

Updated Sabo Travel and Meal Policies.

The Student Activities Business Office will reimburse students for reasonable, necessary, appropriate and approved travel and business expenses incurred in the performance of university/student organization approved travel events. Most of the events are considered pre-approved if funding is obtained from the respective governing/allocation council. Travel events not approved by their respective governing/allocation council may be subject to further reimbursement guidelines.

The purpose of this policy is to make students, advisors, approvers, deans and directors, aware of their respective roles and responsibilities relative to submitting and approving travel and business-related expenses.

All students are expected to be prudent when incurring travel or business expenses.

Tax-Exempt Status

The university is a tax-exempt organization and individuals should request that taxes not be collected. Unfortunately, the travel industry (e.g., airlines, rail, hotel, car rental, restaurants) frequently will not recognize this status and insist that taxes be paid. In these instances, the student may be reimbursed for the taxes paid. If the vendor requests a tax-exemption document, a tax exemption letter can be obtained from the SABO office.

Making Travel Arrangements:

International Travel

The University has guidelines that must be followed for all International Travel. Students and Advisors must be sure all UNIVERSITY Guidelines are followed. Additional information regarding international assistance when traveling abroad may be obtained from the Office of Global Programs, the Office of Risk Management and your Host Department. Registered Student Involvement organizations has additional resources in the International Travel Planning Policy.

CASH (*Travel*) Advances

CASH *Travel* Advances for Airline Transportation Only can be requested up to **60 days** prior to the departure date. Travelers are encouraged to make travel arrangements directly with the supplier via the Internet as a cost containment strategy. The SABO will reimburse only coach class tickets aboard a regularly scheduled commercial carrier. Please check with your advisor before purchase.

In addition to your Cash *Travel* Advance you may need additional Cash *Travel* Advances which can be requested for transportation, lodging, meals, and incidentals 2 weeks prior to your trip.

All Cash *Travel* advances are considered a personal charge to the student requesting the advance and requests of more than \$100 per day, for lodging, meals and incidentals requires appropriate documentation to be submitted to the SABO office in addition to the on-line cash advance request.

A CASH ADVANCE RECONCILIATION with appropriate itemized receipts must be submitted within 30 days of the traveler's return, along with the amount to be repaid to the SABO office.

Outstanding CASH (*Travel*) advances for completed trips must be settled before subsequent advances will be issued.

Travelers are encouraged to request a SABO check to pay for conference registration's and hotel reservation deposits. This is done via an on line check request in the SABO system. Appropriate documentation must be presented at the SABO office for the check to be issued.

PERR Reimbursement

A student may make all travel-related purchases with personal funds and submit a PERR to obtain a reimbursement according to the SABO Travel and Meal Policy. If you choose to make all purchases yourself for your trip, please submit **ONE PERR** form with multiple original receipts per trip and per individual.

What can be reimbursed?

Airline Information

Regardless if you have received a CASH (*travel*) advance or are requesting reimbursement, the airline ticket receipt must be submitted. The passenger copy of the air ticket (boarding pass) should be attached whenever possible. If an electronic ticket was used, a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket or confirmation number, and cost of ticket, along with proof of payment, proof of payment also (i.e., credit card being charged) must be submitted. The university will reimburse only coach class tickets aboard a

regularly scheduled commercial carrier. Please check with your advisor before purchase.

Commercial Bus/Rail Fares

Regardless if you have received a CASH (*travel*) advance or are completing the PERR form, reimbursement for commercial bus and rail travel will be the reasonable actual cost. A ticket stub showing the fare or a detailed receipt showing the fare must be submitted-proof of payment (i.e. credit card/bank statement) must be submitted.

Lodging Reservations

Only expenses for standard room accommodations will be reimbursed. The original receipted hotel, motel, or other bill must substantiate lodging expenses. The bill must specify rate, date(s) of stay, and evidence of payment (normally a zero balance) and must be attached to the PERR OR Reconciliation form. Express checkout itemized receipts are acceptable for reimbursement, but the receipt must show the credit card being charged (the credit card number should be concealed to prevent misuse of the number). **Credit card slips/receipts alone are not adequate support.**

Car Rental

The university will reimburse for a rental car when there is PRIOR APPROVAL, from the advisor. All students that will be eligible to rent a car must complete a DEFENSIVE DRIVING course and submit a defensive driving certificate to the Office of Student Involvement or other host departments. Please see your advisor for details. Car rentals may be used when the overall cost of the rental is less than the cost of other means of transportation (e.g., taxis, limousines, airfare). Reimbursement for car rental is limited up to intermediate size classifications for individual travelers. Full size vehicles or vans are allowed for groups when traveling. Reimbursement will normally be made only to the traveler who signed the rental contract. Original receipts for car rentals and the rental contract must be attached to the PERR to support the expense.

Privately Owned Vehicles

The university will reimburse students that use private automobiles on university business at the current mileage reimbursement rate established by the Internal Revenue Service, plus parking and toll charges. Please provide a google direction map with miles to and from the University to the event. Some areas have

established they will reimburse the driver for a tank of gas, this is also permitted, however the gas receipt must accompany the reimbursement request.

The current rate is available on the University travel web site. The mileage reimbursement rate is intended to cover all operating costs including depreciation, repairs, gasoline, insurance, towage and other similar expenditures.

When driving on university business, students must carry a valid driver's license, vehicle registration, and proof of insurance. New Jersey residents must carry a New Jersey Insurance Identification Card. Privately owned motorcycles shall not be used on university business.

In the event of an accident involving injuries or damages to other persons or property while operating a privately owned vehicle on university business, the employee must notify the Office of University Risk Management and Insurance in order to provide for any potential involvement of the university. The financial loss for damage to a privately owned vehicle used on business is not reimbursable by the university.

Ground Transportation

Reimbursement may be requested for ground transportation from the traveler's home, or from their work site to the airport, bus, or train station. Receipts showing the amount and the date of service should be attached to the PERR for reimbursement.

Meal Expenses

A reimbursement for actual expenses up to **\$30.00 per day for a travel period of more than one full day per student**. This amount may be adjusted by the hosting department. However it cannot exceed this amount. Students must submit itemized original receipts with proof of payment for all meals to be reimbursed. The cardholder's copy of the meal receipt, without itemization of the meal will not be accepted, the receipts must include the provider's name and date, and **the name(s) of any other person included** on the bill. Travelers shall not seek reimbursement for goods or services (including transportation, lodging, etc.) that are provided free of charge, paid for by another source or are not related to student organization business

The maximum allowed for gratuities is 20%. Tips over this amount will result in reduction of reimbursement.

Meals for a one day event i.e. trip to NYC, Philadelphia, local builds and service projects, etc. are limited to \$15.00 per student. If a student requests a cash advance/PERR for a trip off campus and pays for a meal for a group of students the name of each student paid for must be included. **Under no circumstances will a student be reimbursed for a banquet/gathering or celebration through a PERR form- this type of event/transaction requires a contract or in some limited cases an invoice paid directly to the vender.**

No alcohol is permitted to be purchased or reimbursed to a student. Should alcohol be found on the receipt, the entire receipt will not be reimbursed and the student will be referred to Student Conduct.

To ensure proper accounting, prompt reimbursement and compliance with IRS regulations, students need to submit their PERRS within 30 days after their return. Both the approver and the next higher-level approver must approve PERRS submitted beyond the 60-day time period. PERRS submitted beyond one year after the date(s) of travel will not be reimbursed.

Students must list all itemized receipts on the cash advance reconciliation form or the PERR form and attach the appropriate receipts.

The student is responsible to provide an English translation/explanation for all receipts written in a foreign language. The translation/explanation should provide an identification of the type of expenditure (i.e. meals, transportation, etc.) and a general description of the items included on the receipt (i.e. lunch for traveler). Travelers are encouraged to use credit cards for payment and submit the credit card statement that facilitates and validates the conversion process. If a copy of the traveler's credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the statement. If the traveler converts US dollars into foreign currency, the currency exchange receipts or bank statement detailing the transaction can be used to calculate the US dollar equivalent for expenses reported. For those individuals not using credit cards or lacking currency exchange receipts, receipts submitted in foreign currency must be converted to US Dollars using the Oanda currency converter which can be found at <http://oanda.com/convert/classic>.

Non Reimbursable Expenses

Although this is not a complete list, the following are some examples of expenses that will **not be reimbursed by the SABO**:

The use of frequent flyer miles will **not** be reimbursed.

The **use** (not purchase) of a gift card will **not** be reimbursed.

Fees incurred for changing reservations unless there is an authorized justification.

Unreasonably expensive meals and lodging.

The maximum allowed for gratuities is 20%. Tips **over this amount** will result in reduction of reimbursement.

Expenses at hotels for in-room movies, in-flight movies, telephone charges.

Meals included in the cost of conference/meeting fees.

All expenses related to the personal negligence of the traveler (parking tickets and fines, towing, traffic violations, damage to personal vehicles, clothing, or other items).

Repairs of personal vehicles used on university business.

Laundry and valet service for business stays less than a week (five consecutive business days).

Spouse's/family member's friends/travel costs.

Lost/stolen cash or personal property including luggage and/or backpack.

Personal items and services (e.g., shoe shines, haircuts, manicures, saunas, massages, pet care costs, souvenirs or personal gifts, childcare costs, and personal reading materials).

Late payment penalties and interest on personal credit card.

Alcoholic beverages. All receipts that have alcohol on the receipt will not be reimbursed.

Frequent flyer or club membership (air or rail) fees.

Under no circumstances will a student be reimbursed for a banquet/gathering or celebration through a PERR form.

Who gets reimbursed?

Normally our students are being reimbursed through the SABO system. The SABO system is specifically designed to reimburse only Rutgers University Students and Staff. At times we understand that the students may have to use their parent's credit card for reimbursement. If the parents credit card is used for purchases SABO will reimburse the student provided the parent has signed and completed a Parental Consent to Reimburse Form.

Account Number _____ Account Name _____ C Number _____

Parental Consent to Reimburse Form
for SABO reimbursement

This serves as authorization to reimburse _____

for purchases he/she have made on behalf of a Rutgers University registered Student Organization using my personal credit card.

I agree the amount of \$ _____, was charged to my personal credit card on _____ and agree by signing this form the reimbursement will be made to the student and not to me personally.

Name of credit card holder

Signature of credit card holder

Relation to student i.e. (parent, spouse, other)

Student:

Please attach this form to the credit card statement and the SABO PERR form for reimbursement.