



**BUSINESS** Financial Services/

**CONTACT OFFICE:** Accounts Payable, [accountspayable@loyola.edu](mailto:accountspayable@loyola.edu)

**EFFECTIVE DATE:** May 2, 2016

**REVISION HISTORY:** N/A

**SCHEDULED FOR REVIEW:** Annually

### **POLICY SUMMARY**

This Business Travel Expenses Policy (Policy) provides guidelines for Loyola University Maryland's (Loyola's or University's) business related travel expenses. An allowable business travel expense is defined as necessary, reasonable, and appropriate non-compensation or other external regulations.

### **REASON FOR POLICY**

The purpose of this Policy is to provide guidelines for business related travel expenses. The policy is imposed by the Internal Revenue Service (IRS) regarding reimbursing business travel expenses. The University and those who approve travel are responsible for and compliance with University business travel regulations.



All policies pertaining to domestic travel apply to international travel. In addition, individuals or departments traveling abroad must comply with the International Travel Policy and Procedures. Recipients of federal funds, either through federal contracts, subcontracts or federal financial assistance, are required to abide by the provisions of the Fly America Act. (Prior to incurring travel-related expenses, individuals traveling under sponsored project awards are encouraged to contact the Office for Research and Sponsored Programs for guidance.)

iii. **Frequent Flyer Plans and Amtrak Guest Rewards**

Travelers are allowed to personally retain the rewards for frequent flyer plans, Amtrak Guest Rewards and other bonuses that may apply.

ii. **Motor Pool Vehicles**

If travel by motor vehicle is appropriate, employees and students are encouraged to [reserve](#) University motor pool vehicles. Drivers must meet all University transportation authority requirements.

iii. **Rental Vehicles**

In adherence with the University's vehicle insurance guidelines pertaining to vehicle rentals for University business, employees are expected to follow the University Transportation Policy.

Rental vehicles should be used only if less expensive than a taxi, or if a taxi is not available, or if the total rental including fuel will be less than the cost of using a personal automobile.

A traveler is expected to rent a mid-size or smaller vehicle unless a larger car is required by the number of bags, travelers in the University group and/or medical reason. Fuel charges on a rental car will be reimbursed with submission of an original receipt and rental agreement.

Loyola has established contracts with the following rental vehicle providers which offer the University discounted rates and have Loyola's insurance information on file:

- Avis (#A563100)
- Budget (#T557400)
- Enterprise (#XZ18042)
- Hertz (#246747)
- National (##XZ18042)

When renting a vehicle for University business, these providers should always be used (second to motor pool vehicles) when available. Another provider may be used, if one of the providers indicated above is unavailable.

Loyola's insurance will cover the individual, as well as the vehicle, when the vehicle is rented for business purposes; therefore, employees must decline additional insurance coverage offered by the rental company. Employees will not be reimbursed should they select the insurance offered by the rental company.

Employees will not be reimbursed for charges incurred for upgrades such as convertibles, satellite radio, or any other upgrade that is unnecessary for business travel.

Public transportation expenses include the cost of taxis, shuttles, airport vans (or car service), subways, buses, rail and other modes of public transportation. Employees are to use the most economical means of transportation. Loyola will reimburse the traveler for these expenses (including a reasonable tip, not to exceed 20%) while on University business when reasonable and properly documented.

**5. Parking and Tolls**

Travelers will be reimbursed for tolls and reasonable parking fees. Long-term or lower-cost parking must be used when available.

**6. Lodging, Meals and Incidental Expenses while traveling**

Travelers should choose a reasonably priced hotel with a single occupancy rate. One day travel, within 50 miles of a regular work location, is not eligible for lodging reimbursement.

**a. Lodging**

Employees should use standard accommodations in reasonably priced hotels.

Reimbursement requests must be documented by an original itemized hotel bill and receipt and are limited to room and tax and fixed rate internet service, if necessary to conduct University business. Reimbursement is limited to 20% of the actual cost of the hotel room and tax and fixed rate internet service, if necessary to conduct University business. Reimbursement is not available for travel within 50 miles of a regular work location.



## Additional costs

[Travel Reimbursement Form](#)  
Travel Procedures