

**GEORGE FOX UNIVERSITY**  
**TRAVEL POLICY**  
**As of June 10, 2022**

**PURPOSE**

This policy is intended to facilitate standard travel practices and to assist faculty and staff in planning and documenting their expenses while traveling on University business. It is also intended to ensure compliance with Federal tax rules. It is not intended to set forth policy on every allowable expense and assumes that department heads are responsible for communicating the University Travel Policy to faculty and staff. This policy is located on the Finance website: [georgefox.edu/offices/fin\\_affairs/index.html](http://georgefox.edu/offices/fin_affairs/index.html)

The University's policy is to reimburse fairly and equitably employees and employees for necessary and reasonable travel expenses incurred on University business. Employees traveling on business are responsible for complying with University Travel Policy and should exercise the same care in incurring expenses as they would in personal travel, regardless of source of funds

**TRAVEL AUTHORIZATION**

All travel must be approved by a Department Head, Dean, Vice President or Provost, prior to the making of reservations or otherwise committing University funds. Travel expenses, which are not preapproved, may not be reimbursed.

**TRAVEL RESERVATIONS-STAFF AND FACULTY**

**Air Travel:**

Airlines tickets for University related travel can be purchased through the George Fox University Egencia Corporate Travel website [egencia.com](http://egencia.com) (referred from here on as the ECT website). You will be asked to select your cost center and payment information prior to booking your flight. Use of a GFU Visa card for payment should be used when possible. All other air travel for business purposes will automatically be billed to the University so it is important to select the correct cost center. **This is the preferred method for booking travel at George Fox.**

Tickets purchased at least 21 days in advance usually have the lowest fares. Airfare is substantially depending on factors such as route, day of week, time of day, length of stay, advance reservations requirements and airline competition. When a more favorable price can be obtained for airfare by adding additional days to the trip, e.g. staying over a Saturday night or flying on a particular day, reasonable expenses for lodging and meals for the minimum necessary additional days may be claimed if the total cost of the reduced fare plus the additional day's expenses are less than the best available airfare would have been with out the additional days of travel.

**Spouse/Friend Travel**

Spouses, family members, or friends may accompany George Fox faculty or staff members on business trips. However, any additional costs incurred because of these additional travelers are

non-reimbursable out-



Gratuities/miscellaneous reimbursable and non-reimbursable expenses. Gratuities are allowed for normal tipping situations. Use the following as guidelines for tipping: 15% for meals, \$1/bag for bellmen/skycaps and 10% for taxi-room movies, theater, and other forms of personal entertainment expenses are not reimbursed. Health club charges are not reimbursed.

### **Travel Reimbursement**

Travelers (.5 FTE and above) must complete an Expense Report in Concur: [georgefox.edu/offices/fin\\_affairs/concur.html](http://georgefox.edu/offices/fin_affairs/concur.html)

All other travelers must complete an Expense Reimbursement Request Form: [georgefox.edu/offices/fin\\_affairs/FORMS.html](http://georgefox.edu/offices/fin_affairs/FORMS.html)

All required receipts must be submitted (Concur) or attached to the ERP (Expense Reimbursement Request Procedure). Further, both the traveler and his/her department supervisor must sign the report. This report must be submitted to the Finance Office within thirty working days after completion of the trip.

Required receipts must be originals or customer copies identified by the name/address of the business, dated, itemized and properly signed or stamped to indicate that payment has been made. Credit card receipts must be submitted with an itemized statement for transportation tickets, meals, lodging and car rental. Where expenses are shared with external organizations a duplicated copy of the receipts will suffice when submitted with either a copy of the expense report submitted to the other organization or a common expense report showing all expenses charged to both GFU and the other organizations.

### **Travel Advances**

Travel advances are available to defray direct expenditures incurred by University employees traveling on University business. The amount of the advance will vary depending on the length and geographic location of the trip.

In order to obtain a travel advance, fill out a "Check Request" [georgefox.edu/offices/fin\\_affairs/ckreq.xls](http://georgefox.edu/offices/fin_affairs/ckreq.xls) in the amount of the advance and obtain proper authorization. Forward the request to the Finance Office.

Travel advances and related expenses must be accounted for on an Employee Expense Report form **within thirty days from the date of return**. Travel advances must be recorded as a credit in the less advances line. Advances in excess of actual expenditures must be returned to the Financial Affairs Office. When there is an amount due to the University, include a check with your form. In cases where the University issues you a check, the check will be sent once accounting has reviewed the expense form.

Any prior outstanding travel advances must be accounted for before another advance will be issued. IRS policy states that any advances that are not accounted for in a timely manner, are subject to payroll taxes as taxable income to you.

### **Other Travel Policies**

### Assistance during travel

When change in travel plans occurs enroute, the traveler should contact the airline directly and make the appropriate contacts regarding lodging or adjustments.

### Personal Vehicles

When use of your own vehicle for University business you will be reimbursed at current IRS mileage rate. Prior to your travel, please check the trip calculator on the University website to consider the lowest options for travel [georgefox.edu/offices/fin\\_affairs/tripcalc.html](http://georgefox.edu/offices/fin_affairs/tripcalc.html)

Most itemized expenses related to the operation of a vehicle are not reimbursed, including traffic tickets or parking violations. However, parking fees, etc. are reimbursable. Requests for reimbursement must include a mileage log containing the date, destination, purpose and miles traveled as well as any parking or toll receipts.

The commute from an employee's home to his or her primary place of employment is not considered business travel. If an employee is required to travel from one campus to another for business purposes, **the mileage between the two campuses is a reimbursable expense to the extent extra miles were traveled beyond the employee's normal commute.**

**\*\*\*Certification is required prior to any travel for university business purposes. If you/P (p) (e)  
T\*\*[w]485 Td7.002 Tc -/MCID 12 DC /510.002 Tw -36 -1.128**