

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

1. Purpose

To articulate the County College of Morris (CCM) Board of Trustees policy on permissible expenses and reimbursements.

2. Policy

Under this policy, the County College of Morris will permit reasonable and bona fide business expenses incurred by College Trustees that are directly related to official College business and are pre-approved by 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 bona fide College business expenses and are not permitted.

All expenditure must be authorized, accurate and complete and 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, and any other applicable College policy, law, regulation or rule.

3. Policy Review Cycle

This Policy must be reviewed and approved annually by the County College of Morris Board of Trustees at the January meeting of the Board of Trustees. This Policy must be shared with all newly appointed Trustees, and annually to all Trustees.

4. Pre-Approval Requirement

All requests to incur eligible business expenses must be pre-approved by the Chair of the Board of Trustees and the College President (or their designee) prior to the Trustee incurring the expense. Trustees must complete the Travel Request and Authorization (TRA) form and submit it to the Office of the President for review and approval by the Chair of the Board of Trustees and the President of the College. The Office of the President shall communicate the approval decision to the Trustee. 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.

5. Reimbursement

For eligible expenses not paid directly by the College, a Trustee may seek reimbursement for reasonable and bona fide expenses by completing the County College of Morris Expense Reimbursement Form after receiving Pre-Authorization and once the expense has been incurred.

Original receipts or other documentation for each expense must be attached and reasonable detail outlining the purpose of the expense must be included. Requests for reimbursement should be sent to the Office of the President for review and approval.

6. Eligible Expenses

Eligible business expenses include, but may not be limited to, lodging, mileage, meals, travel, meetings, conference or convention registration fees, and parking.

7. 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. The Trustee shall verify the room rate during the check-in process at the hotel. If a lower rate is available, the Trustee should seek the lower rate room. Any additional upgrades to the room are the financial responsibility of the individual Trustee.
- c. Cancellation of Guaranteed Lodging. When “guaranteed” reservations have been made and travel plans change, it is the responsibility of the Trustee to cancel the reservation. Unless there is a reasonable and satisfactory reason, CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.
- d. Incidental expenses. Incidental expenses may be reimbursed for approved business travel needs that 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.

8. Transportation

- a. Air or Rail. Airline or Rail reservations should be billed directly to the Trustee’s credit card. If the expense is billed directly to the Trustee’s credit card CCM will reimburse the eligible expense when a reimbursement form is submitted at the end of the business event. The College will not reimburse late fees.
 - i. Reservations. Booking should be made at least 21 days in advance, if possible; 30 days is preferred.
 - ii. Economy Class. Economy class only (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.
- iii. Train Fare. Standard rail (train) fare unless as authorized by the Chair of Board of Trustees or their designee.
 - iv. Insurance. The purchase of travel insurance is not a reimbursable expense.
 - b. Rental Cars. Eligible rental car expenses are permitted when renting a car is less expensive or more feasible than other transportation options available such as taxi, car sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
 - i. Non-reimbursable Costs. Non-reimbursable costs include but not limited to parking or moving violation tickets, upgrades to larger vehicles or higher costs than necessary.
 - ii. Type of Rental Car. Compact or Intermediate car class only. Any upgrades are the financial responsibility of the employee.
 - iii. Reservations. Utilize an online reservation platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and seek the lowest cost option for a Compact or Intermediate car class.
 - iv. Collision or other Insurance. The College will not reimburse for the Collision Damage or other Insurance coverage.
 - v. Fuel. It is the responsibility of the employee to fuel the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge normally provided by the car rental company is not permitted.
 - vi. Tolls. Tolls are reimbursable. In consideration that most tolls are electronic payment only, the car rental company option to add tolls by day to the rental agreement (normally a daily cost for all toll charges) is a permissible expense.
 - vii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
 - viii. Ride-Hailing and Car Service Companies. Ride-hailing companies such as taxis, Uber or Lyft are a permissible transportation expense for traveling to or from the airport, as are non-limousine car services.

9. Meal Expenses.

Individual meal expenses incurred for official College business (e.g., traveling to a meeting, conference, or seminars) will be reimbursed as long as the following criteria are met:

- a. It does not exceed \$95 per day, per person, including gratuity (not to exceed 15%). The purchase of alcoholic beverages is not a reimbursable expense.
- b. The meal is directly related to college business and is held in an atmosphere conducive to a business discussion (such as in a restaurant or hotel dining room)
- c. 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. Such circumstances would involve only special situations where the breakfast, luncheon or dinner

meeting is 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.

- d. Business Retreats. In furtherance of enabling the College mission, vision and strategic business plan(s), Trustee retreats should be held within the confines of the County of Morris, and preferably on the College campus. Meals and all reasonable and bona fide expenses related to a Trustee Retreat shall be reviewed and paid directly by the College and accurately recorded in the College's books and records.
- e. Receipts for all meals must be retained and submitted for reimbursement.

10. Entertainment

For the purpose of this Policy, "entertainment" expenses are not eligible for reimbursement.

11. Gifts

For the purposes of this Policy, "Gift" expenses are not eligible for reimbursement. Trustees are not permitted to provide gifts to any employee of the College, or other third-party such as a vendor, supplier or contractor that has a business relationship with the College.

12. Spouse or Partner Expense

Unless prior written approval has been obtained by the Chair of the Board of Trustees, the President, and the Chief Financial Officer of the College, as defined below, all expenses incurred by or on behalf of a spouse, partner or family member are not eligible for reimbursement.

13. 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. Charges for spouse, partner, or other family members.
- b. Personal toiletries.
- c. In-room movie charges.
- d. Alcoholic beverages.
- e. Personal cellular or Internet charges.
- f. Air travel, rental car insurance and other personal travel insurance.
- g. Airline clubs.
- h. Legal or other professional expenses not previously approved by the Chair of the Board of Trustees.
- i. Subscriptions or club memberships not previously approved by the Chair of Board of Trustees.

- j. Expenses Foreign (non-US) Government Officials or employees of a State-owned or operated entity.
- k. Any expense that directly or indirectly conflicts with this Policy, law, regulation, or rule.
- l. Political, charitable, or lobbying expenses.
- m. Personal expenses, late fees, or credit/debit card annual fees.
- n. Delinquency feeds or charges.
- o. Dues in private clubs.
- p. Mail services.
- q. Parking or traffic violations.
- r. Expediated traveler screening such as TSA.
- s. Cash advances, cash gifts or cash equivalents (gift cards).
- t. Any other expense(s) that failed to obtain Pre-Approval from the Chair of Board of Trustees.
- u. Any expense made through a third-party person or payment system intended to evade this policy, law, regulation, or rule.

14. Reimbursement

For eligible expenses not incurred by the College, each Trustee shall be responsible for receiving pre-approval for expenses before submitting for reimbursement. Once approval for eligible expenses are approved and incurred by the Trustee, reimbursement can be requested by submitting the reimbursement form and all receipts and any applicable supporting documentation for the expense(s). The College should reimburse the Trustee through their normal banking process (check or ACH/direct deposit). Reimbursement in cash or cash equivalent is strictly prohibited.

To obtain reimbursement for expenses actually incurred:

- a. The reimbursement expense report must be submitted within 15 business days to the President's Office for review and approval. Failure to submit the report within 15 business days may result in non-payment.
- b. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees.
- c. Each eligible expense must be clearly described in the reimbursement form.
- d. A statement as to the activities attended and value of the event must be presented orally at a regular meeting of the Board for every out-of-state trip.
- e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.

15. Tip Guidelines:

Reasonable and appropriate tips are permitted including the following guidelines:

- a. 15% for table meal service if not included in the charge.
- b. Car Service: 15%.
- c. Skycap: \$2 USD per bag.
- d. Porters/bell person: \$2 USD per bag upon check in or check out.