



Travel Policy

Department: Business Office

Policy Title: Employee Travel Policy

Date Issued: 07/01/2023

Approved by: Linda Scholting, CFO

Purpose

The policy outlines the guidelines for business travel on behalf of Doane University.

Scope

The policy applies to all faculty and staff and includes all types of business travel, establishing guidelines for travel reimbursement, air travel, rental vehicles, and ancillary aspects of business travel such as lodgings, meals, entertainment, and the handling of sales tax related to travel charges. This policy further outlines the obligations of Doane University's employees while traveling on behalf of the University.

General

In accordance with IRS regulations, the University has implemented a Travel Policy accountability plan that allows for the reimbursement of authorized travel and business expenses with no impact on taxable compensation. The accountability plan rules apply to all payments, reimbursements, or advances for authorized business expenses both travel and non-travel related. It is the policy of the University that all reasonable expenses for job related travel shall be reimbursed in accordance with the guidelines set forth below. It is recognized that exceptions are necessary from time to time and these should be cleared, in advance, with the Vice President for Finance or their authorized representative.

Reimbursement Guidelines

Employees traveling on behalf of the University are required to abide by the following guidelines when requesting reimbursement for expenses related to travel:

- A Reimbursement Form must be completed and submitted to Accounts Payable within 30 business days of the travel return date or the date the expense was incurred.
- The business purpose must be stated on the Reimbursement Form to support the reimbursement and the appropriate fund, location, cost center, and object code for the reimbursable expenses must be coded on the forms. Employees will not be reimbursed for expenses without receipts showing the actual detail of purchase.
- If business travel results in additional phone charges for those traveling abroad, these



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may be considered reimbursable provided that the appropriate documentation is provided and the reimbursement procedure followed.

TRANSPORTATION

Airplane

Basic economy air travel should be used whenever possible. If a traveler chooses to upgrade, the traveler will pay the difference between coach, and upgrade. Receipts must be attached to the request for reimbursement. Whenever possible tickets should be purchased well in advance to take advantage of the maximum discount available. Travel by private aircraft is not allowed. The University does not insure employees unless they are traveling by commercial carrier.

The University will not reimburse travel to an airport if the distance between the employee's home and said airport is less than or equal to the distance between the employee's home and regular office location.

Automobile

Travel by private auto is reimbursable at the rate provided on the travel expense reimbursement form, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. The University maintains several vehicles which may be checked out for related business. Employees shall not be compensated for any travel unrelated to the core duties outlined in the employee's job description.

Rental Vehicles

Rental vehicles may be used when such travel is more advantageous to the institution than the use of taxis or other means of transportation. Reservations for the most economical rental option should be requested. Rental Transportation must be procured with a university issued credit card. This ensures that the rental vehicle is covered by the insurance provided through Doane's credit card provider. Doane Credit Cards may also be used to purchase fuel for rental vehicles during the duration of their use.

Taxi and Ride Sharing Services

Fares including reasonable tips are allowable if no other reasonable public transportation is available. See definitions of, "reasonable" tips below.

Use of Institutional Vehicles

Employees wishing to utilize a Doane fleet vehicle for their business trip are directed to the University's Fleet Policy which can be found on the university [Vehicle Request Form](#).

Use of Personal Vehicles for Business

In the event that a Doane employee must use their personal vehicle for business related travel, then the employee's personal vehicle insurance will be the primary coverage for all travel while



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on University businesses and driving a personal vehicle. The University insurance policy will be utilized as secondary coverage if necessary.

The University will not reimburse or be held responsible for any personal insurance coverage, deductibles, or uninsured losses.

Employees seeking mileage reimbursement for personal vehicles are required to complete and submit Doane's reimbursement form.

TRAVEL ACCOMMODATIONS

Meals

Meal expenses may be reimbursed if they are directly related to the purpose of the employee's business trip. If meals are provided as part of the lodging, airfare, or as part of any conference/event, then a claim for meal reimbursement will not be allowed. The University may pay for up to three meals per day. Snacks may be reimbursed if used for approved University activities.

Please observe the following when dining on business trips:

1. Alcoholic beverages are not reimbursable.¹
2. Tips should be reasonable, with a general rule of no more than 20%.
3. Detailed receipts are required. Detailed receipts will contain vendor name and address, itemized charges, date of charge, amount of charge, and payment method. Failure to provide receipts will result in reimbursement requests being denied.
4. Moderate expenditures for meals are expected. The University expects employees to eat as they would at home, avoiding excessive costs whenever possible.
5. Meal expenses are subject to review and allowances may be made for excessive charges.

Hotel

Reasonable hotel accommodations when supported by receipt documentation is reimbursable. No maximum is established since it is recognized that reasonable expense differs according to locale. As a general rule, employees are expected to select the mid-priced accommodation if they have a choice. If a student stay is included, read the section below on *Traveling with Students*.

Please note that Doane University prohibits employees from utilizing third party lodging services such as Airbnb and VRBO. Hotels and other commercial properties carry insurance that covers their guests in case of injury or property loss. The type of properties offered via Third Party

¹ Exemptions are available upon request from the President's Office.



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Lodging and similar services vary widely in the type of coverage available for guests (if they offer any at all). Because of this, the University **prohibits** their use for business travel.

Other Necessary Miscellaneous Expenses

Reimbursement is provided if properly explained on the reimbursement form and if supported by receipt documentation.

Conference Fees

Fees should be paid in advance by billing, credit card, or expense check.

Travel/Entertainment Expense Voucher

An itemized accounting for travel expenses must include all original receipts and will be forwarded to the Business Office no later than seven days after the conclusion of travel. For the purposes of entertainment, the names and titles of those being entertained must be included – exceptions apply for large groups. Expense vouchers must have the signature of the appropriate leadership team member, dean, or immediate supervisor.

SALES TAX

Doane University is exempt from most state sales taxes. Most items purchased by purchase order will be exempted. The Business Office maintains a state sales tax exemption form and generally includes Doane's exemption number on all purchases. Those utilizing a Doane purchasing card will note that the card lists the tax-exempt number as well. If an employee is traveling outside the state of Nebraska, please see [the list of states that have exemptions filed](#). If a state is not on the list, please contact the business office at least 30 days prior to travel to process the forms.

Nebraska Sales Tax Exemption Number: 05-0340278

TRAVELING WITH STUDENTS

To comply with federal regulations, the University is required to obtain information related to student involved trips. To help comply with this regulation, the Travel Reimbursement Form has a second page to be completed when students travel with Faculty or Staff. This is required to be filled out prior to any reimbursement and must also be completed when accommodations are paid with a University Credit Card. Failing to do so may result in Staff or Faculty being responsible for reimbursing the University for such expenditures.

FACULTY DEVELOPMENT TRAVEL THROUGH OFFICE OF ACADEMIC AFFAIRS

The faculty development travel budget is administered through the Office of Academic Affairs and the Deans. Travel funds must be requested and approved prior to travel. At the completion of the trip, faculty complete the [Travel Expense Reimbursement Form](#) and submit electronically the Faculty Development Travel Voucher, all accompanied by receipts to the Office of Academic



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Affairs. This online submission process is only for faculty development money, not grants, or other travel requests.

INTERNATIONAL TRAVEL & COVID-19

Procedures For Arranging International Travel

International Travel Process Overview:

1. Submit the online travel proposal to the Office of International Programs
2. Proposals will be reviewed by the Office of International Programs.
3. If approved, follow the procedures outlined in the travel policy for the tracking of expenses related to the trip.

International Travel Proposals:

International Travel Proposals are completed online and submitted electronically. In preparation for submitting a proposal, please prepare the following information:

- Travel destination and timeline
- Employees involved and the business purpose of their trip
- Employee's previous international travel experience
- Third party insurance provider
- Costs
- Risk assessment and mitigation including health, political, natural disaster, legal or injury risks
- Vaccinations needed

Faculty and Staff are encouraged to use the following resources when making plans and evaluating risks:

- U.S. Department of State (travel.state.gov)
- Centers for Disease Control and Prevention (cdc.gov)
- Overseas Security Advisory Council (osac.gov)

If an employee is uncertain after using these resources, please contact the Office of Finance and Administration for additional information regarding the risks involved with the proposal.

Risk Assessment and Mitigation

A risk is defined as anything introducing a potential danger that may cause harm. Understanding the kinds or categories of risks that may be encountered during international travel is essential. The following six categories of risks, while not exhaustive, are illustrative of the kinds of harm that may befall Doane employees while traveling abroad. Those traveling internationally should be familiar with the following:



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- **Health Risks:** These risks include such things as epidemic, pandemic, food and water-borne disease, diseases associated with lack of sanitation, contamination of water or air, vaccine-preventable disease, pollution, insect-borne disease, animal bites, sunburn, heat, cold, lack of medical care and medications, availability of in-country or virtual mental health services, altitude sickness, STDs, chronic conditions, and extreme recreational activities.
- **Crime and Political/Civil Unrest:** These risks include such things as political unrest, riots, violent crime, harassment, terrorism, drunkenness, hijacking, and kidnapping. Information regarding these risks associated with travel course destinations in foreign countries should be accessed at the Department of State travel alerts/warnings site.
- **Environmental/Natural Disaster:** These risks include such things as earthquakes, floods, fire, volcanoes, and hurricanes.
- **Legal Risks:** These risks include such things as excessive alcohol use, disregard of cultural and sexual prohibitions, disregard of photography restrictions, possession of faulty travel documents, disregard of immigration and customs laws, possession of illegal drugs, commission of a crime, lack of understanding of non-U.S. legal systems, commission of theft, vandalism, etc.
- **Serious Injury or Illness:** These risks include such things as traffic accidents, pedestrian injury, assault, rape, mental illness, or the consequences of extreme recreational activities.
- **Other Crises:** These risks include individual risk factors and emergencies.

Resources:

- Risk World: riskworld.com
- Society for Risk Analysis: sra.org
- U.S. Department of State: state.gov
- The Center for Global Education:
<http://globaled.us/peacecorps/crisis-management-handbook.asp>

Upon arrival at each destination, employees are responsible for monitoring news, weather, travel warnings, and public announcements which may impact their trip.

If any travel is planned to Office of Foreign Assets Control (OFAC) sanctioned destinations (e.g. Cuba), employees should document compliance with sanctions. Procedures will vary depending on where, on the activities planned and who attends. Employees will need to check the website (listed below) for more information. Any US insurer is prohibited from covering non-compliant activity and sanctions can change without notice to or from insurers. More information can be found at:

<https://www.treasury.gov/resource-center/sanctions/Pages/default.aspx>



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Procedures Upon Return from Travel

Procedures for Vaccinated Individuals

Individuals who are fully vaccinated are less likely to contract and spread COVID-19 and can travel within the United States with minimal risk to themselves. Fully vaccinated travelers are still advised, and likely required, to wear a mask on public transportation. Fully vaccinated travelers do not need to get tested for COVID-19 before or after travel. They also will not need to self-quarantine following domestic travel unless experiencing symptoms of COVID-19 (see procedures below). More information on the interim guidance for fully vaccinated individuals can be found [here](#).

Procedures for Unvaccinated Individuals

The CDC has a FAQ for travelers that can be found [here](#). Whether an employee is traveling or not, they are encouraged to keep the following in mind:

1. If an individual is experiencing any symptoms related to COVID-19 they are required to follow the CDC quarantine recommendations for 14 days. Employees who believe they are infected are required to report their condition to the following support services so Doane can assist and provide further information:

- Employees: Please contact Anne Ziola anne.ziola@doane.edu with their information.
- Students: Please contact Nurse Jody Yank jody.yank@doane.edu with their information.
- **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**

2. If any employee has traveled to any area currently being monitored by the CDC as Level 1, 2 or 3 health notices, they are required to report this information immediately. The appropriate office will then ask for the employee's self-quarantine actions or preventative measures.

- Employees: Please contact Anne Ziola anne.ziola@doane.edu with their information.
- Students: Please contact Nurse Jody Yank jody.yank@doane.edu with their information.
- **This information will be kept private and only used as quantitative-summary data (e.g., 14 reports from [TBD] campus).**

Please contact the Human Resources department with any questions or concerns.



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