

Travel and Entertainment Policy

Scope

- Combine travel and entertainment policies
- University policy applied consistently across schools and divisions

Policy vs procedure

- University policy will not include procedures
- Procedures will be posted and maintained on Controller's website

Approval process

- Pre-approval required by supervisor with budgetary authority (expenditures and risk management); pre-approved budget may be required by departments
- Use Concur to monitor trip expenses and note exceptions for post-travel approval
- Post-travel approval by supervisor with budgetary authority
- Additional approval by Financial Officer is not required
- Utilize Concur to track travel commitments

Method of payment

- Direct billing by travel management company
- Out-of-pocket expenses reimbursed after trip
- University-issued credit card

Per diem or actual

- Per diem rates based upon destination will be linked in Concur to GSA rates
- Departments can establish per diems which are less than, but not greater than, GSA per diems
- Traveler using University credit card could not elect per diem

Booking of travel

- Mandatory use of travel management company within Concur for centralized booking for hotel, airfare, and rental car
- Exceptions will be made for conference bookings and in bookings where there are other savings not available through the travel management company

Settlement of accounts

- Settlement within 30 days after travel is completed or consequence to traveler
- Possible consequences depending upon severity:
 - Loss of use of University credit card
 - Expenses reported as taxable income
 - Possible loss of reimbursement
 - Disciplinary action
- Travel advances allowed for group travel and individual travel with appropriate approval and pre-travel justification

Documentation/receipts

- Threshold amount set at \$25 for requiring receipt
- Detailed receipt is required for expenses over \$25, along with credit card slip when applicable
- Receipts will be scanned into Concur and it is not necessary to keep original
- Hotel receipt with detailed listing of charges required even if per diem is used

Entertainment

- Alcohol purchases reimbursable only if there is an SMU business or entertainment purpose
- Business meals which include only SMU employees must have a documented business purpose
- Required documentation will be maintained in Concur