

Travel and Reimbursement Policy for the County College of Morris Board of Trustees

1. PURPOSE

To articulate the County College of Morris (CCM or College) Board of Trustees policy regarding permissible expenses and reimbursements. This policy addresses the nature and types of expenses that qualify for reimbursement, the approval and documentation requirements, the method(s) of payment, and examples of expenses that do not qualify for reimbursement by the College.

2. POLICY

The County College of Morris will reimburse reasonable, pre-approved, and bona fide business expenses incurred by College Trustees that are directly related to College business and are pre-approved by the Chair of the Board of Trustees, or their designee, and College Administrators (President and/or the Chief Financial Officer) for reimbursement as defined in this Policy. Expenses that are for personal purposes including entertainment, however, are not a reimbursable expense.

All expenses must be within the scope of the Trustee's role on the Board of Trustees. The Chief Financial Officer or their designee shall ensure that expenses are in compliance with this Policy. Reimbursable travel expenses include costs associated with attending meetings, conferences, conventions, seminars, workshops, field trips, athletic, and other College events.

This Policy must be shared with all Trustees.

For the purposes of this Policy, those persons with the designation of Trustee Emeritus/a are excluded from this Policy and no permissible expenses are permitted to be incurred by a Trustee Emeritus/a unless prior written authorization is approved by the County College of Morris.

All expenses incurred by a Trustee that do not receive Pre-Authorization will be denied for reimbursement.

3. PRE-APPROVAL REQUIREMENT

- a. All requests to incur eligible business expenses require prior written approval via the Travel Request and Authorization (TRA) form.
- b. The TRA must be submitted to the Office of the President for review and approval by
 - i. The Chair of the Board of Trustees or designee.
 - ii. The President of the College and/or the Chief Financial Officer.
- c. The Office of the President shall communicate the approval decision to the Trustee. **All expenses incurred by a Trustee that do not receive Pre-Authorization will be denied for reimbursement.**

4. REIMBURSEMENT

Upon receipt of an Approved Travel Request and Authorization (TRA) a Trustee may seek reimbursement by:

- a. Completing the County College of Morris Expense Reimbursement Form within 10 days of travel.
- b. Attach original itemized receipts
- c. Requests for reimbursement should be sent to the Office of the President for review and approval.

5. ELIGIBLE EXPENSES

Eligible business expenses are limited to costs related to conducting official business on behalf of the College. Questions or concerns about these guidelines should be directed to the Purchasing Department. Examples of reimbursable business expenses include the following: hotel/lodging, mileage, meals, air/rail travel, meetings, conference or convention registration fees, and tolls and parking when traveling by personal or rental car, taxi, Uber, or other ground transportation (when not traveling by personal car).

1. Lodging

- a. Reservations: The Board of Trustees should arrange hotel reservations.
- b. Type of Room. A standard hotel accommodation at a reasonably priced mid-market hotel on or close to the location of the business event.
- c. The Trustee shall verify the room rate during the check-in process at the hotel.

- d. Any additional upgrades to the room are the financial responsibility of the individual Trustee.
- e. If a Trustee decides to lodge in a private residence with family or friends while traveling on business, no reimbursement shall be made to the traveler for lodging costs.
- f. Cancellation of Guaranteed Lodging. It is the responsibility of the Trustee to cancel the reservation. Unless there is a valid reason(subject to approval), CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.
- g. Incidental expenses: may be reimbursed include: Internet (wi-fi) service; immunizations; dry cleaning or laundry services; in-room meals that conform to the eligible meal expenses. Mini-bar expenses are not reimbursable. All reimbursable hotel costs must have a payment receipt with a detailed list of line-item expenses associated with the stay.
- h. For one-day official College-business events not involving air or rail travel, reimbursement for lodging shall be allowed if it is impractical for the traveler to travel to the location in the morning. Under these circumstances, reimbursement shall be allowed in accordance with the guidelines set forth in this policy.

2. Transportation: *After a TRA has been approved*

- a. Air or Rail: Reservations should be billed directly to the Trustee's credit card.
- b. The College will not reimburse late fees.
- c. Reservations should be made at least 21 days in advance, if possible; 30 days is preferred.
- d. Economy Class (or otherwise known as Coach) must be reserved. Any upgrades to such as, Economy Plus, Business Class or First Class are the financial responsibility of the Trustee. Any flight segment that has a scheduled in-air flying time more than 8 hours may be eligible for Business Class capped at \$5,000. Pre-approval is required prior to making the reservation by the Chair of the Board of Trustees, President, and Chief Financial Officer.
- e. Insurance: The purchase of travel insurance is not a reimbursable expense.
- f. Rental Cars: Trustees are encouraged to use local transportation (taxi, airport shuttle service, Uber, Lyft, etc.) where possible. Car rental, including all gasoline and insurance costs connected with the car rental is reimbursable when this is required and more cost effective than other forms of ground transportation. The cost for a car rental may not exceed the actual per-day cost of a mid-size vehicle unless four or more Trustees are traveling. In this instance, a full-size car may be rented. Travelers should purchase liability insurance and Collision Damage Waiver for the rental vehicle only if the travelers credit card does not provide insurance coverage.

- g. Reservation: Use of standard platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and choose the lowest cost option for a compact or intermediate car.
- h. Collision or other Insurance: The College will not reimburse for Collision Damage or other Insurance coverage.
- i. Fuel: It is the responsibility of the Trustee to refill the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge by the car rental company is not reimbursable unless more cost effective.
- j. Tolls: Tolls are reimbursable. For electronic tolls (E-Z pass) a Trustee may submit an itemized toll receipt.
- k. Limousines are not reimbursable.

3. Meal Expenses

Meals while traveling will be reimbursed as long as the following criteria are met:

- a. The amount is documented by itemized receipts.
- b. It does not exceed \$95 per day, per person, including gratuity (not to exceed 20%). The purchase of alcoholic beverages is not a reimbursable expense.
- c. The meal is directly related to college business and is held in an atmosphere conducive to a business discussion (a restaurant or similar place not having other entertainments).
- d. Meals between CCM Trustees, Officers and/or Employees Excluding Retreats (See Section for Retreats) are generally not an eligible reimbursable expense unless pre-approved by the Chair of the Board of Trustees and has a bona fide CCM business purpose. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion.
- e. Business Retreats: Trustee retreats should be held within the confines of the County of Morris, and preferably on the College campus. Meals and all reasonable expenses related to a Trustee Retreat shall be reviewed and paid directly by the College.
- f. Itemized Receipts for all meals must be retained and submitted for reimbursement.
- g. Meals must be paid for by the Trustee on his/her personal credit card.
- h. If a meal(s) is included in a registration/conference fee, or if paid for by someone else, the Trustee will not be reimbursed.

4. Entertainment

For the purpose of this Policy, “entertainment” expenses are not eligible for reimbursement. Examples of “entertainment” expenses include, but are not limited to golf, sporting events, museum visits, concerts, etc.

5. Non-Reimbursable Expenses

There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:

- a. Laundry services – washing, dry cleaning, pressing, and other apparel cleaning services.
- b. Charges for spouse, partner, or other family members.
- c. Personal toiletries.
- d. Shoeshine.
- e. Car washes.
- f. In-room or in-flight movie charges.
- g. Alcoholic beverages.
- h. Minibar refreshments
- i. Personal cellular or Internet charges.
- j. Air travel, rental car insurance and other personal travel insurance.
- k. Airline clubs.
- l. Ticket fare upgrades.
- m. Excess or lost baggage charges.
- n. Legal or other professional expenses not previously approved by the Chair of the Board of Trustees.
- o. Subscriptions or club memberships not previously approved by the Chair of Board of Trustees.
- p. Foreign (non-US) Government Officials or employees of a State-owned or operated entity.
- q. Political, charitable, or lobbying expenses.
- r. Personal expenses, late fees, or credit/debit card annual fees.
- s. Delinquency fees or charges.
- t. Dues in private clubs.
- u. Mail services.
- v. Parking or traffic violations.
- w. Expediated traveler screening such as TSA PreCheck.
- x. Cash advances, cash gifts or cash equivalents (gift cards).
- y. Any other expense(s) that failed to obtain Pre-Approval from the Chair of Board of Trustees and College Administration.
- z. Any expenses made through a third-party person or payment system intended to evade this policy, law, regulation, or rule.
- aa. Personal gifts

6. UNANTICIPATED BUSINESS EXPENSES

If the traveler incurs unanticipated expenses that exceed either the approved travel request and/or the approved rates, a written justification must be attached to the Travel Reimbursement Request Form.

Reimbursement for these expenses is subject to review and approval by the Chair of the Board of Trustees or designee and the President of the College and/or the Chief Financial Officer.

7. RECEIPT/DOCUMENTATION REQUIREMENTS

Valid receipts/documentation must be provided in support of expenses claimed for reimbursement. Receipts/documentation should include the date of the purchase, vendor's name, location, itemized list with corresponding unit cost, and total cost. The following should be provided:

- **Air/Rail Travel:** itemized airline/flight or railway ticket or valid receipt that identifies the trip details including price and proof of payment.
- **Hotel:** itemized invoice/folio showing all room, taxes, and incidental expenses, and proof of payment.
- **Car Rental:** rental agreement and/or receipt including proof of payment.
- **Mileage allowance when using personal car:** Google Maps or Apple Maps for mileage verification to/from the business trip
- **Tolls:** receipt showing the name of the bridge, tunnel, or turnpike; date incurred; and amount (E-Z pass statement will suffice if receipt not available).
- **Parking:** receipt showing the date, parking location, amount, and proof of payment.
- **Ground transportation (taxi, Uber, Lyft, Bus, Shuttle):** receipt with the date, vendor, amount, and proof of payment.
- **Meals:** receipt showing date incurred/purchased, vendor name, location, itemized list of food and beverage with corresponding unit cost, total cost, gratuity, and proof of payment. Any alcohol purchased will not be reimbursed.
- **Registration fees:** original receipt or copy of registration form with proof of payment.
- **Activities** associated with the meeting/event – Conference tours.