



California Health Sciences University

UNIVERSITY

TRAVEL AND BUSINESS-RELATED EXPENSE POLICY

PURPOSE

In the normal course of business, it is necessary for employees of the university to travel or incur other business-related expenses. This policy summarizes the travel and business expense policy for employees and eligible employment candidates.

The purpose of the university's policy on business expenses is to be fair and equitable and to follow all pertinent tax regulations. To be fair and equitable means that an individual working for the University should neither gain or lose personally because he or she has incurred business expenses.

SCOPE

This Policy is applicable to the CHSU community, including CHSU faculty and staff when traveling and/or conducting official university business, potential candidates that may qualify for reimbursement, and students in parallel with the Student Travel Policy.

POLICY STATEMENT

In conducting CHSU business, faculty and staff shall maintain the highest ethical standards and responsibilities as stewards of CHSU funds.

University travel and related expenses will be reimbursable only when in compliance with university policy. This includes proper execution of the Conference Attendance & Travel Request Form prior to booking travel and submission of an Expense Reimbursement Form within sixty (60) days after purchase.



California Health Sciences University

CHSU will reimburse employees for travel-related expenses applicable to the days of conference attendance and/or business meetings. In addition, depending on timing of the business meeting or conference and the anticipated travel time to the location of the meeting or conference, CHSU will also provide reimbursement for travel-related expenses for no more than one (1) travel day. For meetings that end at noon, employees are expected to use the partial day for their return travel, unless there are extenuating circumstances, and the travel schedule has been approved by their supervisor. Employees and supervisors should be cognizant of airfare and hotel costs and utilize economical travel options. Travel should be planned to minimize work time missed and, where possible, booked at least 21 days prior to travel.

To receive reimbursement, expenses must be documented with itemized receipts. All receipts must include line items detail and tip (if applicable) to be accepted. In some situations, two (2) receipts may be required to show all the necessary information, with one receipt to show the details of items purchased and the second to document the payment.

DEFINITIONS

- A. "Good Stewards" of university funds means managing university financial resources wisely, ethically, and economically, while ensuring that funds are spent in accordance with applicable regulations.
- B. "Business Meals" are those taken with business associates, university guests, job applicants, or professional colleagues, during which university business discussions take place or hospitality is extended to university guests.
- C. "Travel Meals" refers to meals taken by university employee(s) when away from campus while conducting university business.

RELATED INFORMATION AND PROCEDURES

A. MEALS

The university requires that all meals meet IRS regulations and have a business purpose that supports CHSU. As the IRS states in publication 463, business meals must have an employee



California Health Sciences University

present, be ordinary and necessary, and not be considered lavish or extravagant.

Maximum travel meal reimbursement is \$80 per employee per day or \$45 partial day, which is defined as any work trip that takes less than 24 hours and does not require an overnight stay or the beginning or ending of a conference that starts or ends before noon, dependent on travel times.

1. If meals are included in conference registration costs, the per day allowance will be reduced at a rate of \$10 for breakfast, \$25 for lunch, and \$45 for dinner. The per day maximum is not intended to be a fixed per diem rate, employees will be reimbursed up to the maximum for actual costs incurred for the three meals per day, provided that they have proper documentation of the expense.

Meals include amounts spent for food, non-alcoholic beverages, taxes and related tips. Tips in excess of 20% of the meal cost, pre-tax, will be reduced before reimbursement is made.

B. LODGING

The university will reimburse employees for lodging expenses for overnight stays while traveling on university business. The hotel accommodation should be for a standard room at a reasonably priced hotel. Employees may accept room upgrades if the upgrade is at no additional cost to the university.

When traveling for a conference it is appropriate to stay at the hotel hosting the conference, however, the room should be booked at the conference rate. Reimbursement for the expense of an overnight stay will include no more than one (1) day on either side of the business meeting or conference dates.

C. AIR TRAVEL

The university pays for or reimburses the cost of air travel expenses for employees traveling on university business. The expenses must be reasonable, appropriately documented, and authorized. Travel must be booked at least 21 days prior to traveling and employees are encouraged to use Executive Assistant to the President to ensure the most efficient bookings are made.



California Health Sciences University

Travelers must purchase economy/coach class airline tickets. The university does not pay for business or first-class tickets or seat upgrades. Baggage handling and storage fee expenses are allowed, if necessary. However, lost baggage, purchase of luggage, baggage/travel insurance, or spouse/dependent travel expenses are not reimbursable travel expenses.

D. GROUND TRANSPORTATION

The university pays for ground transportation expenses for employees traveling on university business. Ground transportation expenses include travel by taxi, train, bus, parking fees, and tolls. Employees must use the most economical mode of ground transportation.

The university does not pay for the following:

1. Luxury transportation, such as, a luxury rental car, private car service, or Uber upgrade,
2. Rental car insurance, loss or theft of personal funds or property, auto repairs, and personal vehicle maintenance,
3. Parking tickets and traffic violations,
4. Rental cars are not allowable costs while travelling unless necessary and approved by supervisor prior to travel with stated business purpose that will be more economical than other modes of travel.

E. MILEAGE

Employees using their personal vehicle can request reimbursement for either the mileage driven for business purposes or actual vehicle expenses (i.e., fuel), but not both.

Mileage eligible for reimbursement includes all business-related mileage incurred by the employee at the request of the university. Employees using their personal vehicle will be reimbursed at the Internal Revenue Service approved rates. Normal commuting miles do not qualify as reimbursable expenses. Employees using their personal vehicles for university business purposes are required to maintain automobile insurance at the minimum standards required by California law.



California Health Sciences University

Employees receiving monthly automobile allowance or who have access to use a university-owned vehicle may not be eligible for mileage reimbursement.

F. OTHER EXPENSES

The university will pay for other necessary and reasonable employee expenses directly connected with university business.

The university does not pay for the following:

1. Expenses related to employee family members, or other guests while traveling;
2. Alcoholic beverages; including at meals with guests or visitors of the university;
3. Credit card fees (annual dues, delinquency fees or finance charges);
4. Cost of parking tickets, moving violations, or toll violations;
5. Personal expenses incurred while on a business trip i.e., medication, personal entertainment, reading materials, souvenirs, rental car for personal use;
6. License or membership renewal late fees, or optional sponsorships/donations;
7. Any cash-paid gratuities to hotel staff (housekeeping, bellhop, etc.) or other service providers.

Any exceptions to this policy require prior written approval by the University President and must be presented to the Business Office with the supporting documents. Approvals may not be acquired after the expense has been incurred.

G. GIFTS

The university allows non-cash gifts to employees, business associates or community members, provided that the gifts are appropriate and reasonable amount as defined by the IRS which states, in general, the limit of \$25 for gifts given directly or indirectly to any one person during the tax year.

Items may include small gift items, flowers, cakes, and greeting cards that are approved by the



California Health Sciences University

budget manager. Cash and cash equivalents of any amount (including gift cards, gift certificates, prepaid credit cards) are considered by the IRS to be taxable income to employees and subject to tax withholdings and are **not** allowed expenses of the university.

H. PROCUREMENT & RELOCATION EXPENSES

When a prospective employee is requested to travel to CHSU for an employment interview, the individual may be reimbursed for travel expenses in the same manner as a CHSU employee, as described in this policy and in line with the Relocation Policy, as applicable.

I. TRAVEL REQUEST FORM

All travel requests must be approved by employee's supervisor *prior* to booking or incurring any travel expenses using the Conference Attendance & Travel Request Form. A full event itinerary, which includes a listing of dates/times/location of conference sessions and costs of conference, should be attached. It is the employee's responsibility to be as accurate as possible in the expense estimates necessary to complete the travel event.

Exceptions to the Conference Attendance & Travel Request Form apply only to the President and Deans of Colleges who oversee their colleges total budget.

J. REIMBURSEMENT

All claims for reimbursement may be requested by submitting the Travel and Expense Reimbursement Form ("Reimbursement Form"). The Reimbursement Form must be submitted within a reasonable period, which the IRS defines as within 60 days after the expenses were paid or incurred. Expenses submitted after 60 days will not qualify for reimbursement.

Expenses related to business travel require the Conference Attendance & Travel Request form, and supporting documentation, as discussed below. Employees must submit supporting documentation, such as a detailed invoice, related to the expense incurred to identify and support the business purpose. All expense reimbursements must include the following details:



California Health Sciences University

1. Who: names of the individual(s) in attendance
2. What: the nature of the expense (lunch, lodging, supplies, etc.)
3. Where: the location the expense was incurred
4. When: date(s) when the expense was incurred
5. Why: purpose of the expenditure (attend conference for professional development, business lunch meeting, etc.)

The Business Office will not process claims for reimbursement unless the Reimbursement Form is complete, and ALL required documentation is included. The Business Office may deny expenses that do not adhere to this policy, including expenses deemed lavish or extravagant. In those cases, the Business Office will document the changes and return a copy of the changes to the employee as a notification. If the employee believes these changes were made in error, or wishes to correct items that were previously unallowed, the employee can submit a new reimbursement request with new documentation.

K. MISSING RECEIPTS FORM

If the required original receipts (either summary, itemized or both) have been lost, please follow the steps below:

1. Contact vendor to obtain a duplicate copy of the receipt.
2. If a duplicate copy cannot be obtained, the employee requesting the reimbursement must submit a Missing Receipts Form that contains details of the purchase and includes supervisor approval.
3. Provide supporting documentation for the expense i.e., credit card statement reflecting the name of establishment, date expense incurred and total expense amount.

This form should only be used in rare circumstances. No more than two (2) forms will be accepted per 12-month period. Continued missing or inadequate documentation may result in denial of the expense.



California Health Sciences University

RESPONSIBILITIES

- A. It is the responsibility of the entire university to be good stewards of university funds.
- B. It is the responsibility of the employee, supervisor, and budget manager to ensure all expenses are appropriate, well documented, authorized, and align with university policy.
- C. It is the responsibility of the Business Office to ensure all university funds are used in a reasonable and prudent manner and only for activities related to the success of the university's mission in alignment with this policy. It is also their responsibility to ensure all expenditures are in compliance with applicable regulations and audit requirements.

HISTORY (R*)

Approval Date:

09.16.2024

Revision Date(s):

12.18.2019

11.07.2017

Reviewed Date(s):

09.11.2024

RACI

R: Chief Financial Officer

A: Controller, Budget Managers, Accounts Payable

C: Presidents Council, Legal Affairs

I: CHSU Community