



## DILLARD UNIVERSITY TRAVEL POLICY

Policy #	Origination Date	Responsible Office	Status	Approval Date
		Business and Finance	2018 Draft	

### Reason for Policy/Purpose Update

Updated for meal expenses, mileage rates and travel agency.

### Policy Statement

**Purpose:** To provide guidance and establish procedures for individuals incurring business travel expenses on behalf of Dillard University.

**Objective:** Ensure all travelers have a clear and consistent understanding of policies and procedures for business travel. Provide travelers with a reasonable level of services, comfort, and safety at the lowest possible cost. Maximize the organization's ability to negotiate discounted rates with preferred suppliers and reduce travel expenses.

### POLICY STATEMENT

This policy is necessary to comply with Federal/State tax laws and third party sponsoring agency regulations. It is intended to ensure consistent and fair treatment between departments throughout the University and the uniform reporting of financial results. In general, the cost of travel, accommodations, entertainment, and other related business expenses should be governed by what is reasonable and appropriate to the purpose involved. The University respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly.

### Who Needs to Know This Policy

Anyone who travels on behalf of the University, and any Employees who authorize travel, make travel arrangements, process travel documents, or have signature authority on accounts.

### Definitions

Definitions of Terms are noted throughout the policy.

## Contracted Travel Agency

### CONTRACTED TRAVEL AGENCY

#### AMERICAN EXPRESS GLOBAL BUSINESS TRAVEL

336-291-0098 Phone  
800-327-2737 toll free

**\*A profile must be set up for all travelers and travel arrangers prior to booking\***

Go to <https://www.concursolutions.com/Default.asp?host=amex>

Tutorial: <http://www.brainshark.com/amexbusinesstravel/vu?pi=zGtzKKoIwz1FdCz0>

## Policy/Procedures

### 1.0 RESPONSIBILITY

The responsibility to observe the guidelines rests both with the traveler and the department head who certifies conformance to these guidelines by approving the expenditure(s). The same judgment and consideration applies to travel, entertainment, and business expense reimbursements as to any University transaction. **It is the responsibility of all Travelers to exercise professional judgment and diligence when incurring travel and entertainment expenses.** Travelers will be reimbursed for approved actual business travel expenses incurred as set forth by the travel policy. Reimbursement should be sought and authorized only for expenses that conform to University policy, are ordinary, necessary, and reasonable both in amount and relative to its purpose.

### 2.0 TRAVEL REQUEST AND APPROVAL

a) **IMPORTANT:** Prior to confirming arrangements with the designated travel agency, a traveler must obtain approval from their designated department head, dean or vice-president. **Please be reminded that payment of travel arrangements that have not been approved in advance, will be the responsibility of the traveler or person authorizing the request.** Travel is authorized when all required approvals have been completed via online and the travel request form. One of the considerations of such approval should be a review of the related budget (unrestricted or grants) to verify that sufficient funds are available for such travel. **Please note some departments may require additional information.**

b) **ALL TRAVEL MUST BE APPROVED IN ADVANCE.** On University funded travel, budget must be available in the appropriate budget category to fund the request. Travel on grant funds must be in accordance with grant restrictions, and must include the Principal Investigator's approval (see travel on sponsored agreements).

## 2.0 TRAVEL REQUEST AND APPROVAL (Cont)

c) To obtain approval for travel for which reimbursement (see section 10.1) or cash advance (see section 5.1) is expected, a Travel Request Form (see Appendix 1) must be completed indicating the purpose, date, and duration of the trip, and support for the estimated total expense. Budgeted funds must be identified and available prior to traveling. The form is not valid until it bears ALL appropriate approval signatures AND general ledger codes have been assigned by the Office of Business and Finance. All travel requests should be submitted no less than two (2) weeks prior to travel and each traveler must complete their own travel via AMEX portal online.

### 2.1 CANCELLATION AND CHANGE FEES

If traveler cancels or changes travel, the traveler must provide justification of the reason the travel was cancelled or changed and be approved by supervisor. If not, the traveler will pay the difference if there is an increase in cost. Fees may apply and will be charged to the department or traveler depending on justification.

#### Changes prior and during travel

- a) During normal business hours, the traveler must contact the Office of Purchasing, who will call travel agent for any changes. Purchasing will contact accountant and department head for approval.
- b) If an after-hours change is needed for emergency only, the traveler must contact their immediate supervisor. The immediate supervisor will contact a member of Purchasing for processing.

#### Cancellations

- a) Travel must be cancelled within 24 hours. Travel agent does not charge for cancellations. However, airline fees may apply. If air travel is cancelled prior to departure, a credit will be issued. It is the travelers' responsibility to ensure air, car rental, and hotel travel is cancelled 24 hours prior to departure/arrival. **If travel is not cancelled, the traveler is responsible for payment.**
- b) If the trip is cancelled and there has been any prepayment of fees by the University, the department will be charged for these expenses. If a refund is due to the University, it is the responsibility of the department in coordination with the Travel Agency to follow-up with the vendor and to ensure that credit is received.
- c) Unused tickets should be returned to the Travel Agency. Travelers have 365 days to redeem unused airline tickets. Traveler and supervisor **will be notified of the unused ticket within 90, 60, and 30 days of** expiration date. Safe guarding unused tickets are the employee's responsibility. Additional travel agent and airline fees may apply.
  - a. A transferable ticket can be transferred to another traveler within the 365 days. If the purchased ticket is a coach, non-transferable, the ticket cannot be transferred to another employee.
  - b. Non-refundable tickets cannot be returned for a refund, but they can be applied to a future trip by that individual or another employee within 365 days on the same carrier.

## **2.2 STEPS FOR TRAVELERS (Must have a travel profile, prior to booking via AMEX portal)**

1. Travelers should log on to the travel portal:  
<https://www.concursolutions.com/Default.asp?host=amex>
2. Review all available travel options such as airfare, hotel, and rental car
3. Enter travel and submit, the online travel request routes to the approver (accountant) as identified by cost center and/or project code.
4. Forward support documentation to your accountant via email for final approval and to verify funding and account code,(your department head may request documentation also)
5. Once approved by accountant, travel is booked via online and an email confirmation is sent to requestor and Purchasing.

### **Approvers (accountants) have a maximum total of 24 hours (not business day) to approve or deny travel.**

If not approved or denied, travel will be cancelled and the traveler will have to re-enter the travel. **If the approver is in need of documentation, or something is prohibiting the approval of travel, then deny the travel and have traveler re-enter.** Approvers must inform those involved if they are on vacation or out of the office within one week of their absence. Travel should **NOT** be placed through the online portal on **Friday, Saturday, or Sunday**. Travel has to be approved within 24 hours. **Please contact your approvers if you enter travel outside of normal business hours.** This will eliminate your travel being cancelled due to non-approval.

Cancelled tickets and rebooking will eventually cost the University. If your decision is to **NOT** approve travel, please **DENY** travel rather than not doing anything and allow the ticket to automatic cancel. This is considered 'churning', 'No response'.

Please note, an approver **CANNOT** approve his/her own travel. If an approver travels, the approved Travel Request Form and support documentation must be routed to the accountant showing approval by their supervisor prior to the accountant's approval. The traveler can then enter their travel online. Chairs can approve for their faculty. Deans will need to get approval by the Provost. PI's will approve travel for faculty participants in the grant, in addition to approval from the Provost and VP. Additionally all faculty must complete an Absence Form (see Appendix 4).

## **3.0 TRAVEL ON SPONSORED AGREEMENTS**

A sponsoring agency may have budget or other restrictions and notification requirements. Foreign travel may require advance approval by the sponsor and most sponsored agreements require travel on U.S. Flag Carriers. All requests for travel reimbursements must be clearly related to the sponsored agreement that is to be charged and must fall within the "allowable cost/activities" as determined by the funding agency and/or University. Cost for activities deemed unallowable, or incurred outside of the University's designated travel agent will not be reimbursed. All travel under sponsored agreements or grants must also be approved by the Principal Investigator and the Office of Sponsored Programs.

## 4.0 TRAVEL ARRANGEMENTS

It will be the responsibility of the traveler to ensure that charges are allocated to the appropriate funding source, to collect and retain all receipts, and to obtain the approval of the department head and accountant. The assigned accountant will review all travel expenditures to be certain that departments are complying with University policies and procedures.

### a) **Travel Agency**

The University has designated American Express Global Business Travel as the preferred travel agency for air, hotel, and car rental companies through which it has access to negotiated rates in accordance with its service and purchasing goals. Travel arrangements should be made by traveler using these resources. Air, hotel, and rental car should be processed via online through <https://www.concursolutions.com/Default.asp?host=amex> unless otherwise specified.

### b) **Conference Travel**

Travel arrangements (air, hotel) made by sponsors of conferences are acceptable provided the costs are reasonable. The online travel portal can be used for air and car. Purchasing will book hotel accommodations for conferences. **Conference fees** will be processed through the online requisition system (see 5.0 Prepayment of Expenses b Conference Fees). Travelers **MUST** use the travel request form and route for approval.

### c) **Travel for Job Candidates**

The University will cover travel expenses for potential job candidates when interviewing for positions which directly report to a vice president level and above. Expenses include transportation, hotel, and a per diem for meals and incidentals.

### d) **Group Travel**

Group travel must be completed on a Travel Request Form, obtain required signatures, support documentation, and routed to Purchasing for processing. Groups are defined as 10 or more people.

### e) **Honorariums/Guest Speakers**

Any guests, speakers or contractors traveling to the University or on behalf of the University **MUST** follow the University Travel Policy. The travel arranger is responsible for ensuring the traveler is aware of the policy.

## 5.0 PAYMENT OF EXPENSES

### a) **Airline Tickets**

The travel agency is responsible for securing airline tickets upon approval of travel. Tickets will be paid by Dillard University credit card at the time of booking.

### b) **Conference Fees**

To request prepayment of conference registration fees, the traveler shall submit an **online requisition**, along with the completed original registration form and a copy of the itinerary. Forward the online requisition and appropriate documentation to your designated accountant and Purchasing Department. Once traveler receives the purchase order, traveler should submit signed purchase order and documentation to Accounts Payable for payment. Accounts Payable will submit the registration form along with a check to the conference organizer, unless directed otherwise. Traveler should attach payment for any optional conference activities (workshop, supplies, etc.) to be sent with the registration form.

### c) **Other Expenses**

All other travel expenses shall be paid by the traveler. Original receipts must be submitted for reimbursement using the Employee Expense Reimbursement Form to their assigned accountant.

### d) **CASH ADVANCES**

Advances **will only** be approved for:

- Students traveling on University business;
- Faculty and Staff traveling **with** students;
- Recruiters

A request for a cash advances must be placed on a Travel Request Form and a Cash Advance Form for approval. Anyone who receives a cash advance must provide contact information and certify that they received funds for travel expenses such as meals, etc.

Faculty traveling with students must provide a list of students traveling to Business & Finance in advance of travel. During travel, Faculty should retain supporting documents for meals purchased for students and receipts for entry at specific venues (e.g. museum, cultural centers, park, etc.). Each student must certify that they attended the event and was provided a meal by completing the Student Meal-Stipend Allowance Form. (See Appendix 4).

Receipts from advances and any monies remaining as a result should be turned in to the University Cashier within **seven (7)** days of the travel completion date. **Please notify the Cashier that the funds are a return from an advancement, and should be recorded to the Employee's Receivable account.**

**If funds are not returned within 15 days from the completion of the travel, the full amount of the travel advance will be deducted from the employee's future payrolls.**

### e) **Other Advances**

No other advances will be approved. If for any reason, cash advance for other than meals are approved, the traveler **MUST** go through the Bursar's Office and the advancement will be charged to the employee's account.

## **6.0 ALLOWABLE TRANSPORTATION REIMBURSEMENT**

(See also Section 10.1 Reimbursement)

### **6.1 AIR TRAVEL**

- a) Coach class airfare will be reimbursed by the University. Any upgrades to Business or First Class must be paid by the traveler.
- b) The traveler shall be personally liable for any charges assessed due to his/her failure to cancel reservations within the time limit specified by carriers, unless the failure is due to circumstances beyond his/her control. Expenses claimed under this section must be supported by an original receipt.
- c) Air tickets will be purchased as soon as travel is approved to take advantage of advance purchase discounts. Travelers should not purchase fully changeable and cancelable tickets, unless circumstances known at the time of purchase make changes or cancellation a reasonable possibility (such as expected birth of a child close to the travel date, potentially conflicting obligations, etc).
- d) Report lost tickets to the Travel Agency immediately upon discovery.
- e) Employees traveling on University business retain all frequent flyer miles. However specific airlines should not be booked for the purpose of accumulating frequent flyer points.

### **6.2 LUGGAGE**

The University will reimburse employees for a maximum of two (2) bags of luggage. Traveler should provide receipt for reimbursement.

### **6.3 PERSONAL VEHICLES AND MILEAGE**

- a) The University will reimburse the traveler for mileage, plus tolls and parking charges.
  - 1. Mileage shall be computed using website (i.e. MapQuest, Google Maps) mileage calculation from Dillard University (point of origin) to point of destination. Employee is to print the page indicating mileage and attach it with his/her travel.
  - 2. Toll charges and parking fees when supported by receipts, are reimbursable.
- b) Automobile mileage is reimbursable at the IRS authorized rate in effect as of January 1st of each year. The 2018 mileage rate is \$0.545 cents per mile. The mileage reimbursement allowance covers all automobile related costs: gasoline, insurance, maintenance, etc.
- c) Employees cannot request mileage reimbursement and charge for gas, as the mileage rate includes compensation for gas and depreciation.
- d) When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The person claiming reimbursement shall report the names of the other passengers.
- e) Mileage reimbursements are not allowed for commuting to and from work.

### **6.3 PERSONAL VEHICLES AND MILEAGE (cont.)**

f) Travelers may choose to use their own automobiles on a trip for which air travel may be more appropriate. If the reimbursement for the actual miles driven at the authorized rate per mile, calculated from the university to the intended destination, does not exceed the lowest available economy class airfare to the destination, including related costs (e.g. tolls and parking). Additionally, the length of the drive should not require additional lodging costs.

g) The University assumes no responsibility for any maintenance, insurance, operational costs, accidents, or fines incurred by the owner of the vehicle while on official University business. Travelers using personal vehicles on University business must provide to the University, proof of automobile coverage including liability, physical damage and uninsured motorist, which is acceptable to the Risk Management Department of the University. Travelers must carry at least the minimum legal limit of liability insurance as specified in the state where the vehicle is registered. Travelers should be aware that liability insurance coverage for automobile accidents follows the ownership of the vehicle

### **6.4 RENTAL CARS**

a) Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available and to emergency situations. The most economical car should be used as a general rule.

b) Approved car rental reservations will be made through the Travel Agency. Only Dillard employees are covered under the University's automobile insurance policy and are authorized to drive rented vehicles. No additional insurance should be purchased from the rental company.

**Additionally, rental cars should be filled with gas prior to return to the Rental Agency to avoid excessive gasoline cost and refueling surcharges.**

Avis, National and Enterprise are the preferred rental car companies for Dillard University. Booking rental cars through the online travel portal for AMEX Travel will allow direct bill to Dillard University for Avis, National and Enterprise car rentals.

### **6.5 OTHER TRANSPORTATION EXPENSES**

a) Reimbursement may be claimed for parking charges, ferry charges, taxicab fares, airport shuttles, and bridge, highway and tunnel tolls.

b) Each item of expense claimed under this section must be listed on the Travel Expense Account Form and an original receipt is required for each item of expense.

g) Airport parking fees will be reimbursed by the University. Employees should park in remote long term lots rather than daily or hourly lots.

### **6.6 MOVING EXPENSE MILEAGE**

Reimbursement for mileage incurred in conjunction with moving new or relocated faculty and staff is reimbursable with the President's approval. Although moving mileage is reimbursable at the standard University mileage rate, IRS regulations stipulate that moving mileage in excess of \$.18 per mile for 2018 constitutes taxable income to the recipient. The excess payment will be handled accordingly and reported on IRS Form W-2.



## **7.0 ALLOWABLE LODGING AND MEAL EXPENSES**

### **7.1 LODGING**

a) Employees may stay at hotels at their destination if authorized business requires their presence more than one day and the destination is more than 75 miles from the University. Hotel rooms are to be booked via online and may be charged to the University provided that the rate does not exceed the University's reasonable daily room rate of \$199.00. In "prime" travel markets: Boston, San Francisco, New York and Washington, DC, the reasonable rate is \$299.00 per night. An employee is authorized to charge that hotel's conference rate to the University when the hotel is hosting a conference, convention or training.

b) Original itemized receipts are required to support the reimbursement claim for the expense of lodging within 7-10 business days of return of travel.

c) Additional cost of lodging of anyone not traveling on University business (including family members) is not reimbursable.

d) If the conference, convention or training program has secured a special block rate, information related to the hotel must be included on the Travel Request Form. Purchasing will book hotels associated with conferences to obtain the blocked rates. The online travel portal can be used for air and car. Dillard University will not pay for additional hotel nights, if they are not the day on or before the requested date of event. Traveler or department must absorb this cost. If your airline ticket remains the same when booking more than one (1) day in advance of the event, you may keep this itinerary but if the travel changes in cost, then the traveler is responsible.

### **7.2 CONFERENCE FEES**

Conference fees will be processed through the online requisition process and checks for those fees will be disbursed and mailed by Business and Finance.

### 7.3 MEALS AND INCIDENTAL EXPENSES

#### a) Reimbursement Rates

##### 1. Flat Per Diem for Employees

- Employees may claim a flat per diem rate of \$59 per day for meals and incidental expenses. No receipts are required for the per diem.

##### 2. Reimbursement of actual expenses for students

- Students traveling on University business or with faculty may claim up to \$30 per day for meal. Original itemized are required.

#### b) Gratuities/Tips

Gratuities and tips up to 20% is reimbursable. Any gratuity/tips exceeding 20% will be at the travelers' expense. Please note that tips are considered part of the per diem rate.

#### c) Meals Provided:

When meals are provided at no additional cost to the traveler (including meals provided at events, visits, and meals included in conference registration fees), the traveler shall not be entitled to any meal allowance for those particular meals. The following applicable rates will be deducted from the meals and incidental expense reimbursement:

	<b>Employee Rates</b>	<b>Student Rates</b>
<b>Meal</b>	<b>Per Diem</b>	<b>Reimbursement</b>
Breakfast	\$11	\$8
Lunch	\$15	\$10
Dinner	\$28	\$12
Incidentals (snacks, tips, etc)	<u>\$5</u>	<u>\$0</u>
	<b>\$59</b>	<b>\$ 30</b>

#### d) First and Last Day of Travel

Breakfast will be included if employee begins travel at or before 8 a.m. (start of working hours). Lunch will be included if employee begins travel at 12 noon or earlier. Dinner will be included if employee begins travel at 5 p.m. (end of working hours) or later. Breakfast will not be included if employee begins travel after 8 a.m. Lunch will not be included if employee begins travel after 12 noon. Dinner will not be included if employee ends travel at 5 p.m.

#### e) Special Per Diem Rates for Grants and Contracts

If the grant or contract provides specific per diem rates for foreign or domestic travel, these rates will be honored but must be supported by a copy of the relevant page of the grant or contract.

#### f) Day Travel

Generally, there will be no reimbursement for meals unless the traveler is away from home overnight. However, with supervisory approval, when the traveler is away from home for more than 12 hours, at a distance greater than 75 miles from the University, and lunch is not provided, the traveler may be reimbursed for lunch.

#### **7.4 ALCOHOL**

University funds may not be used to buy alcohol for any purpose except in cases of officially sponsored University events approved by the President. Under no circumstances, will reimbursement of alcoholic beverages be allowed when utilizing grant and/or private gift funding.

#### **7.5 BUSINESS MEALS**

a) Actual and reasonable expenses for a qualified business meal may be claimed for the traveler and University approved non-university guest(s). When the traveler is dining or entertaining other individuals for business purposes the expense must be reported on the Travel Expense Report. The IRS requires the following documentation for all business meals and entertainment expense (include on the back of the original itemized receipt):

- a. Date
- b. Place
- c. Nature of business conducted
- d. Names of all present
- e. Business affiliation of guest
- f. Amount

b) Original receipts are required for all entertainment expenses.

NOTE: According to the IRS, reimbursements made without the proper documentation must be reported as taxable income to the employee.

#### **7.4 STAFF MEALS**

University funds may be used to buy lunch for a group of employees, when those employees are required to work through the normal meal times. These charges must be at the stated \$15 per person rate.

#### **8.0 MISCELLANEOUS**

Expenses incurred for storage of baggage, fax or telephone calls for official University business, equipment rental, or temporary meeting facilities necessary for the conduct of official University business may be reimbursed with proper approval and documentation.

## 9.0 REPORTING AND DOCUMENTATION OF EXPENSES

- a) All requests for reimbursement of travel should be made on the standard Travel Expense Reimbursement Form and should be completed and submitted to the designated accountant within fifteen (15) days of return from an approved trip.
- b) The Employee Expense Reimbursement Form must be signed by the traveler and the expenses approved in accordance with travel policy. The approvals received prior to the trip were intended only to authorize the travel. The Employee Expense Reimbursement Form is then forwarded to Accounts Payable.
- c) If a required receipt is lost and a duplicate cannot be obtained using reasonable means, the traveler must provide a written statement indicating that it was lost. This statement must be signed by the traveler for consideration of approval. Duplicate lodging receipts can be generated by the hotel and faxed to the traveler.
- d) When travel is to a conference (locally or in another city), submit proof of attendance such as the name tag issued at the conference.
- e) When completing the Employee Expense Reimbursement Form use one column per day. If multiple receipts are included in one (1) cell i.e. (snacks day 1) please note on the attached receipts which items are totaled to the calculated amount.
- f) For attachment of receipts, please attach to 8.5 X 11 blank pages using at least one (1) page per day (i.e. do not put all meals over multiple days on the same page). Please attach all receipts in portrait format.

## 10.0 REIMBURSEMENTS

All completed and approved travel reimbursement fund requests will be direct deposited to the employee's bank account as listed with payroll for direct deposit or ADP Aline Card. Average turnaround time for reimbursement is five to seven working days from receipt by the Business and Finance Office. Cut off time for receipt by accountants is Tuesday noon for payment on Friday.

Reimbursements require **original itemized receipts**. Reimbursements should be placed on a Employee Expense/Reimbursement Form and submitted to your accountant for approval. Once approved, the accountant will submit to Accounts Payable for payment.

If a traveler decides to pay for their travel upfront then Dillard University will reimburse the traveler for the incurred cost of airfare, hotel, and car **ONLY** if **preapproved** on a Travel Request form by department head and accountant. **Original itemized receipts are required.**

**Do not assume that because personal funds are used to pay for travel expenses that the employee will automatically be reimbursed. Reimbursements are limited to budgets and prior approvals.**

## 10.2 NON-REIMBURSABLE EXPENSES

The following list of expenses is generally non-reimbursable. They are to be used as a guide and are not necessarily all-inclusive. If you require clarification on any of the items, please consult the Controller.

- Travel for potential job candidates excluding individuals being interviewed for positions reporting to a Vice President levels above. The projected cost requires CFO approval prior to incurring costs.
- 'No show' charges for hotel or car service, unless there are extenuating circumstances which must be documented.
- Gifts and flowers to University employees to celebrate birthdays, weddings, Secretary's Day, anniversaries, holidays, etc.
- Accidents, repairs, maintenance and insurance on personal cars
- Items lost or stolen during travel, such as, purses, wallets, luggage or clothing
- Laundry/valet services when not on an extended trip
- Parking or traffic tickets, fines and penalties
- Personal accident insurance
- Entertainment
- Hotel/movie rentals
- City Tours
- Alcoholic Beverages
- Companion Airline Tickets
- Extended Hotel/Lodging
- Upgrades in airfare
- Meals in excess of the reimbursement limit.

## 11.0 PERSONAL TRAVEL

If a traveler chooses to extend their travel beyond the days required to complete University business, they must do a comparison of airline fares which must be included with the original travel request. This comparison must show that the additional days DO NOT increase the airline fare paid by the University. (i.e. A conference is held in Miami from Wednesday to Friday, the traveler elects to stay in Miami until Sunday. The airfare to return on Sunday must be equal to or less than the airfare to return on Friday. If the cost comparison is more, the additional fare charges are the responsibility of the traveler.) The University is not responsible for meals, lodging, parking or car rental fees for the additional days.

## 12.0 APPENDIX

Sample Forms:

1. Travel Request Form (TRF)
2. Employee Expense Reimbursement Form (EERF)
3. Cash Advance Form
4. Student Meal-Stipend Allowance Form
5. Report of Absence of Faculty Members from Campus Duties Due to Professional / Personal Reasons Form
6. Accountant Contacts



### TRAVEL REQUEST FORM

DOB: \_\_\_\_\_  
Date: \_\_\_\_\_

**TRAVEL DATA:**

Name of Traveler: \_\_\_\_\_

For Business and Finance use only

Department: \_\_\_\_\_ Cost Center #: \_\_\_\_\_ Funding: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

Departure: \_\_\_\_\_ Arrival: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

**Personal travel comparison enclosed?**

**ESTIMATED EXPENSES:**

Airfare \$ \_\_\_\_\_ Code 7004: Date Quoted: \_\_\_\_\_ Expiration: \_\_\_\_\_

Hotel \$ \_\_\_\_\_ Code 7001

**Note: If hotel stay timeframe does not coincide with travel timeframe, please provide explanation**

Transportation/Taxi-Limo \$ \_\_\_\_\_ Code 7006

Auto Mileage \$ \_\_\_\_\_ Code 7008

Auto Rental \$ \_\_\_\_\_ Code 7003

Meals \$ \_\_\_\_\_ Code 7002

Conference Fee \$ \_\_\_\_\_ Code 7033

Parking/Tolls \$ \_\_\_\_\_ Code 7005

Other \$ \_\_\_\_\_ Code 7020

**Subtotal \$ \_\_\_\_\_ to be paid with Dillard University Credit Card**

**Subtotal \$ \_\_\_\_\_ Cash Advance**

**TOTAL \$ \_\_\_\_\_**

Available Budget \$ \_\_\_\_\_

Traveler: \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Department Head or Vice President

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Business and Finance Accountant / Budget Director

Approved: \_\_\_\_\_ Date \_\_\_\_\_

Controller

Approved: \_\_\_\_\_ Date \_\_\_\_\_

President





## PAYROLL DEDUCTION AGREEMENT FORM FOR TRAVEL AND CASH ADVANCE ACCOUNTS

I, \_\_\_\_\_ will be responsible for a Travel or Cash Advance in the amount of: \$\_\_\_\_\_.

I fully understand that all Travel or Cash Advance must be cleared no later than fifteen (15) working days from the date of the expiration of travel or activity, and before the request for another advance is submitted, whichever occurs first; that the cash advance should not be requested any earlier than 30 days preceding the trip or event; that a cash advance constitutes a promissory note and payroll deduction authorization; that all unspent funds will be returned immediately upon expiration of travel or activity; that if a trip or activity is cancelled after the advance check has been picked up, the advance check will be returned immediately, and if excess funds are received and not needed for travel or the activity, the excess funds will be returned before traveling or the activity. I also understand that I must complete the *Travel Expense Reimbursement Report/Form* to document my expenses immediately following my trip or activity. I will provide original itemized receipts and other support documentation (e.g. conference materials) along with the *Travel Expense Reimbursement Report/Form* and submit to Business and Finance for processing. I also understand that failure to comply with the terms of the above agreement will result in an automatic payroll deduction for the entire amount without further notice. If a reimbursement is due to me as a result of a payroll deduction, I understand that I will receive my reimbursement within ten (10) working days after the report is submitted and/or final balances are cleared. Finally, I understand that if I am payroll deducted twice in one fiscal year due to noncompliance with the above terms or if I fail to comply with any other terms of this agreement, I will lose my privilege for receiving future travel or cash advances for the remainder of the current fiscal year.

\_\_\_\_\_  
Signature of Traveler or University Personnel

\_\_\_\_\_  
Employee ID #

A/R account # \_\_\_\_\_

Cost Center \_\_\_\_\_

### Approvals:

Business & Finance, Bursar \_\_\_\_\_

Business & Finance Accountant \_\_\_\_\_





## Student Meal-Stipend Allowance Form

I, \_\_\_\_\_, certify that a Meal-Stipend Allowance was provided to me by \_\_\_\_\_ Faculty Member/Program Director at a rate of \$\_\_\_\_\_/day to cover the costs of breakfast, lunch, and dinner during the

\_\_\_\_\_ (purpose of trip) \_\_\_\_\_ for the following dates:

### Student/Traveler Initials

<u>Initial</u>	<u>Date/s</u>
_____	_____
_____	_____
_____	_____

Student/Traveler Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Contact Information: Phone # \_\_\_\_\_

Faculty Member/Program Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**REPORT OF ABSENCE OF FACULTY MEMBER FROM CAMPUS  
DUTIES DUE TO PROFESSIONAL/PERSONAL REASONS**

College:      Arts & Sciences                      Business                      General Studies                      Professional Studies      Library

Type of Absence:      Professional      Faculty Medical                      Family Medical                      Illness                      Travel

Date(s) of Absence \_\_\_\_\_

Reason for Absence \_\_\_\_\_

Conference/Workshop \_\_\_\_\_

Location: \_\_\_\_\_

Please state what classes will be/were affected (missed, covered by other faculty members, handled in another fashion) and also how the class materials will be covered (Example: extra class session agreed to by students, faculty colleague covering class, etc. If a colleague has agreed to take your class, please note the name):

Date(s)		Time(s)	Class	Materials Covered	Faculty Substitute	Email Address
Start	End					

What other responsibilities will need to be/or were covered during your absence? (Example: advising of students during advanced registration period, etc.) How will this be done?

\_\_\_\_\_  
\_\_\_\_\_

Please provide the address and phone number where you can be reached during the period of your absence below:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Department/School Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

cc:      Dean  
         Vice President for Academic Affairs

Effective January 13, 2011

## Website Address(es) for this Policy

Dillard University intranet

## Contact(s)

Contact	Phone #	Office	Departments
Lynette Berry	816-4069	Rosenwald Hall 101H	Accounts Payable
Leonora Byrd	816-4384	Rosenwald Hall 101G	Purchasing and Travel
Tanya Dillon	816-4907	Rosenwald Hall 102B	All federal grants except those list under Kathleen Payadue; All private grants
Shannon Glapion	816-4919	Rosenwald Hall 101D	Controller
Alisha LaRoche	816-4660	Rosenwald Hall 102A	Alumni; Agency Funds under Student Success; Business & Finance; Career Services; Chaplain; Communication; Enrollment Management; Financial Aid; Health Services; Humanities; Human Resources; IT Dept.; Internal Auditor; International Office; Legal; Registrar; Student Activity; Student Affairs; Student Housing; VP Student Success
Kathleen Payadue	816-4225	Rosenwald Hall 101L	Title III and Trio grants, and Cash Management
Angie Wu	816-4399	Rosenwald Hall 102C	Athletics; Auxiliary Services; Maintenance; Endowed Scholarships; Non-Endowed Scholarships; President's office, R&D

## Who Approved this Policy

Senior cabinet approved this on **March 10, 2015**.

## History/Revision Dates

**Origination Date: 02-2016**

**Cabinet Approval Date: 3-10-2015**

**Updated: 05-01-2018**

**Revised:**