

# William Paterson University Policy

## University Policy

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|--------------------------------|---|--|-------------------------------------|--------------------------------------|-----------|
| <b>SUBJECT:</b>                | University Policy                             |  | <b>TITLE:</b>                       | Travel Policy                        |           |
| <b>CATEGORY:<br/>Check One</b> | <input type="checkbox"/> Board of Trustees    | <input checked="" type="checkbox"/> University | <input type="checkbox"/> Functional | <input type="checkbox"/> School/Unit |           |
| <b>Responsible Executive:</b>  | Vice President for Administration and Finance |  | <b>Responsible Office:</b>          | Business Services                    |           |
| <b>CODING:</b>                 |   | <b>ADOPTED:</b>                                | 07/03/17                            | <b>AMENDED:</b>                      | 12/9/2019 |

**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. A fully-approved Travel Request and Approval Form must be received by Business Services prior to any travel. 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 and Provost (for travel by faculty and college staff and students) or by the Director and 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. Incidentals will not be reimbursed. See below the list.
- All extended stay travel requires a completed Trip Waiver or Research Agenda to receive approval for the travel
- 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. All vehicles used for University business must have current insurance coverage for that vehicle. Mileage shall be calculated from y12.2.our 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 travel to the conference is 100 or more miles one way, and/or 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 policy.
- 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 timelimitation.
- If a scheduled trip is canceled, 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 and Provost or Director and relevant divisional Vice President.
- When lodging with other conference attendees, reimbursement shall be limited to the employee's share of the cost.
- Reservations using Airbnb, or similar housing, must show the number of individuals staying at the location on the contract which is to be submitted with the Travel Expense Voucher.
- 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 airfare/ train fare and shuttle service. Travelers using approved P-Card for air and train must provide the boarding pass when submitting for reimbursement.
- The University will reimburse only long term/economy parking costs at the meeting location, departure airport or train station. All other parking receipts will be reimbursed at the long term/economy rate.
- The University will reimburse travel to and from airports for regularly-scheduled travel using shuttle services, taxi, or car services such as Uber, Lyft, whichever service is **least costly**.
- The University will reimburse for rental cars only under extenuating circumstances, and/or unless emergency situations prevail. Preapproval for rental cars requires an approved cost analysis form, with the Dean's and Provost's or Director's and relevant divisional Vice President 's approval indicated on the form, and it **MUST** be attached to the Travel Request and Approval Form. It is encouraged that travelers use their own vehicle insurance when renting a car. If the traveler does not have current vehicle insurance or chooses not to use their vehicle insurance, they must accept the rental car insurance which is not reimbursable.
- The University can prepay some travel expenses for students, and **ONLY** registration fees for faculty and

staff\* Travel expenses are to be submitted for reimbursement upon completion of the trip. A completed Travel Expense Voucher must include hotel receipts, transportation receipts, registration receipts paid by the employee, and per-diem meal charges.

*\*Note 1: If the P-Card is approved for travel:*

- *All charges prior to travel must have receipts attached to the Travel Request and Approval Form.*
- *All P-Card receipts obtained while traveling must be attached to the Travel Expense Voucher including the P-Card statement when submitting for reimbursement*
- *No meals are to be charged to the P-Card. All meals are to be reimbursed at the Federal Per Diem Rate.*

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

- alcoholic beverages
- incidentals, e.g. individual cup of coffee, bottled water, soda, snacks, etc.
- 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
- All gratuities (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
- flight insurance
- minibar refreshments
- movies
- parking fines or traffic tickets
- shoeshine
- spouse/children/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](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

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Amended or Adopted: 12/01/19

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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 07/03/17

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(Vice President for Administration and Finance)