

I. PURPOSE

The purpose of this policy is to provide 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 and training programs to meet the objectives of the University. Travel related to these activities must follow the provisions of this policy.

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 their own expense. Expenditures for official travel are reimbursable in accordance with these University travel policies.

All travel must be within the amount (s) budgeted for travel. The Controller's Office will prepare and distribute quarterly reports on travel costs to each Vice President.

III. PROCEDURES

Employees must complete a request for travel authorization request and have it signed by the appropriate individuals. The request must be submitted to the appropriate Vice President at least three to four weeks before the proposed travel to allow for review and approval prior to submission to the Office of the President at least two weeks prior to travel. Arrangements for travel cannot be made until the request is approved by the President. Employees are encouraged to utilize early registration and reservation discounts.

All relevant information should be included such as the invitation from the professional organization, hotel costs, transportation, registration fees etc. The purpose of the trip should be clearly stated as well as the benefit to the University or grant project. The President's decision is final in all cases.

Request for reimbursement for travel must be submitted thirty days after completion of the trip but no later than one week after the close of the fiscal year (June 30th).

Approval

All travel in connection with official University business shall be approved under the following conditions:

1. Travel on regular University business:

Day Trips

Require only Department Chairperson's approval assuming funds are available. The Department Chairperson must sign the Travel Expense Voucher (supervisor approval) for a reimbursement to be processed.

Overnight Trips

Employee requesting permission to travel must fill out the "Request for Travel Authorization" form (Exhibit 1). Written permission must be obtained on this form, from the President. In all cases, the form must indicate the source of funding and funds must be available in appropriate budget.

2. Conferences and Conventions:

Follow same procedures as in Item 1 above.

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. Telephone charges incurred while traveling will be reimbursed when such costs relate directly to University business. Personal calls in excess of one call home per day will not be reimbursed.

Expenses

Reimbursement for expenses will be made as incurred and requested provided proper approval is on file.

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 as described in Appendix A 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.

Specific Training Needs of University Employees

The University will sponsor travel to: conferences in an employees member's discipline or area of expertise, as it relates to the work of the University (curriculum development as well as renewal under the review of tenured faculty or development of specific skills or expertise); conferences for the purpose of scholarship and creative work or professional commitment (board membership); conferences regarding accreditation (Middle States, NAASAD, NCATE, etc.); and meetings of professional associations in the staff members area of expertise.

Travel for Grant Activities

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.

Travel Initiated by Employees

The University has several funding programs for travel initiated by employees including career development and International Incentive Grants that are used in part or solely for travel. Support for travel is also provided through departmental and College-wide budgets

Employees may be supported for a maximum of travel to three meetings per fiscal year with a maximum of \$2,000 for any one meeting and maximum total of \$4,500 per year from University funds.

The University will provide support according to the following schedule:

1. Keynote address, board member, presenting paper – 100 percent
2. Panel or presenting team member – 75 percent
3. Attendance at meeting – 50 percent

International Travel

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

IV. TRANSPORTATION

All employees must use the most economical mode of transportation where practical and must submit a completed Travel Expense Voucher (Exhibit 2) to receive reimbursement.

Public Transportation

1. Air, Rail, Bus Coach or other intermediate class should be used in the interest of economy. Reimbursement will be based on the actual cost if traveling by public carrier. Original receipts are required for rail, airplane, and long distance bus travel.
2. Taxicabs and Limousine Service - Necessary taxicab charges including reasonable gratuities are permitted. Travel to and from airports and down- town areas shall be confined to regularly scheduled limousine service whenever such service is less costly than taxicabs.

Private Vehicles - Individual

1. Mileage Rate

Employees using private automobiles for official business will be reimbursed for mileage at the rate specified in Appendix A 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.

2. 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.

University Owned Vehicles

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

1. Request vehicle through the Office of Public Safety by completing the University Vehicle Request form (Exhibit 3).
2. Operators must be University employees and are required to have a valid driver's license.
3. Secure a credit card to cover the cost of gas and oil if needed from the Office of Public Safety.
4. Expenses for tolls and parking will be reimbursed at the actual cost incurred.
5. Operators are responsible for fines due to motor vehicle infractions.

Car Rentals

Rental of compact cars is permitted only when it has been determined to be advantageous to the conduct of University business. Operators are responsible for fines due to motor vehicle infractions.

V. HOTEL, MEALS AND REGISTRATION

Conventions, Conferences, Staff Training, Workshops

1. Hotel Costs

Hotel costs are reimbursable for single rooms with single beds in standard/first class hotels. When lodging is shared with others, reimbursement will be limited to the staff member's share of the cost. Original receipts must be submitted to receive reimbursements.

2. Meals

- a. Trips in excess of a 24 hour period and meals and tips are reimbursable as stated in Appendix A.
- b. Day Trips - The cost of meals for one-day trips which do not involve overnight lodging are not reimbursable.

3. Registration Fees

Registration fees are reimbursable. Original receipts shall be submitted for reimbursement.

VI. 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 possess urgently required skills 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 (Exhibit 2) 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.

EXHIBIT A

Authorized Reimbursement Rates

The current allowable reimbursement rate for mileage associated with the use of a private automobile used for official University business is 31 cents per mile. The mileage rate covers operational cost of the vehicle. This is the current mileage rate established in statute by the State of New Jersey.

Lodging and Meals - For all travel in excess of 24 -hour periods and requiring overnight lodging, the maximum allowable reimbursement rates are as follows:

A. Hotel costs for single room in standard/first class hotels.

B. Meals

Breakfast \$8.00 including tip and tax

Lunch \$8.00 including tip and tax

Dinner \$20.00 including tip and tax

TOTAL: \$36.00 per day

Original receipts must be submitted for all hotel expenses.