

## Updates to Expense Management Policy

Effective 7/1/2018

Refer to Rutgers Policy 40.4.1 and 11.0 Travel and Expense Management Procedure Manual for full disclosure of current policy

Topic	Revision Implemented July 1, 2018
<b>Delinquent Reports</b>	The New Brunswick Chancellor’s Office is not inclined to support any exception requests for an expense report that is one year or older
<b>Travel Policy Exception Request Form:</b>	<p>The Travel Policy Exception Request Form is utilized for a request that is beyond the scope of the travel policy and should be completed &amp; <b>approved prior</b> to incurring the cost.</p> <p>The Travel Policy Exception Request Form would be completed to book any reservation in business class. This includes air, rail and car rental, such as Acela, business class, and larger size rental cars.</p> <p>Travelers do have the option to upgrade to business or first class by paying the difference with personal funds. If the traveler is seeking reimbursement for the upgrade, they should have written approval as discussed above.</p> <p>If out of policy exceptions are required due to unforeseen or unique circumstances, the Travel Policy Exception Request form should be completed. The approved form must be attached to the traveler’s expense report</p>
<b>Extended Stay</b>	If a traveler is extending a trip for personal stay, comparative airfare or rail much be acquired at time of air or rail purchase showing extended dates did not incur any additional cost to the University.
<b>Other Upgrades:</b>	Upgrade from economy to premium economy requires written approval prior to the trip from the unit head. This should be approved by the highest level of school or unit, Dean, Director, Vice Chancellor, or Chancellor
<b>Meals:</b>	<p>Meals are reimbursed when you are actively in travel status. Travel status is defined as traveling-</p> <ul style="list-style-type: none"> <li>• for a period of at least 12 consecutive hours, or</li> <li>• at least 100 miles from your Rutgers departure point.</li> </ul> <p>When a traveler is not in travel status, meals are considered a personal expense and are not reimbursable.</p> <p>Travelers have two meal reimbursement options. You must select one option for your entire trip in order to receive reimbursement.</p> <ul style="list-style-type: none"> <li>• Rutgers per diem rate of \$50 for all cities (domestic or foreign).</li> <li>• IRS per Diem rates as described below.</li> </ul>

<p><b>Meal Per Diem Options</b></p>	<p>Meal per diem is the allowance for meal expenses as established by the federal General Services Administration for destinations within the Continental United States (CONUS).</p> <p>For US and Foreign Cities, please refer to <a href="https://procurementservices.rutgers.edu/travel/reporting-travel-expenses">https://procurementservices.rutgers.edu/travel/reporting-travel-expenses</a> for an excel spreadsheet with the current rates.</p> <ul style="list-style-type: none"> <li>• Travelers cannot request reimbursement for a meal that is included in some aspect of the travel, including a conference. Per Diem must be prorated for any meal provided by any source. Breakfast or lunch reduces the per diem by 20 percent and dinner reduces it by 60 percent.</li> <li>• The per diem rate must be pro-rated for the date of departure and date of return at 75% of the per diem rate. Thus, any meals provided on these days must be deducted prior to the pro-rated amount of 75%</li> </ul>
<p><b>Business meals</b></p>	<p>Business meals while not in travel status with other Rutgers colleagues in local restaurants are generally not reimbursable. Local meals with colleagues should be considered a personal expense. Acceptable reasons for business meals include meals with a guest speaker, lecturer, or prospective faculty, staff, or students. If a business meeting occurs while not in travel status, proper business justification and list of attendees is required, based on approval from unit's business manager.</p>
<p><b>International Travel Procedure</b></p>	<p>If the traveler needs a visa or passport when traveling on University business, travelers should access the visa and passport provider the University is CIBTvisas, using the Rutgers account. Travelers should access the Passport and visa requirements at Travel.State.Gov</p> <p>All Rutgers faculty, staff and students who are traveling outside the United States on Rutgers business are required to register prior to booking with Risk Management. Travelers must register separately for each international trip they make. For student groups not traveling as part of Rutgers Global Study Abroad, travel registration for the group is the responsibility of the group leader</p> <p>Rutgers recommends that its international travelers purchase International Travel Health Insurance. Risk Management will advise units/travelers of the cost. Travelers should seek guidance from their unit liaison regarding payment responsibility. Payment may be made by unit journal entry transfer or by check. Checks should be made payable to Rutgers, The State University of New Jersey.</p>
<p><b>Privately Owned Vehicle Mileage</b></p>	<p>If a traveler chooses to drive rather than fly to the destination, mileage reimbursement and lodging cannot exceed the lowest cost of a commercial coach airfare. Meals or lodging will not be reimbursed while driving to the destination. *This excludes destinations within reasonable means of driving distance (for example, Boston, Philadelphia.)</p>
<p><b>Car Rental</b></p>	<p>Travelers must purchase vehicle rental insurance if not booking the reservation with Enterprise/National, in which the University has a negotiated agreement.</p>
<p><b>Hotel Lodging for Conference</b></p>	<p>If travelers are attending a conference or other business-related event, it is advised to stay at the conference designated hotels. If the conference hotel is not chosen, reimbursement will not exceed the conference hotel rate without justification and approval from the unit head. Traveler expected to show business justification for not staying at designated hotel and comparable rates.</p>