

Section:	XII.1.4	
Title:	Travel Policy	
Effective Date:	July 10, 2018	
Approved By:	Board of Trustees	
Responsible Unit:	Office of the Treasurer (609) 771-2186	
Related Documents:		
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
2.0	July 10, 2018	Revisions approved by the Board of Trustees
1.0	July 18, 2008	New Policy; Initial Release

I. Introduction

The College of New Jersey (the “College”) understands that travel is essential to the teaching, research and public service missions of the College. The College must establish cost effective practices that are consistently applied and that comply with sponsor and regulatory requirements, while meeting the reasonable needs of travelers on College business. All persons travelling on official College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling at his or her own expense. Reimbursable travel expenses are limited to those expenses essential to transacting the official business of the College.

This policy addresses travel authorization and allowable expenditures for travel on College business and applies to all College employees and other individuals authorized to travel on behalf of the College. The College travel policy is in conformance with the New Jersey State Code of Ethics and other state and federal laws, as applicable. Reimbursement rates are guided by, but should not exceed the most current federal guidelines. Grant funded travel may have additional and/or more restrictive travel requirements that must be adhered to.

The New Jersey Code of Ethics has limitations and restrictions applicable to travel and attendance at conferences. It is the responsibility of the employee and travel approvers to conform to these regulations. Please refer to the College’s ethics site for additional details, <https://ethics.pages.tcnj.edu/>.

Note: If a traveler does not meet the criteria outlined in this Travel Policy special approval may be granted at the discretion of the traveler’s supervisor.

II. Definitions

Concur is the travel and expense system that must be used for all College travel requests including day trips, overnight trips and blanket travel. Concur is the sole mechanism for travel expense reporting.

Anthony Travel is the College contracted travel management company that will assist employees with travel arrangements.

Travel Request Form is the electronic request form completed within Concur in order to request approval for travel.

Travel Expense Report is the report that documents all travel related expenses incurred while traveling on College business.

Duty of Care is a set of processes within Concur intended to enhance the safety and/or well-being of travelers when away on College business.

Official Station is the office or station provided by the College to which an employee is regularly assigned. The official station for all employees is the College's campus in Ewing, NJ, unless formal approval is given for an alternate location.

GSA Per Diem is the rate allowance for meals, lodging (excluding taxes), and incidental expenses (including fees and tips given to porters, baggage carriers, hotel staff, and staff on ships) established by current federal guidelines.

Group Meals are meals paid for by the College for non-College employee guests such as alumni and charitable donors.

III. Policy

Planning a Trip:

A Travel Request Form **must** be completed in Concur at least one week prior to travel and must be approved prior to incurring any financial commitments for official College business travel. A Travel Request Form is always required: (a) whether or not the employee is seeking reimbursement from the College; (b) regardless of funding source, i.e. College paid travel, Grant funded, etc. An approved Travel Request Form will ensure that the employee is covered by both applicable workman's compensation insurance and Duty of Care capabilities while traveling on College business.

Travel Booking:

In order to generate maximum benefit and value for the College and its travelers, use of Anthony Travel is strongly encouraged but not required. Both Concur and Anthony Travel provide access to special travel rates through preferred vendors and incorporate guidelines based on this policy.

International Travel:

Decisions to study and conduct research abroad should be made with an understanding of the current world situation, which requires that travelers remain aware, informed, and prepared. Prior to finalizing an international trip, it is important to plan for and to be aware of the health, safety, and security concerns in the region you will visit.

- Consider registration with the U.S. embassy or consulate
- Consider registration via the [Department of State Smart Traveler Enrollment Program \(STEP\) International Travel Registration](#)
- Consider reviewing [Department of State Travel to High Risk Areas and Travel Advisories](#)
- Consider regular visits to [Centers for Disease Control and Prevention \(CDC\)](#)

TCNJ's Center for Global Engagement site also contains additional [Health and Safety](#) information.

A. Reimbursement

Seeking Reimbursement:

All travelers should complete and submit their Travel Expense Report within 30 days of the conclusion of the expense or trip. The traveler will be personally responsible for any purchase(s) not related to official College business. Out of pocket expenses incurred prior to travel will **NOT** be reimbursed until after the travel is complete.

Meals:

Meals will be reimbursed at the GSA Per Diem rate for the particular travel destination. Refer to [GSA Travel Resources](#) for both domestic and international rates. The GSA Per Diem for meal allowances includes incidentals such as tips and applicable sales tax. The payment of GSA per diem does not require the submission of supporting receipts.

Meals included as part of the registration fee or in the cost of lodging will not be reimbursed even if the employee chooses not to accept the included meal. Included meal(s) cannot be claimed under the per diem.

Group meals are not subject to the GSA per diem and will be reimbursed at actual cost. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

For day trips lasting longer than seven hours, meals will be reimbursed at 75% of the GSA per diem rate for the particular travel destination. Meal costs will not be reimbursed for day trips under 7 hours (standard work day).

Note: The College will not reimburse the cost of alcohol under any circumstances.

Air and Rail Travel:

Travel by air or rail must be a coach/economy class fare equivalent. The College will not pay for or reimburse for upgraded seat fares (i.e. exit row, aisle seat, etc.), unless the flight has a scheduled in air flying time in excess of three consecutive hours and must be approved by the traveler's supervisor on the Travel Request Form. The College will not pay for or reimburse for business class fares unless warranted by a medical condition and/or recommended by the traveler's physician and must be approved by the traveler's supervisor on the Travel Request Form. Any seat upgrades using a traveler's own rewards/miles/credits is considered a personal expense and will not be reimbursed. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Fees required for early check-in are reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Baggage fees that are necessary for the purpose and length of the trip are reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement. Fees for baggage that is personal in nature (i.e. golf clubs) will not be reimbursed.

Vouchers or credits for unused air tickets are the property of the College and must be used for College business.

Lodging:

Lodging will be reimbursed at the GSA Per Diem rate for the particular travel destination. Refer to [GSA Travel Resources](#) for both domestic and international rates. The GSA Per Diem for lodging includes incidentals such as tips but does not include tax which may be reimbursed separately. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

If the official College business travel is related to a conference and selected hotels are offering discounted conference rates, reimbursement will be allowed at that rate.

If necessary and approved, the College allows reimbursement for one night prior to the start of the event and/or one night after the end of the event.

Registration Fees:

Registration fees for conventions, conferences, and staff training are fully reimbursable if approved on the Travel Request Form. Itemized receipts must be submitted with the Travel Expense Report for reimbursement. If advanced payment is required, the departmental Travel Card can be used for pre-payment and should be indicated on the Travel Request Form.

International Travel Expenses:

When traveling internationally, certain expenses including Passport, Visa, and immunization fees will be reimbursed. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Transportation:

The College will pay for or reimburse ground transportation and related expenses, such as a shuttle bus (between airport and hotel), taxi, bus, subway, train, and ride-share options.

All travel should be by the most direct and economical routes available. Any deviation from the most direct and economical routes will require justification.

No transportation costs will be reimbursed between the employee's place of residence and the official work station on scheduled work days. When an employee is temporarily assigned to another location or is on College related business travel, and leaves from home to that temporary assignment, the employee will be reimbursed for the mileage from the College OR from their place of residence, to the destination, whichever is the lesser of the two.

Mileage:

Mileage is reimbursed at the [Internal Revenue Service \(IRS\) rate](#).

Airport Parking:

Airport parking is reimbursed at the Long-Term Airport rate and itemized receipts must be submitted with the Travel Expense Report for reimbursement. For extended travel, the cost of long-term parking should not exceed the cost of other ground

transportation options, such as taxi, ride share or public transportation.

Tolls and Parking:

Tolls and parking (not including airport parking) are reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Personal Vehicles:

Liability insurance is required if an employee is utilizing a personal vehicle for College related business travel. The College will not reimburse the cost of any motor vehicle violations. Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.

Car Rental:

If a car rental is deemed necessary, a justification must be submitted with the Travel Request Form. The College will pay for or reimburse for the rental of up to a full-sized vehicle. Larger vehicles may be rented if there are four or more individuals traveling together, if the traveler is transporting sizeable equipment or if there are other valid College related business needs. Itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Employees are required to purchase the comprehensive insurance offered by the car rental company. The College will not pay for or reimburse for the cost of additional equipment and service add-ons such as navigation or satellite radio. The College will not reimburse the cost of any motor vehicle violations. Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.

Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

College-Owned Motor Vehicles:

College-owned vehicles may be used by College staff for official College business subject to availability. The vehicles must be reserved in advance by contacting Facilities, [Requesting College Owned Vehicles](#). The College will not reimburse the cost of any motor vehicle violations. Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.

Note: Any accident you may have while driving a College-owned vehicle must be reported to the local police department as well as the Office of Campus Police Services. For additional information regarding the College's fleet usage, please contact Campus Police.

Telephone & Internet Charges:

Telephone charges, such as long-distance and fax expenses, and charges for internet access which are necessary to conduct official College business while traveling will be reimbursed. When necessary for official College business a temporary international phone plan added to a personal mobile account will be reimbursed. Justification and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

Extraordinary Expenses:

Travel Expense Reports for extraordinary expenses that could not have been anticipated prior to traveling are subject to approval before reimbursement. Justification and itemized receipts must be submitted with the Travel Expense Report for reimbursement.

B. Blanket Travel (Daily Repetitive Travel):

Employees, who by the nature of their job responsibilities are required to incur repetitive daily travel, should submit a Blanket Travel Request Form to cover the term of the required travel. The form must specify the types of reimbursement that are authorized (even if not always incurred), such as meals, mileage, parking, tolls, misc. expenses, etc., but need not be cost specific.

The Blanket Travel Request Form will be used as a means of verifying that the employee is authorized to travel on behalf of the College.

C. Honorarium Payments:

In accordance with State of New Jersey guidelines, the College does not require that employees offset their Travel Expense Report by any Honorarium received through official College business.

For additional information please refer to the College's ethics site www.tcnj.edu/ethics or to the [Scholarly Capacity](#) rule for more information.

D. Combined Personal and Business Travel:

If personal travel is combined with official College business related travel, only the business portion of the trip is reimbursable. Employees are not covered by the College's workman's compensation insurance while on personal travel. The Concur travel and expense system should not be used to book any personal travel.

E. Related Links

- [TCNJ Travel Website](#)
- [TCNJ Travel Procedures](#)
- [IT Security Program - International Travel Guide](#)
- [Travel Card Policy](#)
- [Travel and Expense Approval Workflow](#)
- [Concur](#)
- [Concur Training Toolkit](#)
- [Anthony Travel](#)