

Westfield State University

Policy concerning:

APPROVED: October 1999

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TRAVEL

PURPOSE

To define the Westfield State University guidelines and procedures to be undertaken when University related travel expenses are incurred. To provide guidance regarding reimbursable travel related expenses and to provide guidance regarding the procedure for reimbursement.

POLICY

All travel by University employees and/or students is to be funded according to Commonwealth of Massachusetts (state) laws and regulations, University policies and procedures, and the applicable collective bargaining agreements. The traveler is responsible for ensuring adherence to applicable travel policies and procedures. All travel is contingent on available funds.

GUIDELINES

1. All travel funds will be allocated by the Vice President for Administration & Finance to the appropriate department cost center under the approval of the area Vice President on an annual basis. Departmental travel expenses are limited to and shall not exceed the amount budgeted and allocated.
2. In determining the use of travel funds, departmental and administrative area supervisors and Vice Presidents shall consider the extent to which participating in the travel or activity requested will primarily benefit the University.
3. Reimbursements for travel related expenses must follow all University policies, state laws and regulations, and the applicable collective bargaining agreements regardless of the source of funds.
4. Prior to any travel, funds must be pre-approved and encumbered on a Request to Travel Form using the procedure listed below.
5. The University shall not reimburse any expenses for persons accompanying an employee on a trip (i.e. spouse, child, guest, pets, etc.).
6. Student travel is restricted to students registered with the University and must be approved in advance by the President or a Vice President. Such travel must contribute directly to the student's education or benefit the University. (See Student Travel Policy)

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REQUEST TO TRAVEL PROCEDURE

1. A Request to Travel Form (“RTF”) must be fully completed and approved documenting proposed travel, **prior** to the initiation of travel, to encumber the funds needed to pay for the travel. It must be **received** in the Procurement Department at least five business days in advance of the departure date.
2. The fully completed RTF must include:
 - a. All anticipated University related travel expenses. Such expenses include registration fees, hotels, airfare, meals, vehicle rental, taxis, parking, tolls and/or mileage, and any other expenses to be paid by the University. All costs should be listed identifying any expenses to be paid on the University procurement card.
 - b. Supporting documentation (i.e. a copy of the official conference/workshop agenda, registration form, or program) if applicable.
 - c. Signature of traveler.
 - d. Approval (signature) by the appropriate Department Chair or Supervisor, after assuring appropriate benefit to the University. A subordinate or equal nonsupervisory individual is not to approve an RTF for a superior except as indicated below.
 - e. Final approval (signature) by the area Vice President for the assignment of a funding source, verification that the dollar amount approved is available and that expenses are appropriate and reasonable.
 - i. In the instance of Vice Presidents or direct reports to the President, the President must approve the RTF. In the case of the President, by the Board of Trustee Chair and the Vice President for Administration & Finance.
3. Procurement shall review the RTF for compliance with University policy, encumber the approved funds in the Banner database and assign a travel number (called an E#).
4. A copy of the RTF listing the assigned travel number (E#) will be returned to the traveler’s department. This number must be referenced when submitting the request for travel reimbursement upon the traveler’s return.
5. Employees traveling without prior approval of the RTF and the issuance of an E# will not be reimbursed and will not be covered by any University/Commonwealth insurance.

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6. A copy of the fully executed RTF will be provided to the appropriate Vice President. In the case of the President, the copy will be provided to the Chair of the Board of Trustees and the VP of Administration and Finance. In the case of a Vice President or a direct report to the President, the copy will be provided to the President.

REIMBURSEMENT PROCEDURE

1. To receive reimbursement for travel expenses, the traveler must complete and submit a Travel Reimbursement Form ("TRF") and the Financial Accounting Office must **receive** it within 45 calendar days from the final day of business travel. The TRF requires the signature of the Department Chair or Supervisor along with the traveler's signature to ensure reimbursement is consistent with the RTF.
2. The TRF must include the E# assigned to the traveler on his/her approved RTF as well as the exact times of day for the departure and arrival to and from home for meal allowance purposes.
3. All reimbursable expense receipts (transportation, lodging, etc.), except for meals, for specific travel must be attached to the TRF. If no receipt is submitted, no reimbursement will be made. A receipt is defined as **original** proof of payment showing what was obtained, for whom, when, where and at what cost.
4. For any conference or workshop travel, proof of attendance or documentation of paid registration is required for any travel reimbursement.
 - a. Photocopied receipts cannot be accepted.
 - b. A credit card receipt listing only the total cost cannot be accepted. A corresponding itemized receipt detailing the individual expenditures must accompany the credit card receipt.

TRAVEL ARRANGEMENTS

All University travel shall be arranged through the Campus Travel Manager to include, but not limited to airfare, hotels, car rentals and conference registrations.

COMBINING BUSINESS AND PERSONAL TRAVEL

1. Traveler may be reimbursed for the round-trip transportation costs incurred to and from a business destination only when the **primary purpose** of the trip, based on majority of time, is to conduct pre-approved official University related business.
2. If a combined business/personal itinerary is equal to or less than the cost of business-only round-trip transportation and the primary purpose of the trip is business related, then there is no cost to the employee. If additional personal days increase the cost of transportation, then the additional cost is considered a personal expenditure and will not be reimbursed.

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- a. Traveler should obtain a comparison itinerary priced at the lowest available coach fare from travel provider for the same business related trip without a personal portion. Traveler must submit such documentation with the Request to Travel verifying that the cost of the business/personal itinerary is equal to or less than the cost of business-only round trip transportation. Route traveled should be the normal direct route of travel between the University or traveler's primary residence and the point of University business. Failure to provide documentation will result in non-reimbursement.
 - b. Any additional expenses incurred by the traveler for deviating from the normal route of travel between the University or traveler's primary residence and the point of University business, or for stopping at an intermediate point for personal reasons, will not be reimbursed.
3. The University will only reimburse non-transportation business expenses incurred during the business portion of the trip. Traveler should be careful to separate personal and business expenses.
 4. The traveler must use pre-approved leave (i.e., vacation days or personal days) during the personal portion of the related trip for those days, which do not fall on a weekend or holiday according to the University approved calendar.

APPROPRIATE AND REASONABLE EXPENSES

Non-Personal Travel Before and After Business Activity:

The University may reimburse for expenses, such as hotel and meals, incurred one day before or one day following the University related business activity in one of the following instances:

1. Extending the stay results in reduced costs sufficient to cover the traveler's additional costs of lodging and meals. For example, if a conference begins on a Sunday afternoon and the traveler can obtain an airline ticket for Saturday lower in price so that the overall cost, including the additional night of lodging and meals, will be less to the University, then the University will reimburse those expenses.
2. Travel begins more than two hours before or ends more than 2 hours after official university hours (8am – 5pm) and the destination is more than 120 miles from home by car.
3. Travel begins more than two hours before or ends more than 2 hours after official university hours (8am – 5pm) and the destination is more than 2 hours by plane or train. If transportation is not available, preapproval with supporting documentation is required.

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The traveler is responsible for submitting appropriate documentation of related expenses, including a comparison itinerary, calculation of the cost savings, or time/distance calculations.

Meals Allowance:

Standard Meal Allowance Guidelines are used for meal reimbursement when travel extends beyond working hours. The exception to this is when meals are included as part of a conference or meeting registration fee regardless if the meal is consumed or not.

Standard Meal Allowance Guidelines:

Full Travel Status: Absent from home more than 24 hours

Persons shall be reimbursed for meals when on full travel status; (when absent from his/her home on assignment for more than 24 hours as follows:)

Travel Begins:

Before 6:00 a.m.
Between 6:00 a.m. & 11:59 a.m.
Between noon & 6:00 p.m.

Entitled To:

Breakfast, lunch, dinner
Lunch, dinner
Dinner

Travel Ends:

Between 6:00 a.m. & 11:59 a.m.
Between noon & 6:00 p.m.
After 6:00 p.m.

Entitled To:

Breakfast
Breakfast, lunch
Breakfast, lunch, dinner

Partial Travel Status: Absent from home less than 24 hours:

Travel Begins:

Two hours before working hours

Entitled To:

Breakfast

Travel Ends:

Two hours after working hours

Entitled To:

Dinner

Meal Allowance Rates:

Meal allowances for eligible meals are paid based on collective bargaining unit contract amounts. Non-unit professional rates will be based on the APA contract and non-unit classified and all other employee rates will be based on the AFSCME contract.

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Business Meal Guidelines:

Please refer to the University Business Expenses and Petty Cash Funds Policy (0300), which specifies business meal and gratuity guidelines.

Mileage:

1. Mileage will be reimbursed at the standard mileage rate established by the Internal Revenue Service.
2. Mileage calculations are based on the shortest distance from the University to the destination and back to the University. Exceptions that may be made for travel that begins and/or ends at home:

On a working day, mileage reimbursement will be calculated on the round trip miles required to reach the destination, less the employee's normal roundtrip commute.

Example 1: An employee's normal work commute is 30 miles round trip; the employee drives to a training that is 50 miles round trip. The employee is reimbursed for the 20 miles that exceed the normal work commute.

Example 2: An employee's normal work commute is 30 miles roundtrip; the employee drives from home to a training that is 30 miles, from the training to the University 40 miles, then 15 miles back home. The employee is reimbursed for the 55 miles that exceed the normal work commute.

On a non-working day, mileage will be calculated from home.

3. Mileage reimbursement submission must include destination, purpose, dates of travel and a direction page from MapQuest, Google, etc. indicating destination and distance. Failure to submit these materials will result in non-reimbursement. If mileage is submitted for numerous in-state travel dates, a separate sheet may be attached to the TRF.

Conference/Workshop Registration:

1. The conference or workshop registration fee is authorized for University employees only.
2. Additional fees for business related conference events are permitted only with prior approval and with clear documentation of business purpose and benefit to the University.

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Hotel Accommodations:

1. Travelers shall contact the Campus Travel Manager to book hotel accommodations.
2. Travelers should stay at low or moderate cost non-luxury hotels or take advantage of special conference rates.
3. Travelers should request a single room rate and special rates, such as state government or university rates.
4. Travelers are encouraged to take advantage of reduced rates by making reservations early.
5. Traveler must provide the Financial Accounting Office with a vendor number or a completed W9 form for payments made directly to the hotel.
6. Internet access charges will only be reimbursed with approval and justification from the department head and area Vice President.

Airfare:

1. Travelers shall contact the Campus Travel Manager to book hotel accommodations.
2. Travelers are encouraged to take advantage of reduced rates by making reservations early.
3. Airline travel must be economy coach class. Traveler is responsible for additional fees for premium seats.
4. Care must be taken to avoid changes or cancellation of airline travel. In the event of an unavoidable cancellation or the rescheduling of a trip, the unused airline ticket should be used to fund a future trip rather than purchase a new ticket.

Automobile Rental:

1. Travelers shall utilize the University recommended vendor only: Enterprise/National Car Rental. All vendor information is listed in the A&F section of Odyssey.
2. Rental cars will be reimbursed only if deemed absolutely necessary and it requires preapproval by the area Vice President.

Non-Reimbursable Expenses:

Expenses of a personal nature, unreasonable or excessive expenditures, and those not specifically related to the conduct of University business are not reimbursable. Types of expenses that will not be reimbursed include, but are not limited to:

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1. Alcohol *.
2. Excessive or extravagant costs (e.g. exclusive restaurants and hotels).
3. Personal entertainment.
4. Travel insurance.
5. Traffic, toll, or parking violations.
6. Insurance for a personally owned or rental car.
7. Articles stolen from a personal or rental car.
8. Briefcase and luggage purchases.
9. First class airline tickets.
10. Expenses incurred in connection with personal business or activities.
11. The University shall not reimburse any expenses for persons accompanying an employee on a trip (i.e. spouse, child, guest, pets, etc.).
12. Non-business related conference activities such as tours or tickets to local attractions.
13. Hotel amenities (i.e. phone calls, in room movies, room service, spa/fitness fees, etc.).
14. Charges caused by failure to cancel guaranteed reservations.
15. Any unexplained expenses.

* Alcohol is an allowable, reimbursable expense when traveling for business purposes for the benefit of the University, providing the expense is incurred in the recruitment of employees, donor cultivation, or other comparable activities. Only the President, Vice President for Institutional Advancement and Major Gift Officers are authorized to purchase or seek reimbursement for alcohol. The preferred method of payment is with the procurement card (P-Card), but reimbursement of expenses incurred on a personal credit card is also allowable. Refer to the University Business Expense Policy (0300) and the Procurement Card and Use Policy (0560).

Travel Advance Payment Form:

If necessary, payment may be made to the traveler or specified vendor prior to the date of departure for the following expenses:

1. Prepayment or deposit for workshop or conference registration.

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2. Airfare.
3. A one night deposit for hotel accommodations.
4. 75% of the predetermined meal allowance for trips of five consecutive days or more.

In order to receive advance payment:

1. A Travel Advance Payment Form ("TAPF") must be submitted with acceptable receipts or documentation.
2. In order to calculate advance meal allowance, the traveler must provide, all conference information indicating whether meals are included with the registration costs plus dates and times of departure and return.
3. If payment is made directly to a sponsor/institution/facilitator, the requestor must provide the Financial Accounting Office with a vendor number or a completed W-9 form for payments.

In the event that advanced payment is made and the employee does not attend the meeting or conference, Financial Accounting must be notified as soon as practicable. The employee will be responsible for reimbursing the University for the advanced payment. If the cancellation is the result of an unforeseen emergency or a compelling University need, exceptions can be made with the approval from the Vice President of Administration and Finance.

PRESIDENT'S TRAVEL AND RELATED EXPENDITURES

The Board recognizes the duties of the President require that he/she travel. All official travel should be prudently planned so the best interests of the University are served at the most reasonable cost. This may include economy plus seats and direct routes to forgo unreasonable layovers that would not be an efficient use of time. When traveling the President will be reimbursed for meals using the US General Services Administration (GSA) per diem rates for breakfast, lunch, and dinner based on geographic distance.

The following internal controls are in place:

1. The Board of Trustees, through the Chair or designee (Chair of Finance Committee), will review and approve all travel requests and related expenditures for the President prior to the approval of the Vice President of Administration and Finance.
2. The Presidents approved blanket in-state request to travel can be used for overnight accommodations, in-state, that includes the benefit to the University.
3. The President is directed to submit a report for Travel and Related Expenditures to the Chair of the Board or designee no less than once every semester.

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REPORTING

The Vice President of Administration & Finance will submit to the Chair of the Board of Trustees by July 31 (for the period from January 1 to June 30) and by January 31 (for the period from July 1 to December 31) of each year a matrix summary of the travel of the President, all Vice Presidents and all direct reports to the President. This summary shall include the following information for each trip: the dates, duration, University purpose, location, and the cost of airfare, lodging and all other expenses and the total cost.

TRAINING

The Finance Division will offer in person and virtual training programs in complying with all travel related policies. These training sessions will be offered at least once annually. Travelers should contact the Finance Division with any questions about travel and related policies.

ENFORCEMENT

This policy applies uniformly to all University employees. The Vice President for Administration & Finance will be responsible for consistently enforcing all travel policies, P-Card policies, and any related policies. Failure to comply with all University policies and procedures may result in disciplinary action up to and including suspension and/or termination.

REVIEW

This policy will be reviewed annually by the Vice President for Administration & Finance and the Finance & Capital Assets Committee of the Board of Trustees.

WESTFIELD STATE UNIVERSITY

Request to Travel Form

Name: _____ Title: _____

Collective Bargaining Affiliation:

AFSCME MSCA APA Non-Unit Professional Non-Unit Classified Contracted Employee

Department: _____

Destination (City, State/Country): _____

University Vehicle Requested? Yes No Departure Date: _____ Return Date: _____

Purpose of Trip (including a detailed description of the specific benefit to the University):

(If staying overnight, attach detailed program/conference material showing schedule)

Category	Acct	Description	Estimated Cost
Out of State Travel – Airfare	7001		
Out of State Travel – Hotel	7002		
Out of State travel – Meals	7003		
Out of State Travel – Mileage	7004		
Out of State Travel – Other	7005		
In State Travel – Meals	7006		
In State Travel – Mileage	7007		
In State Travel – Other	7008		
Registration	7012		
Tuition/Books – Undergraduate	7010		
Tuition/Books – Graduate	7011		
All Travel Expenses for CC Employee	7059		
TOTAL REQUEST			

TRAVELER ASSUMES ALL EXPENSES NOT AUTHORIZED ON THIS REQUEST

By executing this Request to Travel Form, the traveler certifies that he/she is familiar with all University travel and credit card related policies and will comply with same. This Request to Travel Form must be filed with Procurement at least five business days in advance of departure date.

In accordance with GAAP, travel expenditures will be recorded in the fiscal year during which travel occurs and shall be subject to annual audit.

Traveler's Signature: _____ Date: _____

 Department Chair/Supervisor Date President/Vice President Date

To be filled in by Area Vice President				Purchasing Use Only
Chart	Fund	Org	Approved Amount – NOT TO EXCEED	Travel Number
W				

E #		A #		I #	
Banner Travel Number		Banner ID Number		Accounting Use Only	
Name:		CHART	FUND	ORG	ACCT
Street:		W			7001
City, State & Zip:		DEPARTURE			7002
		Date:			7003
		Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM		7004
		RETURN			7005
		Date:			7006
		Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM		7007
					7008
					7012
					7010
					7011
					7059
					TOTAL DUE

DATE	MEALS				MILEAGE			OTHER EXPENSES	
	BREAKFAS	LUNCH	DINNER	TOTAL	MILES	RATE	TOTAL	DESCRIPTION	TOTAL
						0.56			
						0.56			
						0.56			
						0.56			
						0.56			
				TOTAL		TOTAL			TOTAL

Please complete the following information if trip is covered under an in-state blanket Request to Travel Form.
Please attach a copy of meeting agenda, proof of registration, conference attendance certificates, or applicable CEU / CPE certificates to this form.
In accordance with GAAP, travel expenditures will be recorded in the fiscal year during which the travel occurs and shall be subject to annual audit.

I recognize that each employee is responsible for reporting fraud, waste, and abuse.
I hereby certify under penalty of perjury that the above amounts as itemized are true and correct, were incurred by me during necessary travel in the service of the Commonwealth and conform fully with the Travel Regulations.

Traveler's Signature	Date
Supervisor's Signature	Date

WESTFIELD STATE UNIVERSITY
TRAVEL ADVANCE PAYMENT FORM I

NAME: _____ **DEPARTMENT:** _____ **DATE:** _____
Please Print or Type Traveler's Name & Department

VENDOR NUMBER/NAME	TRAVEL ENCUMBRANCE NO.	INVOICE NUMBER <small>ACCOUNTING USE ONLY</small>
VENDOR No. A _____	E _____	_____
NAME: _____		_____

AUTHORIZATION AND APPROVAL FOR PAYMENT AGAINST A TRAVEL NUMBER

APPROVAL: _____ TRAVELER (SIGNATURE) _____ DATE _____

PAYMENT DUE DATE:	CHART	FUND	ORG	ACCOUNT	TOTAL
_____	W				\$ _____

COMPANY REMIT TO ADDRESS:

DESCRIPTION:

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