risk Management and Duty of Care**

Like other universities, Niagara needs to plan and conduct travel with regard for the health, safety, and security of their faculty and staff, obligations generally described as the college's duty of care. This is especially an issue for international travel.

- Student/group travel: Refer to Faculty-lead student trips policy, found in the policies database.

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**SCOPE:** Applies to all Niagara University employees.

**POLICY:** It is the policy of the University that whenever an employee is traveling on a University funded trip, the employee must comply with the prescribed procedure. This procedure requires prior authorization and imposes limitations on expenditures based on duration of the business trip as well as means of travel, cost of food, lodging and miscellaneous expenses. Failure to comply with the required, prescribed procedure will preclude in whole or in part, reimbursement for expenses related to the trip.

**OVERVIEW:** To be eligible for reimbursement an employee must comply with the following procedure.

1. Obtain prior approval from their supervisor and functional officer **or designee.**
2. Confirm availability of sufficient department funds.
3. Have submitted all prior travel expenses.
4. Promptly submit a travel expense statement upon return.

**PROCESS:**

1. Complete a Travel Authorization Request (TAR) Appendix U-1, for individual/employee travel. The TAR requires an estimate of all anticipated expenses.

A completed TAR must be submitted to employee's supervisor and functional officer for approval prior to making any travel arrangements.

2. TAR and necessary check requests:

The employee is responsible to make their own reservations. When using the preferred vendor, Cataract Travel, for air and land transportation, the approved TAR shall be submitted to Business Services to confirm reservations and payment will be made by the university. When using the services of preferred vendor, The Travel Team, airfare will be paid by the university.

Estimates for the following expenses should be included on the TAR:

Transportation, (Air, train or auto)

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- Mileage reimbursement costs for use of one's personal vehicle for university travel must be estimated using the current university approved, publicized rate.
- Airline travel must be pre-approved and the most economical travel that will accommodate travel and time requirements will be utilized. First Class fares are not allowed without prior approval of the functional officer. Upgrades are not permitted. Convenience and baggage fees should be considered when comparing prices.
- Rental vehicle: The only allowable rental classes are Compact, Mid-Size, Full Size 2 and 4 door, and Minivan. In no instance is a 15 passenger van allowed. Rental of any other classes must be approved by the functional officer. When renting a vehicle, only gas purchases will be reimbursed. Mileage reimbursement is not allowed. Rental insurance should not be purchased. If renting a vehicle through the preferred vendors, Enterprise or National, insurance is included in the negotiated rates (see program summary). Renting with other vendors, Niagara University's insurance will be the primary coverage in the event of accident or theft. This only applies when traveling on university business. Any incident of property loss, damage or personal injury should be reported as soon as possible to Campus Safety at (716) 286-8111 so an incident report can be generated.

Registration fees for conferences, events and seminars.

Hotels and meals. Meal per diem below may be used to estimate expenses.

Other items such as parking, taxi and shuttle service may be estimated.

3. Subsequent to approval, if submitting a check request for an advance, the TAR must be forwarded to the Accounts Payable Office with check requests for anticipated expenses as detailed on the TAR.
4. The travel advance check must be picked up in Accounts Payable prior to the approved travel dates.
5. A Travel expense statement, approved by the employee's supervisor must be completed and returned to Accounts Payable within 30 days after the trip is completed. Original dated, detailed receipts must be provided to document expenses.

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6. Travel expenses recognized pursuant to University policy are the only expenses to be reimbursed.

- Airfare: Reservations made through the University's preferred vendors will be paid directly to the vendors on a University credit card.
- Travel Meals: The University will pay a maximum per diem of forty dollars (\$40) per person, per full day away from the University on university business. This amount is used to defray any additional expense incurred due to travel on behalf of the University.

The full per diem amount is appropriate only in instances when travel is required for an overnight stay. It must be reduced for instances when the employee leaves from home in the morning or returns home in the evening. When meals are included with a conference registration fee, the per diem is reduced accordingly. The meal breakdown is: breakfast \$8, lunch \$12, dinner \$20.

There will be no reimbursement for the purchase of any alcoholic beverage without prior approval of the functional officer.

- Registrations fees for conferences, seminars, training will be reimbursed.
- **Business Meals: Business meals are limited to those meals purchased during the transaction of business when meeting with university and non-university personnel.** To receive reimbursement for a business meal, the original receipt must be attached and a notation must be made advising who was in attendance and the purpose of the meal/meeting. It is expected that good judgment will be exercised when selecting the venue, meals and beverages.
- Lodging: When University travel requires one to be away from home for an overnight period, it is appropriate to be reimbursed for the necessary lodging. It is requested that reasonably priced accommodations be procured. In-room movies and bar expenses will not to be reimbursed. Other services, such as dry cleaning, may be reimbursed if the trip is for an extended period of time, and approved by the functional officer.
- Mileage reimbursement: The University will reimburse travelers for the use of personal vehicles at the mileage rate approved by the Vice President for

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Administration and announced at the beginning of each calendar year. The University mileage reimbursement amount is reviewed annually.

The distance traveled per trip and the number of round trips made must be stated on the expense account as well as the date of each trip.

**The university will only reimburse for mileage in excess of the normal mileage one would incur commuting to and from work.**

If the mileage reimbursement exceeds the cost of an alternate means of travel, the reimbursement will be limited to the cost of that ticket.

(i.e. mileage reimbursement from Niagara University to Los Angeles, California for one individual would exceed the cost of a round-trip airline ticket).

- Miscellaneous Expenses: Other expenses including, but not limited to: tolls, local taxi, subway and bus fares will be reimbursed based on actual costs. Original dated receipts must be provided to document expenses.

Reimbursement for these expenditures is subject to the approval of the funding department head and functional officer.

7. Travel Expense Statement: **Appendix U-2** will be given to the traveler along with the travel advance check.

The Travel Expense Statement must be submitted within 30 days of return. If not submitted in a timely manner, any additional reimbursement owed for expenses in excess of the original advance may be forfeited.

No subsequent travel advance checks will be issued until all previous advance checks have been properly reconciled.

Expense money not accounted for within 30 days of fiscal year-end will be reported as taxable income.

The completed Travel Expense Statement must be signed by the employee who incurred the expenses. The completed statement must be approved and signed by the employee's supervisor.

Any instance of falsification of records or expenses will be referred to Human Resources for appropriate corrective action.

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**RESPONSIBILITY**

**ACTION**

- |   |   |
|---|---|
| Employee                                      | <ul style="list-style-type: none"> <li>• Completes travel authorization request (TAR)-Appendix U-1.</li> <li>• Submits completed TAR to Department Head</li> <li>• Submits approved TAR to the Functional Officer for approval.</li> </ul>  |
| Chair/Dean/<br>Functional Officer<br>Employee | <ul style="list-style-type: none"> <li>• Returns approved TAR to Employee</li> <li>• When reservations are made with the University's preferred vendor, Cataract Travel, forwards approved TAR to Business Services to confirm reservation and authorize payment. Reservations made on preferred vendor, The Travel Team's, website, will be paid automatically by the University.</li> <li>• Any International travel must be made with The Travel Team.</li> </ul>  |
| Business Services                             | <ul style="list-style-type: none"> <li>• Confirms reservation with <b>Preferred Vendor, Cataract Travel</b>, and makes payment with university credit card or purchase order.</li> </ul>  |
| Employee                                      | <ul style="list-style-type: none"> <li>• Submits approved TAR and approved advance check requests a minimum of two weeks prior to date of travel to Accounts Payable for processing.</li> </ul>   |
| Accounts Payable<br>Employee                  | <ul style="list-style-type: none"> <li>• Process the travel advance check request.</li> <li>• Picks up the travel advance check and Travel Expense statement in Accounts Payable prior to scheduled travel.</li> <li>• Completes a Travel Expense Statement-(Appendix U-2) after the trip and returns it to Accounts Payable within 30 days after return from trip. If the Travel Expense Statement is not returned, the entire advance is considered taxable income and will be added to the employees w-2.</li> </ul> |

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- All expenditures reported on the Travel Expense Statement must be substantiated by original dated, detailed receipts.
- Any portion of the advance which is not substantiated by receipts must be returned to the University. (Receipts are to be attached to the expense account statement in the order summarized on the expense account statement).
- If properly accounted expenses exceed the amount of the original advance, the funding department head approves the additional expenditures when they approve the travel expense statement. A reimbursement check for the additional amount will be issued to the employee. No additional check request is required to obtain this type of reimbursement. If under \$50, payment will be made through petty cash in the Student Accounts Office.

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Niagara University's Preferred Travel vendors:

Cataract Travel 716.298.5490

The Travel Team (TTT): (see TTT addendum for links to register on website and telephone numbers.

Niagara University dedicated number 1.800.888.8836.

Enterprise/National (see attached program summary)

## QUICK BUSINESS TRAVEL GUIDE

Faculty/Staff seeks opportunity to present research at a conference or for professional development.

- Completes Travel Authorization Request (TAR)
- Submits completed TAR to Department Head
- Submits approved TAR to the Functional Officer for approval.
- Once approved TAR is received, may begin to make reservations. Reservations made with the University's preferred vendor, Cataract Travel, forwards approved TAR to Business Services to confirm reservation and authorize payment. Reservations made on preferred vendor, The Travel Team's, website, will be paid automatically by the University.
- Any International travel must be made with The Travel Team.
- Submit approved TAR and approved advance check requests a minimum of two weeks prior to date of travel to Accounts Payable for processing.
- Picks up the travel advance check and Travel Expense statement in Accounts Payable prior to scheduled travel.
- Completes a Travel Expense Statement after the trip and returns it to Accounts Payable within 30 days after return from trip. If the Travel Expense Statement is not returned, the entire advance is considered taxable income and will be added to the employee's w-2.
- All expenditures reported on the Travel Expense Statement must be substantiated by original dated, detailed receipts. . (Receipts are to be attached to the expense account statement in the order summarized on the expense account statement).
- Any portion of the advance which is not substantiated by receipts must be returned to the University
- If properly accounted for expenses exceed the amount of the original advance, the funding department head approves the additional expenditures when they approve the travel expense statement. A reimbursement check for the additional amount will be issued to the employee. No additional check request is required to obtain this type of reimbursement. If under \$50, payment will be made through petty cash in the Student Accounts Office.

NIAGARA UNIVERSITY

DATE: [ ]

RESERVATIONS ARE NOT TO MADE UNTIL APPROVAL IS RECEIVED.

TRAVEL AUTHORIZATION REQUEST(TAR)

(complete shaded areas)

DEPARTMENT ACCT #(XX-X-XXXXX) [ ]

DEPARTMENT: [ ]

AUTHORIZATION REQUESTED FOR:(NAME/S) [ ]

PURPOSE:(CONFERENCE/PRESENTATION/RECRUITING,ETC) [ ]

ORGANIZATION NAME: [ ]

DESTINATION CITY: [ ]

DATES OF TRIP FROM [ ]

TO: [ ]

ESTIMATE OF EXPENSES

TRAVEL	AMOUNT
AIR FARE*	[ ]
TRAIN FARE	[ ]
AUTO RENTAL	[ ]
MILEAGE	[ ]
OTHER-SPECIFY gas/parking/commuting	[ ]
REGISTRATION FEES	[ ]
HOTEL	[ ]
MEALS	[ ]
OTHER-SPECIFY	[ ]
GRAND TOTAL	[ ]

\*RESERVATIONS MADE WITH THE UNIVERSITY'S PREFERRED VENDORS WILL BE CHARGED TO THE UNIVERSITY DIRECTLY.

Individual departments are responsible for issuing a check request for:

- (1) Any Registration fee required
- (2) Separate check request for a cash advance in an amount sufficient to cover the payment of the hotel as well as payment for meals, auto mileage, and other travel related costs if payment is not made through the University's preferred vendors.

The person to whom the travel advance check is issued will be required to account for the advance in accordance with the University's travel policies and procedures.

[ ] Approved [ ] Not Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

[ ] Approved [ ] Not Approved By \_\_\_\_\_ Date \_\_\_\_\_  
Functional Officer/Designee



## PROGRAM SUMMARY

**NIAGARA UNIVERSITY**

**CONTRACT ID: XZ29139**

➤ **DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA**

Class	Rate
Compact	\$34.50
Mid Size	\$35.50
Full Size 2 door	\$36.50
Full Size 4 door	\$37.50
Premium	\$53.50
Luxury	\$63.50
Minivan	\$63.50
Standard 4x4	\$63.50
Full Size 4x4	\$88.50
15 Passenger Van	\$97.00

Class	Canada
Economy	C\$44.00
Compact	C\$46.00
Midsize	C\$48.00
Full Size 2 door	C\$51.00
Full Size 4 door	C\$51.00



➤ **TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

**Weekly/Monthly Factors:** The weekly rate is 5.5 times the daily rate; monthly rate is 22 times the daily rate.

**One-Way Surcharges:** Compact through Full Size Rental Rate will be \$62.00/day; Premium through 15 Passenger Van will be the Daily Rate plus \$.40/mile.

**Young Renter:** National will not assess an additional charge when Customer's renter is between the ages of twenty-one (21) and twenty-four (24), provided that the rate selected at the time of rental is a rate or discount specified in this Agreement, or is the rate selected as a result of a Best Rate search.

**Mileage Charges:** Compact through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 150 free miles per day, 1,050 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.25 per mile.

**One-Day Surcharges:** Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$2.00/day.

➤ **GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/†CANADA**

<b>\$5</b>	Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Minneapolis/St. Paul; New Orleans; Phoenix; Seattle; St. Louis; State of Illinois (unless otherwise indicated); State of New York (unless otherwise indicated)
<b>\$10</b>	Atlanta; Baltimore; Boston; Chicago; Commonwealth of Puerto Rico; Denver/Colorado Springs area; Detroit; Hartford; Los Angeles area (including LAX); Philadelphia; Pittsburgh; Providence; San Francisco area; State of Alaska; State of Texas; Washington DC
<b>\$22</b>	NY/NJ/CT Metro area; Newark; JFK Airport, LGA Airport, Manhattan

†Geographic Surcharges may apply at some Canadian locations.

For rentals commencing in Manhattan all day Friday through 12:59pm Sunday and for rentals commencing at JFK and LaGuardia Airports between the hours of 1:00pm Friday through 12:59pm Sunday, current published rates, less a discount will apply.

➤ **DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

**DW:** Business rentals only-On all products and discounts the renter is not responsible for loss and/or damage to the rental vehicle.

**Liability:** Business rentals only-On all products and discounts primary liability limits shall be 100/300/50.

➤ **MISCELLANEOUS INFORMATION: U.S./PUERTO RICO/DISTRICT OF COLUMBIA**

**Best Rate:** The best rate is automatically extended to the customer with no loss of contract risk benefits. All Agreement terms and conditions will follow the best rate.

## PROGRAM SUMMARY

**NIAGARA UNIVERSITY**

**CONTRACT ID: XZ29139**

➤ **DAILY RATES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA/CANADA/COMMERCIAL TRUCK**

Class	Rate
Compact	\$34.50
Mid Size/Intermediate	\$35.50
Standard Size	\$36.50
Full Size	\$37.50
Premium	\$53.50
Luxury	\$63.50
Premium Luxury	\$63.50
Mini-Van	\$63.50
Mid Size SUV	\$63.50
Standard Size SUV	\$63.50
Full Size SUV	\$88.50
Standard Size Truck	\$52.50
Full Size Truck	\$52.50
Cargo Van	\$52.50
Standard size Hybrid	\$43.50
Full Size Hybrid	\$44.50
Small SUV Hybrid	\$69.50
15 Passenger Van	\$97.00

SIPP	Class	Daily Rate	Weekly Rate	Monthly Rate	Mileage
DBox	16' Box	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
FBox	24' Box	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
GBox	26' Box	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
OPAR	3/4 ton P/up 2wd	\$60.00	\$300.00	\$1,300.00	\$0.14/mile
OQAR	3/4 ton P/up 4wd	\$65.00	\$325.00	\$1,408.00	\$0.14/mile
UPAR	1 ton P/Up 2wd	\$70.00	\$350.00	\$1,517.00	\$0.14/mile
UQAR	1 ton P/Up 4wd	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
RKAR	Cargo Van	\$53.00	\$265.00	\$1,148.00	\$0.14/mile
UKAR	High-top Cargo	\$60.00	\$300.00	\$1,300.00	\$0.14/mile
BCUT	12' Cutaway	\$58.00	\$290.00	\$1,257.00	\$0.14/mile
DCUT	14-15' Cutaway	\$63.00	\$315.00	\$1,365.00	\$0.14/mile
BBox	12' Box	\$63.00	\$315.00	\$1,365.00	\$0.14/mile
ASTK	10' Stakebed	\$75.00	\$375.00	\$1,625.00	\$0.14/mile
BSTK	12'-14' Stakebed	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
DSTK	15-16' Stakebed	\$80.00	\$400.00	\$1,733.00	\$0.14/mile
FSTK	24' Stakebed	\$90.00	\$450.00	\$1,950.00	\$0.14/mile
GSTK	26' Stakebed	\$90.00	\$450.00	\$1,950.00	\$0.14/mile

†Commercial Truck-see agreement for details.

Class	Canada
Economy	C\$44.00
Compact	C\$46.00
Midsized	C\$48.00
Full Size 2 door	C\$51.00
Full Size 4 door	C\$51.00

➤ **TERMS & CONDITIONS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

**Weekly/Monthly Factors:** The weekly rate is 5.5 times the daily rate; monthly rate is 22 times the daily rate.

**Mileage Charges:** Base Rental Rates for Compact through Premium vehicle classes include unlimited free miles per day and per week, and 2,500 free miles per month; all other vehicle classes include 200 free miles per day, 1,100 free miles per week, and 2,500 free miles per month, as applicable. Any additional miles will be charged at the rate of \$0.20 per mile.

**One-Day Surcharges:** Rentals commencing on a Mon/Tue/Wed will be charged the Daily Rate plus \$2.00/day.

➤ **GEOGRAPHIC SURCHARGES: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

**Airport Locations:**

\$5	Charlotte; Cincinnati; Cleveland; Kansas City; Milwaukee; Minneapolis/St. Paul; New Orleans; Phoenix; Seattle; St. Louis; State of California (excluding LAX and SFO); State of Illinois (unless otherwise indicated); State of New York (unless otherwise indicated)
\$10	Atlanta; Baltimore; Boston; Chicago; Denver/Colorado Springs; Detroit; Hartford; Los Angeles Airport (LAX); Philadelphia; Pittsburgh; Providence; San Francisco Airport (SFO); State of Texas; Washington DC
\$22	JFK and LaGuardia airports

**All Locations:**

\$10	State of Montana; State of Nebraska (excluding Omaha and Lincoln); State of North Dakota; State of South Dakota; State of West Virginia; State of Wyoming; Bemidji and Moorhead, MN; Commonwealth of Puerto Rico; State of Alaska
\$14	NY/CT/NJ Metro; including Westchester, Islip, and Newark airports
\$18	New York City Boroughs

†Geographic Surcharges may apply at some Canadian locations.

➤ **DRIVER PROTECTION PRODUCTS: U.S./PUERTO RICO/DISTRICT OF COLUMBIA (EXCLUDING TRUCK RENTALS)**

**DW:** Includes full DW (no deductible). **SLP:** Split Limits of 100/300/50.

## **Concur General Training Sessions and New User Interface**

Concur general training sessions are open to all Travel Team clients that utilize the Concur travel booking tool. In each session, you will learn: how to create a travel reservation; how to change a trip (post purchase); review Concur Mobile and TripIt; learn the benefits of eReceipts; and much more.

To register, click on the date below that you wish to attend and the prompts will direct you to register for trainings. Upon completion, confirmation and webinar information will be provided to you.

We look forward to your attendance!

July 19 @ 11am– <http://www.cvent.com/d/sfq3w1/4W>

August 18 @ 3pm– <http://www.cvent.com/d/nfq3w4/4W>

September 14 @ 3pm– <http://www.cvent.com/d/rfq3s6/4W>

October 25 @ 11am– <http://www.cvent.com/d/bfq3xy/4W>

November 17 @ 11am– <http://www.cvent.com/d/tdq3x7/4W>

December 6 @ 3pm– <http://www.cvent.com/d/zfqvdq/4W>