

TRAVEL GUIDELINES AND RELATED INFORMATION

TRAVEL REIMBURSEMENT GUIDELINES

A. Spouse/Dependent Event Attendance and Travel - AU will not pay or reimburse business travel or expenses for family members who accompany AU employees or students on University business except in unusual circumstances. Exceptions must be approved in advance and in writing by the appropriate University executive (President, Provost or Vice President).

B. Extended Travel - Reimbursement for meals, lodging and other expenses will normally be limited to expenses incurred a day prior to or after the meeting, conference or other business activity attended by the traveler. However, expenses incurred on additional days may be reimbursed if extending the period results in a reduced round trip air fare sufficient to cover the meals, lodging and other expenses.

C. Cancellation Refunds - If the University has prepaid an expense and the trip, event or conference is canceled, a refund should be sought. Once the refund is received, it must be deposited back into the account from which the prepayment was paid. The responsibility of ensuring a refund rests with the individual departments and not the Controller's Office.

D. Enforcement - If an employee consistently fails to turn in original receipts or otherwise violates University Policy, reimbursement of costs may be at risk of not being reimbursed.

APPROVED PAYMENT AND REIMBURSEMENT METHODS

The University offers the following methods of payment to assist individuals who are required to travel or entertain on behalf of AU:

- Preferred Travel Agencies
- AU One Card
- Purchase Orders/Prepayments
- Cash Advances
- Travel Expense Form for Reimbursements

These payment methods reduce the amount that any individual should have to pay out of pocket prior to being reimbursed by the University.

REIMBURSEMENT INFORMATION

1. It is the University requirement to retain, for six years, all documentation supporting requests for reimbursement as defined in the Records Retention Policy <http://www.american.edu/policies/upload/Records-Retention-Policy.pdf>
2. All P-card transaction receipts should be retained by the Department's budget liaison, while all expense reimbursement receipts will be retained by the Account's Payable Department.

3. Travel Expense Forms should be used for travel-related expenses and Disbursement Request Forms should be used for non-travel-related expenses. These forms are available online and maybe downloaded from the Controller's Office Forms and Resources on <https://myau.american.edu/finances/Controller/Pages/default.aspx>
4. All authorized travelers submitting these forms sign their own names to certify to the best of their knowledge that the information contained therein is accurate and that all claimed expenses are allowable and were incurred in the conduct of official University business. See Appendix C for Examples.
5. The University will not reimburse travel and other related expenses that have been or will be reimbursed from any outside source.
6. All reimbursements will be made by check, payable to the traveler and will be sent to the requestor by method checked on the Form.
7. Expenses paid in foreign currency must be claimed by providing the actual expense/s by showing any of the following:
 - receipt from the currency exchange company or bank showing the actual exchange rate and fees when exchanging cash
 - bank statement showing ATM withdrawal in foreign currency and conversion to dollars with fee added
 - credit card statement showing charges in foreign currency and conversion to dollars with fee added
8. If any of these required receipts or statements cannot be provided, then individuals must use the interbank rate shown on the website (<http://www.oanda.com>) by providing the exchange rate being used and the U.S. dollar equivalent on all receipts
9. When the total reimbursable expense is under \$100, it should be processed through a department's petty cash fund, UNLESS the reimbursement is for non-employees or non-students. A non-employee's signature is not required on the Travel Expense Form. The authorized budget individual within the division must sign the nonemployee's Travel Expense Report.
10. A company, working under a duly executed University contract, may elect to be paid for travel-related expenses incurred by their employees in lieu of a direct payment to traveler. In this case the company must provide a detailed list of all expenses for which reimbursement is requested and attach it to an invoice or bill for services. It is not necessary for the company to provide original receipts with the invoice; however, the University reserves the right to inspect such receipts.

Missing or Lost Receipts

An individual who incurs expenses and subsequently loses a required receipt, should seek a duplicate and submit it stating that the original was lost. When an acceptable duplicate cannot be obtained, some supporting documentation must be provided such as credit card statements. Along with the supporting documentation, a written explanation must be provided stating that the original receipts have been lost, duplicate receipts cannot be obtained and the supporting documentation is all that can be provided to support the expense. Incorrect or incomplete Travel Expense Forms/Disbursement Request Forms will be returned to the department with an explanation requesting the necessary corrections.

Partial Reimbursement

If an expense is being paid by more than one University or entity, copies of receipts may be provided along with a brief explanation. If a school/center has previously agreed to reimburse an individual up to a certain amount, that amount should be shown on the Travel Expense Form/Disbursement Request Form along with the accompanying documentation.

MISCELLANEOUS REIMBURSABLE EXPENSES

Individuals will be reimbursed for the following miscellaneous expenses incurred while on University business:

- Airline Baggage Fees
- Business office expenses (faxes, copying services)
- Business phone calls
- Conference registration fees
- Currency conversion fees
- Gasoline (only if using a rental car or a University-owned vehicle AND in lieu of mileage)
- Ground transportation (taxi, bus, airport vans, etc.)
- Laundry/dry cleaning/suit pressing on trips exceeding five days
- Mileage on personal vehicles specifically to and from the airport
- Overnight package service when needed for business documents
- Parking and tolls
- Reasonable tips
- Required vaccinations for international University travel
- Visa fees

MISCELLANEOUS NON-REIMBURSABLE EXPENSES

The following are examples of non-payable/non-reimbursable expenses. This should be considered a partial listing:

- Airline club membership fees; annual membership for charge cards; Fees, interest, and/or late charges associated with personal credit cards;
- Car washes;
- Clothing;
- Commuting costs to/from home and normal place of business;
- Costs incurred by unreasonable failure to cancel reservations;
- Dependent care; child care; lawn care; maid service; and pet care;
- Entertainment under most federal grants and contracts;
- Excessive tipping over and above normally accepted business practice;
- Fines or tickets resulting from traffic, parking, or other violations;
- Golf or tennis court fees, membership in country, tennis, or golf clubs, or any sporting equipment, except when part of a preauthorized group event;
- Haircuts;
- Life, accident, or flight insurance premiums;
- Lost, broken, or stolen property;

- Luggage or briefcases;
- Meals when traveling locally on University business;
- Newspapers, magazines, books unrelated to University business.
- Expenses that have been or will be paid or reimbursed by an outside source.
- Passport application fees (new or renewal)
- Alcoholic drinks, except when appropriately authorized (see above)