Rationale:
The purpose of this policy is to provide guidelines to William Paterson University employees concerning travel that is supported by the University. The University encourages its employees to engage in a variety of scholarly and learning experiences through attendance at meetings, seminars and training programs to meet the strategic goals of the University. The following sets forth the policies and regulations that shall govern and apply to all university-supported travel.

Policy:

When traveling on official University business, all University employees shall comply with all applicable State and Federal laws and regulations, including but not limited to, the New Jersey Conflicts of Interest Law (http://www.wpunj.edu/dotAsset/288675.pdf) and other State ethics laws and regulations. This policy applies to all employees, students and others authorized to travel on behalf of the University. Those traveling on official University business are expected to use the most economical means of transportation and exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business at his/her own expense.

Requests for and approval of travel that is supported by the university shall be managed by the relevant College Dean (for travel by faculty and college staff and students) or by the relevant divisional Vice President (for other than academic areas). Employees whose job responsibilities require them to travel frequently may receive a fiscal year blanket preapproval from their Vice President. Reimbursement of travel shall be managed by Business Services. For university-authorized travel, the following rules will apply:

- As a full-time employee, you are reimbursed at the GSA per diem meal rate on your expense report. No receipts are needed. Note that the GSA chart gives a "day" rate but on a sub-chart you’ll find the "per meal" rate, different amounts for breakfast, lunch, and dinner. Your expense report should reflect these individual meal rates. The federal per diem rate schedules can be obtained at http://www.gsa.gov/. If a meal or meals are included in the conference registration, the per diem for those meals will not be reimbursed. No alcoholic beverages will be reimbursed.

- For same-day travel, the University will reimburse for dinner if official business hours exceed 10 hours.

- The University will reimburse private vehicle mileage using the rate authorized by the University. Mileage shall be calculated from your departure point to your destination less your normal commutation miles to the University. Current reimbursement rates are posted on https://webapps.wpunj.edu/emps. Click on Finance icon, and then click on Travel Request Menu.

- The University will reimburse hotel accommodations only for single rooms in standard/first class hotels (upgrades are not authorized). The University will not reimburse hotel rooms for overnight stays in New York City.
For one-day conferences, workshops or seminars in locations not involving air or rail travel, reimbursement for lodging shall be allowed if the conference begins prior to 9:00 a.m. or ends after 9:00 PM and the individual would have to travel from home or return home at an unreasonable time to arrive at the location. Under these circumstances, reimbursement shall be allowed in accordance with the guidelines set forth in this manual.

The University reimburses all university employees for travel requiring overnight stays to professional meetings only when the individual is giving a presentation, is a moderator or a commentator, is in some other way formally involved with presentations at the professional meetings, is recruiting, is accompanying students to conferences and/or competitions, is required to maintain a professional license or is obtaining knowledge required as part of meeting their job responsibilities. Staff are authorized to attend one overnight professional development event every 18 months unless for the reasons noted above. Same day conferences and meetings are excluded from this time limitation.

If a scheduled trip is cancelled, it is the traveler's responsibility to cancel the hotel room. Expenses for hotel cancellations shall only be reimbursed if the reason for the cancellation was beyond the traveler's control. To receive reimbursement the incident must be documented and approved by the respective Dean or division VP.

When lodging is shared with other conference attendees, reimbursement shall be limited to the employee's share of the cost.

If a traveler decides to lodge in a private residence with family or friends while traveling on business, no reimbursement shall be made to the traveler for lodging costs.

For air/train travel, the University will reimburse only economy-class airfare (upgrades are only allowed if the non-stop air travel time exceeds 10 hours) or Amtrak coach-class fare. If the traveler chooses to drive to a conference site where air or train travel is readily available, reimbursement will be the lesser of mileage and parking or air fare/ train fare and shuttle service.

The University will reimburse parking costs at the meeting location, departure airport or train station.

The university will reimburse travel to and from airports on regularly-scheduled shuttle services, taxi or car services, whichever service is least costly.

The University will reimburse for rental cars only under extenuating circumstances. Preapproval is required unless emergency situations prevail.

The University will not prepay travel expenses. Travel expenses are to be reimbursed upon completion of the trip. This includes hotel deposits, airfare and train tickets purchased, registration fees paid directly by employee, etc.

The P-Card, unless preauthorized as a travel card, cannot be used for travel.

Expenses that are not reimbursable by the University include, but are not limited to:

- alcoholic beverages
- laundry or dry cleaning
- excess baggage
- golf (and other recreation), health club or spa facilities
- lost/stolen cash or personal property
- meals included in the cost of airfare or registration fees
- tips (included in incremental per diem rate)
- frequent flyer miles/or point system accumulation i.e., air/rail/hotel/credit card, etc.,
- repairs, towing service, oil changes, car washes, etc. for personal vehicles
- time shares in lieu of hotel charges
• flight insurance
• minibar refreshments
• movies
• parking fines or traffic tickets
• shoe shine
• spouse/companion travel
• personal items
• room safe
• services or entertainment
• transportation (taxi fares, rental cars, etc.) to restaurants for meals
• babysitter
• telephone calls, cell phone and internet usage that are nonbusiness related
• NJ sales tax (NJ SALES TAX EXEMPT FORM may be obtained at
  http://www.wpunj.edu/dotAsset/367636.pdf; depending on amount of purchase)
• tourist visa
• cancellation and flight change fees for non-business or non-emergency reasons
• passports

All travelers and all appropriate, subsequent level-up approvers must be familiar with the State of New Jersey Uniform Ethics Code for State Employees (http://www.wpunj.edu/dotAsset/288675.pdf) in particular Section IV Attendance at Events page. Each divisional Vice President will ensure all approved travel adheres to the Uniform Ethics Code and will request any additional actions if deemed necessary under those guidelines.

International Travel: All policies will apply to international travel. Generally travel is prohibited to countries listed on The U.S. Department of State's travel list http://travel.state.gov/travel/travel_1744.html. It is the traveler's responsibility to obtain local currency. If required the University will reimburse the cost of obtaining an entry visa. Expenses incurred and paid directly by the traveler are converted at the actual exchange rate, supported by foreign currency exchange receipts or charge/credit card billing statements. When completing the Travel Expense Voucher form, all expenses must be recorded in U.S. dollars, with the currency conversion rate clearly noted on the voucher and on all supporting receipts.

PROCEDURES: See Procedures document on Business Services Travel webpage.

By Direction of the President and Cabinet:

Date 3/12/14

(Vice President for Administration and Finance)