

I. PURPOSE

This policy provides guidelines to University employees relating to the expenditure of institutional funds on travel regardless of source. The University encourages its employees to engage in a variety of scholarly and learning experiences through attendance at meetings, seminars, conferences, and training programs.

II. POLICY

This policy applies to all employees and others authorized to travel on behalf of New Jersey City University. Compliance with these policies is the responsibility of the employee traveling on University business. Employees traveling on official University business are expected to use the most economical means of transportation and exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business at his/her own expense.

1. *Travel Initiated by University*

The University will sponsor travel to conferences in relation to the work of the University, including conferences regarding accreditation (Middle States, NAASAD, NCATE, etc.) and meetings of professional associations in the staff member's area of expertise.

2. *Travel Initiated By Employees Effective January 1, 2013*

Professional travel initiated by the employee, including travel to present scholarship at conferences or to participate as an officer or board member of a professional organization, is crucial for re-appointment, tenure, and promotion, benefits the institution by increasing our visibility, and improves the quality of our faculty and professional staff in numerous tangible and intangible ways.

Faculty and staff may apply to their appropriate dean or director for funding of up to \$1000 per trip for this kind of professional travel, inclusive of travel expenses and conference fees. Awards of funds will be made on the basis on the quality of the funding application (clear and complete information about the trip) and the merit of the trip (consideration of the nature of the employee's role at the conference, the level of the conference). Deans will also balance the needs of an individual application with the overall budget and the need to support a wide range of faculty and staff.

In addition, trips involving costs above \$1000, whether because of expensive conference fees, as are typical in some fields, or greater travel expenses, due to the distance of travel or the substantial length of a conference, will receive additional consideration. The deans will be able to award funds above the \$1000 cap for trips of substantial merit that involve greater expense. Decisions for extraordinary support will be based on budget constraints and the needs of the unit to support the travel of all members in addition to consideration of 1) the distance of the conference, 2) the expense of the conference (registration, etc.), 3) the length of the conference, and 4) the nature/quality of the faculty presentation/participation.

Finally, employees will be allowed to apply funding from additional sources, including Career Development, International Incentive Grants, and Mini Grants, to supplement travel support from their Deans/Directors.

3. *Travel for Grant Activity*

Federal grants as well as State funded grants support the interchange/exchange amongst faculty and staff from different institutions. Grant funded travel must be consistent with the purpose of the grant and is provided by a specific grant funded budget line that is approved by the appropriate Vice President.

4. *International Travel*

International travel will be reviewed for approval by the President on a case by case basis.

5. *Travel for Prospective Employees*

Reimbursement for travel expenses for prospective employees shall require prior approval of the appropriate Vice President or the President. Only prospective professional and technically-skilled employees who are invited for University interviews are eligible for reimbursement of travel expenses.

Travel expenses for prospective employees are authorized under the same conditions and under the same limitations as University employees authorized to travel in the conduct of official University business.

The interviewee shall submit to the interviewing committee a University Travel Expense Voucher with receipts attached which substantiate the expenditures for which reimbursement is requested. Reimbursement for moving expenses is not authorized except under extraordinary circumstances requiring the written approval of the President.

A. Transportation

1. *Public Transportation*

The most economical public transport (air, rail, or bus), when reasonable, should be used. Necessary taxicab charges, including reasonable gratuities, are permitted. Travel to and from airports and downtown areas shall be confined to regularly scheduled limousine service whenever such service is less costly than taxicabs.

2. *Private Vehicles*

Employees using private automobiles for official business will be reimbursed for mileage at the state rate, provided such total reimbursement does not exceed equivalent air coach fare or other reasonable available transportation. Additional costs for food and lodging while en route are not reimbursable if the traveler chooses to drive in preference to other public transportation. Expenses for tolls and parking will be reimbursed at the actual cost incurred. Automobile fines are the responsibility of the staff member and will not be reimbursed.

3. Insurance Coverage

Staff members who use privately owned cars in the performance of their duties shall have valid automobile insurance coverage. Staff members not having valid automobile insurance coverage are prohibited from using their vehicles for University business.

4. University Owned Vehicles

University owned vehicles may be used for University travel subject to University policy and availability.

- Request a vehicle through the Office of Public Safety by completing the University Vehicle Request form.
- Operators must be University employees and are required to have a valid driver's license.
- Secure a credit card to cover the cost of gas and oil if needed from the Office of Public Safety.
- Expenses for tolls and parking will be reimbursed at the actual cost incurred.
- Operators are responsible for fines due to motor vehicle infractions.

5. Car Rentals

Rental of compact and/or midsize cars (rental of larger vehicles when necessary and appropriate) is permitted when required to conduct University business. Operators are responsible for fines due to motor vehicle infractions.

B. Hotels, Meals and Registration

1. Hotel Costs

Hotel costs are reimbursable at the single room rate in standard/first class hotels. When lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Designated conference or convention hotels will be considered as the cost standard. If no such hotel is designated or available but travel requires an overnight stay, consult with procurement service to determine a suitable hotel. When estimating your hotel costs on your travel authorization form, be sure to include all applicable taxes and fees in addition to the nightly rate. (Please take advantage of any AAA or other discount you might be eligible for.)

2. Meals

For trips in excess of 24 hours, meals and tips are reimbursable.

- a. breakfast - \$8.00
- b. lunch - \$8.00
- c. dinner - \$20.00
- d. total per day - \$36*

individual receipts are not required for meal expenses

The cost of meals for one day trips which do not involve overnight lodging are not reimbursable.

3. Registration Fees

Registration fees are reimbursable.

C. Expenses

1. Allowable Expenses

Reimbursable travel expenses are confined to those expenses essential to transacting business of the University. Only actual and necessary expenses incidental to the ordinary comfort of the traveler in the performance of his/her official duties will be reimbursed.

Reimbursement for tips, gratuities and similar fees is permitted provided the amounts paid are within normally acknowledged standards. Wireless charges (hotel internet access fees) incurred while traveling will be reimbursed when such costs relate directly to University business.

2. Extraordinary Expenses

Reimbursement requests for extraordinary expenses that either could not have been anticipated prior to traveling or which are in excess of the maximum must be accompanied by written justification and are subject to approval of the appropriate Vice President or the President. Extraordinary expenses include emergency expenses, unplanned transportation or lodging expenses due to delays or cancellations or unanticipated fees.

D. Approval (see flowchart) (applies only to overnight travel)

1. Submission of Travel Request to Immediate Supervisor

- a. Conference information including letter of invitation to speak (when applicable)
 - b. Detailed travel information, including mileage information via Google Maps or MapQuest (remember to estimate upward on airline pricing)
 - c. Travel request form
 - d. Explanation (if necessary) of the nature of presentation, conference, travel, etc.
- *No actual receipts are necessary at this stage of the process

2. Approval documentation moves through the administrative ladder

- a. Approval moves from chair/supervisor to dean/director to VP to President
- b. Each level has one week to approve or disapprove travel request.

E. Use of Procurement Services

Once approval has been acquired, employees may use procurement services with assistance in booking travel. Procurement services may utilize the NJCU credit card on the employee's behalf when booking travel.

F. Verification and Reimbursement

Immediately upon return, the employee should submit the following to the appropriate administrative assistant who will scan all materials and submit through EPRO:

1. Receipts

Original receipts (paper when possible and/or electronic) must be submitted for all expenses except meals.

2. Mileage

Verification of mileage is required via googlemaps, mapquest, etc.

3. Original Travel Request Form

The original travel request form, now approved and signed by all appropriate administrators, should be resubmitted with receipts upon completion of travel.