

Business Travel and Expense Policy for SPCS Staff

SPCS staff are eligible with pre-approval to request funds for business travel and related expenses. This policy applies to requests for funds over **\$300** per occurrence and requires justification as outlined below. Further, all reimbursements must follow the University of Richmond Travel Guidelines for reimbursement (controller.richmond.edu/sourcing-payments/travel.html) and are subject to the additional guidelines that follow.

Approved Activities

SPCS funds may be used to support business travel and expenses. The intent of this policy is to allow employees to exercise professional judgment in determining a cost benefit analysis to justify their request for business travel and/or related expenses. Some examples would include attendance at board meetings, professional organizations, business development initiatives, SPCS student/academic events or meetings, business meals, team building, presenting material, receiving awards, or any other activity that is related to an employee's duties at SPCS.

Time out of the Office and Mileage Expenses

Employees may be approved time off by their supervisor for meetings, events, pre-conference, and conference sessions. Employees may be approved to have accommodations the night before the pre-conference/conference begins and the last day of the conference may be approved. If driving, an employee's reimbursement for mileage cannot exceed the standard 30-day pre-purchase airfare cost. No additional travel days will be granted for driving or personal excursions; an employee must charge the additional time to accrued paid time off.

Accommodation

Hotel rates vary widely. It is expected that employees will exercise prudent business judgment concerning cost and comfort and use the conference negotiated rates, or the most cost effective rates available.

Meals

The reasonable cost of meals, including tips, is reimbursable to employees while away from the University. Detailed/itemized receipts as well as the charge slip are required for reimbursement. A detailed business purpose must be given for all meals submitted for reimbursement. All reported expenses for business meetings and entertainment of others must include the business purpose. If a meal is being reimbursed, a list of everyone whom the meal covered must be supplied with the reimbursement request. Recognition meals for employees may be reported as business meals. Any additional expenses require the prior approval of the Dean.

Administration of Budget and Policy

Associate Deans oversee direct reports and divisional funds. Directors oversee departmental and direct reports funds. If a department exhausts its funds, the Associate Deans have the discretion to reallocate budgeted funds within their divisions. Further, the Associate Deans are permitted to request additional funds from another division so long as the aggregate does not exceed SPCS' budgeted funds. Any of these alternate funding mechanisms must be reviewed by the Director of Administrative and Technical Services for budgetary approval.

Associate Deans will have **\$5,000** discretionary funds for use within their division for Business Travel and Expenses. The Directors will have **\$2,000** discretionary funds for use within their department budgets. These funds can supplement Professional Development funds, if necessary.

Prior approval from the Dean is required for any employee requesting travel that necessitates an overnight stay more than twice in a fiscal year. Any departmental unit sending a majority of its employees to a conference will provide adequate business coverage while away and communicate such to the Associate Deans.

Requests for funding must be made in advance of the activity in consultation with the employee's immediate supervisor, using the *SPCS Business Travel and Expense Form*. Approval is required from the employee's supervisor and then submitted to the Associate Dean of Administration, and the Director of Administrative and Technical Services (budget approval).

Budget restrictions in any given fiscal year (July 1 – June 30) may be cause for these amounts to be reduced or eliminated.



SPCS Staff Business Travel and Expense Fund Request

This form may be used by full-time and part-time staff.

Instructions

1. Check the "Requesting Approval" box, enter the details of the activity, and submit for approvals as indicated below.
 - a. Approval will depend on budget and other factors as outlined in the policy (previous pages).
 - b. Submission of form is not a guarantee of approval. Staff should not make payments for activities until approvals are received.
 - c. Upon approval, you will receive a copy with approval signatures in place.
2. Complete the activity, collecting and retaining all receipts.
3. Submit the signed copy with your receipts for reimbursement.

Date: _____

Name: _____ University I.D. #: _____

Requesting Approval

1. Details of the course, conference, meeting, etc., for which the funds are being requested:

2. Date(s): _____

3. Location: _____

4. Sponsor/Vendor: _____

5. Estimated Total Cost: \$ _____

6. Amount Requested: \$ _____

Requestor

Staff Member *Date*

Approvals (in advance of activity)

Immediate Supervisor *Date*

Associate Dean - Administration *Date*

Director - Administrative & Technical Services *Date*

Requesting Reimbursement. Attach receipts.

Total: \$ _____