

**SECTION: Business Affairs**  
**SUBJECT: Travel Policy**

**ISSUED BY:** Vice President's Cabinet  
**REPLACES:**  
**APPROVED BY:** President's Cabinet  
**EFFECTIVE DATE:** April 2005

**Policy:**

It is the policy of Asbury College that travel performed in the course of conducting college business must be approved in advance and that such travel should be engaged in and reimbursed according to the following guidelines:

1. All travel must be approved in advance by the employee's supervisor.
2. Employees holding jobs that are designated as requiring extensive travel will be expected to travel as a condition of employment. For all other jobs, travel is considered only an incidental function of the position, but may be required.
3. Employee should provide their supervisor/office assistant with a copy of their itinerary before leaving on business travel.
4. Employee expenses for approved travel will be paid or reimbursed when properly documented by the employee and approved by the supervisor. Employees are expected to exercise discretion when incurring expenses while traveling on business. Any travel expenses deemed unreasonable relative to the circumstances will not be paid or reimbursed and are the employee's personal responsibility.
5. Employee may obtain a cash advance for approved business travel according to the accounts payable schedule. Employees who are issued college credit cards may use them for payment of business travel expenses. Cash advances and credit cards are college property and their use is not to be abused and must be properly documented and approved.

Spousal Travel

Spouses are permitted to travel with employees on business trips. However, the college will only cover expenses for a traveling spouse if the presence of the spouse is deemed by management to have a bona fide business purpose. "Bona Fide Business Purpose" includes the following:

- The spouse's presence is expected at meetings which the employee must attend, and the spouse will have an active role in such meetings (perhaps meeting with couple in fund raising or counseling situations, where the spouse will be relating to the same sex member of the couple).
- The spouse will be helping coordinate meetings or performing other administrative functions (perhaps performing tasks often associated with an administrative assistant on the trip, operating a projector or sound system for a person speaking, or taking attendance and distributing materials).

According to current IRS regulations spousal travel, which is paid for by the college and doesn't meet the "bona fide business expense purpose" exclusion, becomes taxable income to the employee.

### Automobile Usage

It is the practice of Asbury College to provide College vehicles for business use, to allow employees to drive on college business, and to reimburse employee for business use of personal vehicles according to the following guidelines:

Drivers must have approval from their supervisor to use a college vehicle. Student drivers are given permission by the appropriate department head. Before driving, employees must register in the Office of Human Resources and Risk Management. Student drivers must register in student development. The driver must present a valid driver's license and have a MVR check completed. In cases of using personal vehicles the driver must show proof of insurance. Asbury College reserves the right to restrict any individual from use of a college vehicle or personal vehicle for college purposes. Drivers must abide by all College policies on driving vehicles as outlined in the administrative policy manual in addition to federal/state law. Drivers are also expected to refrain from the use of cell phones while driving or other behaviors that may be distracting.

- **Personal Vehicles**

If using personal vehicles for college business the driver will be reimbursed by their department at the appropriate mileage rate as defined by college policy. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In addition drivers may claim actual expenses for parking fees and tolls. Accidents that occur during the use of a personal vehicle are the responsibility of the driver or vehicle owner.

- **Rental Vehicles**

Departments may choose to use a rental vehicle for College business as necessary. Drivers using rental vehicles are expected to abide by all appropriate college vehicle policies as well as federal/state law. Insurance verification for rental vehicles should be obtained from the Human Resource and Risk Management Office. Also consult with this office to determine potential need for purchase of additional physical damage coverage.

In both cases, citations, either moving or standing, are the responsibility of the driver. Procedures for vehicle reservation and driver eligibility are outlined in the Administrative Policy Manual 300.5.3 and 300.5.10.

### Business Entertainment Expense

It is the policy of Asbury College to authorize certain employees to engage in business entertaining on behalf of the college and to pay for or reimburse such expenses according to the guidelines below:

1. Employees may engage in the entertainment of business associates on behalf of Asbury College only if they have been authorized to do so by their supervisor. Such authorization should define the general circumstances and expense limits of the approved forms of entertainments.
2. Employees who have special entertainment needs, which do not fall within authorized boundaries, must obtain prior approval for such entertainment from their supervisor.
3. Employee entertainment expenses will be paid or reimbursed if they are properly documented, approved by the supervisor, are reasonable, and are directly related to the college's business. Employees who incur entertainment expenses that do not meet these standards will be personally responsible for them.
4. Employee entertainment expenses, to be approved by the supervisor, must be submitted and documented on a travel voucher. The voucher should contain a detailed itemization of the expense incurred and a statement of the date, place, and business reason for the entertainment, as well as the names of those present and their business relationship to the institution. Entertainment reimbursement claims must be accounted for and receipts presented.

#### Meal Reimbursements

Employees required to travel on College business may charge to the College or be reimbursed for the cost of all meals during their travel. In addition, employees may charge or be reimbursed for meals associated with approved business entertaining.