



# Travel and Business Expense Reimbursement Policy and Procedure

## I. Purpose

To create a policy to provide Albert Einstein College of Medicine, Inc. (Einstein) with an all-inclusive travel and business expense policy. This policy covers all of Einstein; including donor derived funds, all college funds, shared facilities, recruitment, retention, research support and interim funds. This covers all travel and reimbursement requests for travel and expenses incurred by Einstein and Montefiore employees while performing responsibilities for and/or on behalf of Einstein.

The policy will:

- Identify expenses that are appropriate and allowable.
- Determine expenses for which College funds donor derived funds shared facilities, recruitment, retention research support and interim funds may not be used.
- Detail proper methods of incurring expenses.
- It is not intended that claimants incur either a loss or profit from a required travel, and other reimbursable items.

Any exceptions to this policy must have a written authorization from the Associate Vice President of Business Services.

## II. Scope

This policy applies to Einstein staff, faculty, students, Montefiore employees and others traveling on behalf of Einstein, and all other travelers travelling on behalf of the College.

### **III. Policy**

#### **A. Travel Policy Details**

This policy provides general guidelines for identifying travel-related expenses that are appropriate, verifiable and in compliance with federal, state, city and College policies and regulations. It also provides guidelines for employees and others traveling on behalf of the Einstein to understand proper procedures.

Travel expenses may take the form of direct payments to individuals or agencies that provide Einstein with goods or services related to travel, or in the form of reimbursements to College employees for costs they incur while conducting College business. This policy addresses only those expenses specifically related to travel. Please refer to Business Expense Policy and Procedure for guidance on any expenses not related to travel.

#### **Who should Know This Policy?**

All employees including vice presidents, senior administrators, deans, directors, department heads, administrative staff and students who are required to travel in support of official College business.

Employees should also refer to the policies of their department as they may be more restrictive than the College policy.

Employees should also refer to the policies of donors, sponsors, or contractors as they may be more restrictive than the College policy. If a donor, Sponsor or contractor policy on business expenses is less restrictive than the College policy, the College policy applies.

Employees are responsible for expending funds in accordance with the guidelines in this policy. If there is any question about the compliance with the College policy, or about the proper procedure for the transaction, employees should seek direction from Procurement Services.

#### **Travel Arrangements**

The College has designated Egencia as the online travel booking tool to use for all airline tickets, car rentals, hotel accommodations (not including conference nights) and Amtrak. Egencia has been supplanted to help offset out of pocket expense to the traveler while providing real time reporting to the College to help manage departmental travel budgets, and provide additional discounts to the school.

#### **Air Travel - Domestic and International**

- All travel should be by the most direct, economical traveled route while being reasonable and consistent with the purpose of the business trip.
- Fares must be booked non-refundable for all travel.
- Air travel must be booked 21 days in advance in order to secure the most economical prices.
- Airlines must be selected on the basis of price rather than personal preference.

- Employees will not be reimbursed for tickets in a class other than economy/coach, including comfort seats. Exceptions include Medical (with a signed doctor's note) and NIH guidelines. Government grants carry certain regulations about flying on U.S. airlines, please refer to the Fly America Act in this policy.
- Business class may be used for travel if your business office confirms before purchase that appropriate funds are available, and if any of the following conditions are met:
  1. Any flight segment has a scheduled in-air flying time in excess of 6 hours, or
  2. The total scheduled in-air flight time, including connecting legs, is in excess of seven hours or
  3. A medical justification has been documented by a primary care provider.
- Students must travel economy class regardless of duration or length of the flight.

### **Seat Upgrades**

Seat upgrades are generally not permitted on any funding source. However, exceptions are allowed:

- A signed doctor's note is required to receive any type of upgrade from economy/coach. Please note most medical notes are temporary and need to state period for which an upgrade is necessary. If a medical note is specific to a time period, justification will only be for travel during that time period.

### **Personal Travel**

If personal travel is combined with Einstein business travel, only the business portion of the trip is an allowable expense. Personal expenses should be paid for using personal credit cards or other methods that do not result in the College paying for the personal expense.

### **Fly America Act (courtesy of [gsa.gov](http://gsa.gov)) on NIH grants**

The Fly America Act (49 U.S.C. 40118) generally provides that foreign air travel funded by Federal government money may only be conducted on U.S. flag air carriers. A "U.S. flag air carrier" is an air carrier that holds a certificate under 49 U.S.C. 41102 but does not include a foreign air carrier operating under a permit. There are limited circumstances under which use of a foreign-flag air carrier is permissible. These circumstances are outlined below:

1. Airline "Open Skies" Agreement. A foreign flag air carrier may be used if the transportation is provided under an air transportation agreement between the United States and a foreign government, which the Department of Transportation has determined meets the requirements of the Fly America Act. For example, in 2008, the U.S. entered into an "Open Skies" Agreement with the European Union (EU). This Agreement gives European Community airlines (airlines of Member States) the right to transport passengers and cargo on flights funded by the U.S. government, when the transportation is between a point in the United States and any point in a Member State or between any two points outside the United States.

The U.S.-EU Open Skies Agreement was [amended](#) effective June 24, 2010. GSA issued [Guidance](#) October 6, 2010. Pursuant to the amendment, federal contractors and recipients (not U.S. Government employees) need not be concerned about city-pair contract fares. However, contractors and recipients must check with the airline to ensure that the airline is covered by the U.S.-EU Open Skies agreement which may change periodically.

Additionally, pursuant to the amendment, EU airlines are no longer limited to flying passengers between points in the United States and points in the EU. Instead, EU airlines are authorized to transport passengers between points in the United States and points outside the EU if the EU airline is authorized to serve the route under the U.S.-EU Open Skies Agreement. This includes flights that originate, arrive, or stop in the European Union. For additional information, please see the text of the [Amendment](#) and [GSA Bulletin FTR 11-02](#). For information on other "open skies" agreements in which the United States has entered, refer to GSA's Web site: <http://www.gsa.gov/portal/content/103191>.

2. Involuntary Rerouting. Travel on a foreign-flag carrier is permitted if a U.S.-flag air carrier involuntarily reroutes the traveler via a foreign-flag air carrier, notwithstanding the availability of alternative U.S.-flag air carrier service.
3. Travel To and From the U.S. Use of a foreign-flag air carrier is permissible if the airport abroad is: (a) the traveler's origin or destination airport, and use of U.S.-flag air carrier service would extend the time in a travel status by at least 24 hours more than travel by a foreign-flag air carrier; or (b) an interchange point, and use of U.S.-flag air carrier service would increase the number of aircraft changes the traveler must make outside of the U.S. by two or more, would require the traveler to wait four hours or more to make connections at that point, or would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.
4. Travel Between Points Outside the U.S. Use of a foreign-flag air carrier is permissible if: (a) travel by a foreign-flag air carrier would eliminate two or more aircraft changes en route; (b) travel by a U.S.-flag air carrier would require a connecting time of four hours or more at an overseas interchange point; or (c) the travel is not part of the trip to or from the U.S., and use of a U.S.-flag air carrier would extend the time in a travel status by at least six hours more than travel by a foreign-flag air carrier.
5. Short Distance Travel. For all short distance travel, regardless of origin and destination, use of a foreign-flag air carrier is permissible if the elapsed travel time on a scheduled flight from origin to destination airport by a foreign-flag air carrier is three hours or less and service by a U.S.-flag air carrier would double the travel time.

### **Travel Insurance**

Travel insurance is not an allowable expense.

### **Rail**

Travel by rail is allowed when it is less expensive than alternative means of transportation or when there are convenience or safety issues that justify the additional cost.



## Conference Hotels

When traveling to a conference, employees should adhere to the implemented College per diem rates. If a conference hotel exceeds the per diem, surrounding hotels should be considered with a 2 mile radius of the conference hotel. If there are no hotels available within the 2 mile radius this should be brought to the attention of the Purchasing and Travel Manager.

## Airbnb (Alternate Hotel Booking Option)

Airbnb's under no circumstance is allowed for medical or graduate students. Pre and post docs will be decided on a case by case basis and approved by procurement. All other employees that choose to use Airbnb will need to sign the Release and Waiver of Liability form and submit prior to your stay.

## Ground Travel – Personal Vehicle

The IRS reimbursement rate is established each calendar year. The current reimbursement rate per gsa.gov is \$0.535 per mile and is subject to change as per IRS guidelines. Mileage reimbursement is intended in place of the costs of operating a vehicle, including fuel, maintenance/repairs, insurance and so on. Mileage is calculated from your office location to your destination. It is not calculated starting from your home to campus.

Tolls and parking costs may be reimbursed if applicable, and receipts must be obtained. An E-Z Pass statement toll charges highlighted can be substituted for a receipt. In order to be reimbursed for mileage, travelers must submit a record of the distances traveled, which should include start and end date and location, total mileage and backup showing a valid business purpose for each trip. Route maps showing mileage total printed from the Internet are acceptable records.

## Ground Travel – Taxi and Car Service

For travel within the New York City area, employees are encouraged to utilize public transportation or personal vehicles whenever possible. If neither option is possible, employees are encouraged to use [Vital Transportation, Inc.](#), the College preferred vendor for transportation service. All costs for local travel must be incurred through the use of a valid purchase order with a current Vital Transportation Inc. account. Local travel does not include commutes from home to campus.

## Parking (Airport)

Discounted parking for the school is available for local airports:

[www.theparkingspot.com](http://www.theparkingspot.com)

## Parking (Non-Airport)

<https://www.parkingpanda.com/albert-einstein-college-of-medicine-commencement-parking?ref=aecm>

## Currency Conversion for Foreign Travel

All claims for foreign travel must be converted to US dollars and must be accompanied by a printout for each individual receipt. Conversions must be completed on the OANDA website

(<https://www.oanda.com/>). The conversion date on OANDA has to match the date of the receipt. Credit card statements with the applicable charges highlighted and labeled, can be substituted for the OANDA printout.

## **B. Business Expense Reimbursement Policy and Procedure**

### **Policy Details**

This policy provides general guidelines for identifying expenses that are appropriate and inappropriate, verifiable and in compliance with federal, state, city and College policies and regulations. It also provides guidelines for employees and others requesting reimbursements on behalf of the Einstein to understand proper procedures.

### **Who should Know This Policy?**

All employees including vice presidents, senior administrators, deans, directors, department heads, administrative staff and students who are required to travel in support of official College business.

Employees should also refer to the policies of their department as they may be more restrictive than the College policy.

Employees should also refer to the policies of donors, sponsors, or contractors as they may be more restrictive than the College policy. If a donor, Sponsor or contractor policy on business expenses is less restrictive than the College policy, the College policy applies.

Employees are responsible for expending funds in accordance with the guidelines in this policy. If there is any question about the compliance with the College policy, or about the proper procedure for the transaction, employees should seek direction from Procurement Services.

### **Roles and Responsibilities**

- The individual who incurs the travel expense is responsible for being familiar with this policy and for incurring expenses in compliance with this and any other applicable policies. Specifically, the individual must ensure:
  - The expense is appropriate and permitted in accordance with this policy
  - Necessary approvals have been obtained in advance and attached to the request
  - The expense is within budgetary constraints
  - The expense is in compliance with any funding designations and/or guidelines
  - The expense is in compliance with individual departmental/school guidelines
  - The appropriate purchasing method has been utilized

- If the traveler will be requesting reimbursement, it is his/her or the department's responsibility to complete the Epro Travel Reimbursement form and provide complete supporting documentation. Business expense and reimbursement policy and procedure apply to reimbursement of expenses submitted under Requests for Payment.
- In some cases, Reimbursement forms and/or expense reports may be prepared by an individual other than the traveler. The processor is responsible for ensuring that the appropriate paperwork is correct, complete, and is ready to be approved by the appropriate official.
- The Approver is responsible for ensuring the following:
  - The expense is appropriate and permitted in accordance with this policy, and that no non-reimbursable expenses are included
  - The expense is within budgetary constraints
  - The expense is being charged to the appropriate index
  - The expense is in compliance with any funding designations and/or guidelines
  - The expense is in compliance with all other appropriate College policies
  - The expense is in compliance with individual departmental guidelines
  - Complete documentation has been provided
- The Approver must also be aware of any additional approvals that may be required depending on the type and dollar threshold of the expense.

### **Payment Methods**

- In order to receive reimbursement or payment, the transaction must comply with this policy and the requester must complete the appropriate forms.
- The following additional requirements must also be met:
  - **Submission Time Limit:** Expenses must be submitted in a timely manner. Any expense that is reported more than 90 days after it was incurred will not be reimbursed or paid.
  - **Business Purpose:** A business purpose must be provided for all expenditures. The business purpose description must be specific and comprehensive enough that a third-party reviewer could understand.
  - **Documentation:** Legible receipts are required for all expenses. Documentation must identify: Date of purchase, Name of vendor, Itemized list of goods, and the Total amount.
  - **Appropriate Approval:** Employees should obtain approval(s) for the reimbursement prior to incurring the expense.



- Noncompliance with this policy may result in non-reimbursement of funds. Repeated use of reimbursements in place of preferred mechanisms may also be considered a violation of this policy.

### **Registration and Conference Fees**

Registration fees for a meeting or conference at which attendance has been approved should be billed directly to a departmental or sponsored project source of funds through the College's financial system. Registration fees paid directly by an individual will not be reimbursed until the conference is completed and proof of attendance is submitted

### **Appropriate and Inappropriate Expenses**

Appropriate and inappropriate expense may be characterized by the following:

- Appropriate Expenses
  - Baggage Fee (1<sup>st</sup> bag only on domestic travel and added 2<sup>nd</sup> bag on international travel)
  - Internet access and business center functions pertaining to business travel
  - Mileage
  - Fuel
  - Tolls
  - Parking
- Inappropriate Expenses
  - Airlines upgrades (includes comfort seats, business and first class)
  - Hotel upgrades
  - Car rental upgrades
  - Credit Card Interest or delinquency fees
  - Personal automobile repairs, parking permits, gas (not related to business travel and does not include home to campus travel)
  - Personal entertainment expenses including in-flight movies and headsets (exclude Wi-Fi service)
  - Flowers
  - Health Club facilities

- Gifts
- Clothing purchases and tuxedo/formal-wear rentals
- Dry cleaning
- Personal grooming or toiletries
- Child care and babysitting
- Pet care or kennel charges
- Fraudulent, illegal risk that could present financial or reputational liability to the College
- The expenditure was or will be reimbursed or paid from a source other than the College (ex. Egencia; EPro)
- Alcoholic beverages
- Costs associated with personal telephone use
- Damage to property
- Mini-bar purchases
- Expense of spouse, family member or travel partners
- Mobile phone accessories such as Bluetooth devices or belt clips
- Traffic and parking violations incurred while driving during College business
- Books, magazines and newspapers
- Additional costs incurred by traveler's failure to cancel travel reservations
- Amusement, entertainment or social activities that do not directly advance College mission and purpose
- Handwritten gratuity on receipts (unless accompanied by credit card statement documenting gratuity)

### **Meals**

- The College has established a maximum reimbursement rate of \$86 per day with receipts to be used for meals purchased while traveling on business.

- Reimbursement of meals is only on the days you travel on business. This includes your travel days and your business stay in between. If personal travel is added you will only receive reimbursement for the business portion.
- Employees who wish to claim reimbursement for such meals must detail each day's meals and costs on the travel reimbursement form. Itemized receipts must be provided for every expense and must include:
  - Date expense was incurred
  - Name of vendor
  - Itemized list of items
  - Total amount
- If an employee is unable to provide proper documentation for every meal purchased while traveling, the maximum per diem is \$51. This amount is subject to change as per IRS guidelines.
- If a meal is provided during a conference, seminar, or similar program, the employee is not permitted to claim reimbursement for that meal or another meal taken at the same time.
- Alcoholic beverages are never reimbursable.
- Please note that the daily limits are firm and cannot be applied to other days.

### **Missing Receipts**

If an original receipt is missing, the requestor must first contact the vendor to obtain a replacement. If the vendor will not provide a new receipt, the Missing Receipt Affidavit must be completed and signed by your department head. Credit card statements with applicable charges highlighted can be substituted for missing receipts

<http://einstein.yu.edu/docs/administration/procurement/forms/ap-missing-receipt-affidavit.pdf>

### **Contact Information and Websites**

- ❖ Egencia

[www.egencia.com](http://www.egencia.com)

[Egencia Customer Service: 877-355-7236](tel:877-355-7236)

- ❖ Campus Travel Management

[www.campustravel.com/university/einsteincom/index/html](http://www.campustravel.com/university/einsteincom/index/html)

- ❖ International SOS

[www.internationalSOS.com](http://www.internationalSOS.com)

- ❖ Parking (long term)  
[www.theparkingspot.com](http://www.theparkingspot.com)
- ❖ Parking (short term)  
<https://www.parkingpanda.com/albert-einstein-college-of-medicine-commencement-parking?ref=aecm>
- ❖ EPro (for Reimbursement Request Form)  
<https://solutions.sciquest.com/apps/Router/Login?OrgName=Einstein&URL>
- ❖ [ACH Enrollment Form \(Direct Deposit\)](#)  
<http://einstein.yu.edu/docs/administration/procurement/forms/All-ACH-Enrollment-Vendors-Form.pdf>
- ❖ [Einstein Contact: Purchasing and Travel Manager](#)

#### **IV. Definitions**

None.

#### **V. Effective Date**

Effective as of: 2nd of February 2018

#### **VI. Policy Management and Responsibilities**

Einstein's Procurement Services department is the Responsible Office under this Policy. Einstein's Associate Dean for Finance and Administration is the Responsible Executive, and Einstein's Associate Vice President for Business Services is the Responsible Officer for the management of this policy.

#### **VII. Approved (or Revised)**

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Responsible Executive

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Date