



## Boston University Questrom School of Business

August 11, 2016

TO: Questrom Faculty and Staff

FR: Maria Anderson, Sr. Assoc. Dean for Finance & Administration

RE: Important Travel & Expense Guidelines

The following is intended to provide all faculty and staff of the school with information about the University's policies and procedures that govern travel and expense reimbursement, as well as additional information about what is allowable practice at Questrom.

### BU Policies

All BU policies regarding travel, reimbursement for legitimate business expenses and use of the BU Visa Card (sometimes referred to the "travel card") can be found on QuestromWorld as part of the Administrators Toolkit:

<http://questromworld.bu.edu/administrator-toolkit/> as well as at the BU Travel Services website: <http://www.bu.edu/travelservices>

### Concur Travel & Expense System

The Concur System must be used to submit all reports and reimbursement requests for travel and business expenses. Charges on the faculty/staff member's BU Visa Card will automatically load to the system. Out of pocket expenses will have to be input manually. The Concur smartphone app can be used and is especially helpful in that pictures of receipts can be taken with it and those will be automatically loaded into the user's profile.

Deadlines: Per University policy, to avoid having expenses marked as taxable or personal (and thus deducted from one's next paycheck) all expenses posted to Concur MUST be moved into a report within 30 days of the end of the travel/date of the charge for non-travel. All reports must be submitted within 90 days. Failure to comply may result in expenses being taxed, deducted from a future paycheck, and/or cancellation of the user's BU Visa Card.

### Air Travel

All air travel must be booked in coach/economy class, unless a special

exception has been approved **in advance**. The Provost must approve exceptions for business class reservations after concurrence from the Dean. Questrom will only submit a request if:

- There is a medical reason that the passenger needs to be seated in business class – in which case the traveler must make an appointment with and receive verification from BU's Occupational Health Center. Note: medical exceptions for short (typically under 3 hours) are rarely granted
- There is an agreement with a sponsoring agency that states that reimbursement will be made for business class and we have written documentation that confirms the agreement.

### Rental Cars

Employees renting vehicles with the permission of the University for University business purposes should decline the collision damage waiver (CDW) as it is covered by the University through Risk Management. Similarly, the University's automobile policy provides excess coverage so there is no need to purchase additional liability insurance.

### Lodging

Original hotel receipts must be uploaded to the traveler's profile in Concur and attached to the travel report. Items that may appear on a hotel bill, but that will not be reimbursed include:

- personal entertainment and all other items of a personal nature
- laundry and dry cleaning during business travel of less than 7 days

### Meals and Incidentals while Traveling

Travelers must submit original **itemized** receipts for meals for reimbursement/payment. If another person is included on the meal receipt, please indicate the name, business relationship and purpose.

Incidentals include fees and tips given to porters, baggage carriers, bellhops, hotel maids, as well as transportation between your lodging and a restaurant.

**\*\* Questrom does not reimburse/pay per diem for travel \*\***

### Non-Reimbursable Expenses

Travelers will NOT be reimbursed for miscellaneous expenses including, but not necessarily limited to:

- payments made for contracted services or commodities covered under purchasing policies
- family members' travel expenses

- flight insurance (The University provides blanket travel accident insurance coverage for full-time employees.)
- personal telephone calls (except as indicated below)
- personal entertainment and all other items of a personal nature
- expenses related to personal/vacation days while on a business trip
- fines and penalties
- parking tickets, traffic tickets, or any other motor vehicle violations
- any item appearing unreasonable in nature or amount
- corporate credit card delinquency fees and finance charges
- excess baggage charges, or replacement cost of lost baggage and its contents
- air travel class upgrades, unless there is prior written approval obtained from the Provost
- rental of cellular phones or usage with rental car
- auto/air/rail club memberships

### Telephone

In general, the University does not reimburse for personal telephone calls. However, a traveler may be reimbursed for calls made from a hotel to his/her home if they are of short duration.

### Spousal Travel

Expenses incurred when a spouse or other family member travels with you are not reimbursable.

### Business Meals

The cost of meals is an expense we need to work to minimize whenever possible. This includes general business meals but also meals with job candidates, guest speakers, etc. Normal guidelines for these meals are as follows, and **include the cost of any alcohol.**

- Breakfast = \$20/person
- Lunch = \$30/person
- Dinner = \$75/person

**\*\* Costs for meals that exceed these guidelines may not be fully reimbursed. \*\***

Please remember that you must indicate the business reason for the meal and attach a list of attendees on the expense report and that an original itemized receipt (not just the credit card charge slip) is required.

### Meetings/Events

Reports for events and meetings must include a list of attendees (a PDF list can be attached as a receipt). We encourage the use of sign-in sheets to accurately measure participation.

### Recent Changes and Updates to/Reminders about BU Policies

Prohibited expenses on the BU Visa Card/Reimbursement: IT purchases, chartered buses and payments to independent contractors/individual service providers are prohibited. These must flow through the regular university procurement processes.

P-Cards: for those of you who use BU purchasing cards, please remember that you cannot circumvent a transaction limit by splitting an invoice (example: you have a \$1000 daily limit, so you split an \$1800 catering invoice over 2 days, labeling one a "deposit" and the other "balance.") You must request an increase to your limit (with your supervisor's approval) to process such transactions properly.

Cell Phones: in accordance with IRS regulations, we may no longer reimburse cell phone charges (either for calls or plans) for personal cell phones. As stated above, while traveling we can reimburse travelers for personal and business calls made from hotel phones. Those traveling internationally can, in some cases, obtain loaner cell phones from our IT department.

Gift Cards: BU funds may not be used to purchase gift cards for BU employees (faculty, staff and students on the BU payroll). Gift cards are considered taxable income. Gift cards may still be purchased for outside visitors, but according to University policy they can only be purchased via Shopping Carts through the Terrier Marketplace. They are not to be purchased with P-Cards, the BU Visa Card or a personal credit card and then reimbursed.

If you have any questions or concerns about these guidelines, please feel free to contact me and/or my colleagues in the Dean's office.

**HAVE QUESTIONS? NEED CONCUR TRAINING? PLEASE CONTACT  
MEGAN DOIRON IN THE DEAN'S OFFICE ([megando@bu.edu](mailto:megando@bu.edu))**