

# Toyota Technological Institute at Chicago

## Travel Expense Policy and Procedures

### 1. Summary Statement:

The purpose of this policy is to provide clear policies and procedures that are compliant with federal regulations, promote safe travel, and allow for reasonable and manageable business-related expenses while maintaining the necessary controls and accountability.

### 2. Purpose of Policy

This policy provides guidance for the TTIC traveler in order to manage the Institute's resources wisely and meet requirements imposed from external entities.

### 3. Policy Application:

This policy applies to all travelers (faculty, staff, postdoctoral researchers, students, and academic visitors) regardless of the source of the funds.

4. **Date of Current Version:** 2/24/2022  
Date(s) of Prior Versions: 2/15/2008, 2/13/2006

### 5. Policy Detail:

#### General Travel Principles

##### **A. Valid Business Purpose**

Travelers must provide a business purpose for each travel expense, including appropriate supporting documentation, to validate the need for the travel expense.

If a travel itinerary is structured to accommodate personal business or leisure, the traveler must pay the incremental cost of personal travel and document the costs incurred, separating personal expenses from Institute business expenses. Whenever possible, personal expenses should be charged separately when making travel arrangements.

Travelers are expected to spend TTIC funds prudently, follow the travel policy and its related procedures, and obtain reimbursement for all expenses on a timely basis to meet compliance requirements. Business travel expenses will be paid by TTIC if they are reasonable, necessary, and meet policy and compliance requirements.

The Institute's travelers should neither profit nor suffer as a result of their travel on Institute business.

##### **B. Travel Funded by Sponsored Awards**

Travel charged to sponsored awards is subject to specific limitations and restrictions set by the sponsor(s). Travel restrictions may vary between federal and non-federal sponsors. Certain expenditures (e.g., alcohol) are "unallowable" in accordance with federal cost principles and cannot

be charged to a federal award. Some expenses not allowed on a sponsored award may, however, be reimbursed by non-sponsored funds under specific circumstances if the expense is reasonable, adheres to Institute policy and is broken out separately from the allowable expense(s).

### C. Authorization to Travel

For Administrative Staff, Postdoctoral researchers and students who intend to travel on TTIC business or are interested in attending a conference or seminar, the Travel Request Form must be completed prior to each trip and approved by the appropriate person, as follows:

- **Administrative staff** should submit this form to their **supervisor** via email prior to travel for approval.
- **Postdoctoral researchers** should submit this form to their **Faculty Host/Mentor** via email prior to travel for approval.
- **Students** should submit this form to their **academic advisor** via email prior to travel for approval.

A copy will be returned to the submitter in order to submit with the expense reimbursement.

### D. Making Travel Arrangements

The traveler will make their travel arrangements *after* approval for the travel is received.

Travelers should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

TTIC is a tax-exempt 501(c)3 organization. If the traveler has a TTIC corporate credit card, they should provide the vendor with TTIC's tax-exempt number (E9941-4139-03) at the time of purchase. Sales tax exemption does not apply to purchases that are paid by a non-tax-exempt individual who seeks reimbursement from the Institute. Therefore, all travel related purchases should be charged to a TTIC credit card or paid via direct payment to the vendor, if possible.

### E. Timely Submission of Reimbursement Request

For travelers who do not have a TTIC corporate credit card or for reimbursements of per diem and other expenses that could not be charged to a credit card, reimbursements for allowable Institute **expenses MUST be submitted no later than 60 days of incurring the expense**, according to IRS guidance. TTIC employees and students should submit their expense reimbursement requests through NetSuite. Academic visitors and interns should submit their expense reimbursements through the Administrative Assistant of their Faculty host. (See Payment/Reimbursement of Travel Expenses section below for more details.)

## **Allowable Travel Expenses for Faculty, Staff, Postdoctoral Researchers and Students**

The traveler should assume that any item not specifically addressed in this policy is not allowed as an Institute travel expense. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

If travel expenses will be charged to an externally funded grant, the terms of that grant will take precedence if they are more restrictive than TTIC's policy.

Receipts should be retained and submitted for all expenses regardless of dollar amount.

### **A. Transportation**

#### **• Airlines**

- For the purposes of business travel, domestic travel is defined as "travel to any destination within the United States, including Alaska and Hawaii, and all U.S. possessions, territories and entities with free association status." Travel to all other locations is considered foreign travel.
- The allowable expense for domestic travel is a standard coach airfare or its equivalent. Domestic First Class or Business Class travel requires approval by the Chief Academic Officer and is allowed for the following reasons:
  - Physical disability
  - Lack of available space
  - Cancellation of service
  - Extraordinary situation

Business Class travel is allowable for foreign travel without additional approval. Travelers are encouraged to book at least 30 days in advance of travel to avoid premium pricing.

- Baggage fees for the first checked bag are allowed.
- The emailed passenger receipt should be used as supporting documentation for airfare travel. For First Class and Business Class Domestic travel, a letter signed by the Chief Academic Officer must accompany the receipt submission.

#### **• Train**

- The allowable expense amount for train travel is a standard coach class ticket.
- The emailed passenger receipt should be used as supporting documentation for train travel.

#### **• Personal Car**

- The IRS mileage allowance covers all operating costs of the vehicle (including fuel and insurance); therefore, no other vehicle expense reimbursements will be made. However, tolls and fees such as ferry, bridge, tunnel, road and parking charges will be reimbursed. Under no circumstances will fees for any kind of traffic/parking violation be reimbursed.
- The current IRS standard mileage rate should be used. The total mileage amount cannot exceed the price of a standard coach airfare ticket.
- Documentation for personal car use is:

- Date(s) of travel
- Number of miles traveled
- Starting point and destination

A screenshot of an online map may be used to indicate this.

- When travel by private automobile is for the convenience of the traveler, reimbursement is not to exceed the cost (or sum of the costs for more than one traveler) of round-trip coach airfare, plus the reasonable costs of ground. When driving instead of flying, a coach airfare quote must be obtained.

- **Rental Car**

- The use of rental cars is authorized when their use is more time or cost-effective than airline or train travel, or when other modes of transportation are not available. When traveling by air or train, a car may be rented when the destination is reached if doing so would be less expensive than the combined business purpose cost of taxis, buses or limousines used during one's stay.
- The allowable expense amount for a rental car is a full-size auto or less.
- Full coverage insurance, including collision and liability, must be obtained for all rental cars. This additional expense will be paid by the Institute.
- The original rental receipt should be used for supporting documentation.

- **Other Transportation**

- Actual expenses for conference registration fees, taxis, ride shares, buses, tolls, parking, gas for rental cars, etc. are allowable.

## **B. Lodging**

- Travelers should book a single room rate not to exceed the Federal per diem rate for the travel destination. The rate for the location that you are traveling to can be found [here](#).
- If traveling for a conference, lodging should be booked at the conference location whenever possible. Reimbursement for conference lodging will not exceed the conference room rate.
- The following documentation is required for lodging expenses:
  - Original **itemized** paid hotel receipt
  - For expenses other than room rate and taxes such as parking, meals, etc., indicate the type of expense where this is not listed.
  - If you are traveling with a non-TTIC traveler (e.g., your spouse) and the room rate charged is more than the single room rate, please indicate the single room rate and the difference on the bill. *(Travel by a spouse or dependent is not an allowable expense unless there is a bona-fide business purpose for their travel. To obtain spouse or dependent travel approval requires President or Chief Academic Officer approval. An exception to this is spouse or dependent travel during the employee recruitment/hiring process, which is allowed and does not require President or Chief Academic Officer approval.)*

- If you share accommodations with another Institute traveler, please indicate on the receipt how you are splitting the charges and what was charged to a TTIC credit card or is for reimbursement.
- When traveling internationally, the Federal lodging per diem rate can be used only when visiting countries where receipts are difficult to obtain. For foreign travel where lodging receipts are available, a per diem should not be used. The use of a per diem in lieu of receipts should be for the purpose of administrative ease and the traveler should neither gain nor lose personal funds as a result of the travel.

### C. Meals & Incidentals

- Business meals are defined as meals taken with students, donors, colleagues or individuals from companies during which specific Institute business discussions occur.
- The Institute allows for the following reasonable incidental expenses when fully documented by receipts.
  - Business office charges such as print, copy or postage fees
  - Tips, currency conversion fees, etc.
  - In-flight Wi-Fi charges are allowed if necessary to work on TTIC business during the flight. *(In-flight Wi-Fi charges are not allowed on federal grants unless proof of work completed on federal grant can be provided. Reimbursements for inflight wi-fi charges are for Institute employees only.)*
  - Airport taxes, visa, passport or inoculation charges required for foreign travel.
  - Equipment rental, supplies or delivery services for travelers hosting events away from campus or on extended travel
  - Other incidentals are authorized if approved by the President or Chief Academic Officer.
- The Federal Meals and Incidental Expenses (M&IE) per diem rate should be considered reasonable when eating meals and incurring incidentals while traveling on TTIC business. The Federal M&IE per diem rate can be found [here](#). Please note that the per diem rate for the first and last day of travel is 75% of the regular per diem rate. *(Reimbursements for per diems are for Institute employees only.)*
- If your trip includes meals that are already paid for by TTIC such as through a registration fee for a conference, please deduct the corresponding meal amount as indicated on the Federal M&IE rate chart from the per diem rate.
- Alcoholic beverages other than with TTIC-related business meals are prohibited. Alcohol cannot be charged directly or indirectly to a federal grant.
- The original **itemized** receipt and the credit card receipt should be used for supporting documentation. Documentation should also include:
  - Date and place of meeting/activity
  - Specific purpose of meeting/activity
  - Names of individuals participating (if less than 10 people)

#### **D. Childcare**

- Temporary dependent care costs above and beyond regular dependent care that directly results from travel is reimbursable provided that the costs are a direct result of the individual's travel required for Institute business and are only temporary during the travel period. The child's travel is non-reimbursable.
- Documentation required: If you use a childcare service, a receipt showing the dates of the childcare and payment is required. If you are paying a person or babysitter, the method of payment should indicate the date of childcare.

#### **E. Relocation Expenses for Academic Employees**

- If the visiting academic employees have an appointment of a year or less, they will be considered a visitor in traveling status and should complete the Travel Expense Form (available on the intranet) for reimbursement of allowable travel expenses.
- If the academic personnel are benefit-eligible and a permanent employee relocating to TTIC to accept a position, the individual should refer to TTIC's *Relocation Reimbursement Policy*, available on the intranet.

### **Payment/Reimbursement of Travel Expenses for Faculty, Staff, Postdoctoral Researchers and Students**

All faculty and staff who have been issued a TTIC credit card, should pay for all approved TTIC-related travel and travel-related expenses using their TTIC credit card. (See the Credit Card Policy and Procedures available on the intranet). For all other travel purchases, the Institute will reimburse the traveler who has paid the traveler's expenses.

For those without a TTIC credit card, reimbursement for travel expenses should be submitted through an Expense Report in NetSuite. (See [NetSuite Expense Report Instructions](#) or [NetSuite Student Expense Report Instructions](#)).

The Institute will not pay expenses that have been or will be paid or reimbursed by another source. An audit of all expenses will be conducted prior to reimbursement. An audit will verify that:

- The expense does not exceed budget limitations.
- The expense is appropriate for the account.
- The documentation and expense amount comply with TTIC policy and grant restrictions.
- The requested reimbursement does not exceed TTIC policy unless otherwise approved.

Reimbursement requests are approved by the person who approved the travel request.

Receipts provided for reimbursement should indicate proof of payment and by what method the payment was made. The invoice/receipt should show "\$0 balance due" or "PAID by credit card" or similar language. If the bill does not indicate this, the individual requesting reimbursement should furnish a copy of his/her credit card statement or check verifying proof of payment.

The original or electronic receipt is required as supporting documentation. A photo of the receipt is acceptable when e-receipts are not provided.

Receipts submitted without indication of item(s) purchased will be considered inadequate documentation for reimbursement.

If an individual is going to be reimbursed from multiple sources and the Institute is paying for less than fifty percent of the charges, the individual must provide a memo stating that the original receipts must be sent to another institution or agency. The name of the other funding source(s) must be provided in the memo.

### **Allowable Travel Expenses for Academic Visitors**

Academic visitors are guests to the Institute that benefit Institute business in some manner. For example, research collaboration, faculty recruitment and/or special event speakers.

- For academic visitors hosted by TTIC employees, refer to the TTIC Work-Related Dinner Expenses Policy, available on the intranet.

### **Payment/Reimbursement of Academic Visitors**

- The Institute will reimburse the academic visitor for actual expenses only.
- There will be one payee per reimbursement.
- Expenses requested for reimbursement must be reasonable and necessary for the travel purpose. Effort should be made to get the lowest travel costs available. Supporting documentation must be provided for all expenses.
- The original or electronic receipt is required as supporting documentation.
- Reimbursement requests for authorized travel should be emailed to the host (or the host's administrative assistant) for processing.
- The requestor's bank information should be provided at the time of submission to the Controller in a secure method via the instructions on the [Electronic Payment Information Collection Form](#). Payment will be issued to the academic visitor in US dollars via ACH for US bank accounts and via wire transfer for foreign bank accounts.
- Academic visitors are reimbursed according to TTIC's policy and not that of their home institution. Institute employees should make sure that guests are aware of this policy.