

THE FIVE COLLEGES OF OHIO TRAVEL AND ENTERTAINMENT EXPENSE POLICY

Effective Date: March 30, 2023

The Five Colleges of Ohio (OH5) may provide reimbursement for reasonable and necessary expenses incurred in support of its mission, programs, employment, and ongoing operations. The purpose of Travel and Entertainment Expense Policy is to provide clear descriptions and expectations for OH5 business travel and entertainment expenses.

This policy is in effect with all other policies of The Five Colleges of Ohio and is intended to support organizational goals and strategies, and remain in accordance with appropriate regulatory requirements.

Overview

Reasonable and necessary travel expenses incurred for OH5 business purposes are allowed and may be reimbursed with approval from the Executive Director. Expenses without proper documentation, unapproved expenses, or expenses not documented within 60 days of incurred expense will not be reimbursed by OH5. Travelers should utilize the OH5's tax exemption certificate when traveling in Ohio.

The OH5 will not reimburse expenses related to personal travel or relocation. Approved travelers include Ohio Five staff, employees of Ohio Five's member institutions, program participants, and independent contractors participating in Ohio Five activities, meetings, events, and other projects. For events with multiple reimbursements, the following must be provided by the Project Lead: date, location, business purpose of the event, roster of approved travelers, and notation of OH5 expense account.

Additional expenses incurred by accompanying travelers, including family members or other non-approved business travelers, are the responsibility of the traveler and will not be reimbursed. Separate receipts should be obtained for the OH5 traveler.

Summary and Acceptable Arrangements

The Five Colleges of Ohio will provide funds to its travelers for all reasonable and necessary expenses incurred while transacting the affairs of the OH5. Per [IRS Publication 463](#), expenses must adhere to the IRS definition of an "Accountable Plan," which must include the following:

- Expenses must have a business purpose— traveler must have paid or incurred deductible expenses while performing services on behalf of the Five Colleges of Ohio

- Adequately account to for these expenses within a reasonable period of time

- Return any excess reimbursement or allowance within a reasonable period of time

- Specific types of expenses considered to be personal are not to be purchased with OH5 funds.

OH5 business travelers are expected to use the most economical and direct mode of transportation available, consistent with the authorized purpose of the trip. If a traveler chooses an alternative to the most economical and direct mode of transportation (i.e. opt to drive their

personal vehicle instead of flying), OH5 will reimburse for the lesser of the cost of coach/economy airfare or the mileage.

Expenses without proper documentation, or documentation not supplied in a reasonable amount of time, are reported as income and are subject to income tax withholding.

Air Travel

Travelers are expected to use coach/economy class airfare, consistent with the business requirements of travel. Whenever possible, non-refundable tickets should be booked at least 15 days in advance to help secure the best possible pricing. If the trip is canceled, the ticket must be used on the next available opportunity for travel using that airline.

OH5 will allow for two checked bags. If there is a business justification for additional bags, these may be reimbursable with appropriate documentation and justification.

Mileage

Reimbursement for business use of a personal vehicle is acceptable when it is less expensive than other means of transportation. OH5 will reimburse mileage at the current standard rate published by the IRS. The IRS rate is designed to cover the cost of gas, oil, maintenance, insurance, and depreciation.

OH5 will allow mileage to destinations within 200 miles each way (400 miles round trip) without documentation of comparable airfare. Mileage reimbursements do not apply to rental vehicles or other vehicles not owned by the traveler.

Requests for mileage reimbursement should be submitted on an OH5 Travel Expense form and include dates traveled, mileage, destination, and business purpose. An online map of the trip may be requested.

Other Means of Transportation

Other means of transportation, including taxi/Lyft/Uber, rail transport, car rentals, etc., may be utilized when appropriate and cost effective to do so.

Lodging

Single occupancy accommodations at a moderately priced hotel or hotel-alternative (e.g., Airbnb) are allowed.

Meals

Meals during overnight travel will be allowed when no other meal is provided (via conferences, meetings, etc.), and will adhere to the following guidelines:

Breakfast is allowed if a traveler is out of town the night before or if travel begins earlier than a normal breakfast.

Lunch will be reimbursed if travel begins before the normal lunch hour.

Dinner will be reimbursed if the traveler is away during the normal dinner hour.

Meals during day trips are permitted only if there is a business purpose directly related to the meal. A meal eaten while traveling to or from a meeting/event is not reimbursable. The IRS views this as a personal expense.

Travelers should select restaurants that are reasonably priced for the locality. The actual cost of meals while traveling for OH5 business, including taxes and tips, are allowed. A standard tip of 15% is allowed for meal service. Pre-calculated gratuities or tips for excellent service are allowed up to 20%. Any gratuities in excess of 20% will be reimbursed at 20%. Snacks are eligible for reimbursement only if purchased in lieu of a meal.

Original receipts are required and should indicate a valid business purpose and persons entertained (if applicable). If the original receipt is unavailable, an OH5 Missing Receipt form must be completed and approved by the OH5 Executive Director for reimbursement.

Alcoholic beverages may be reimbursed for reasonable and customary business purposes.

Reimbursement

All travel requests must be approved by the Executive Director to be eligible for reimbursement, and travelers must complete and submit an OH5 Travel Reimbursement request form within 60 days of travel. When possible, OH5 credit card holders should use their card and obtain detailed expense receipts. Any additional travel expenses may be reimbursed by submitting an OH5 Payment Request form, accompanied by receipts.

The OH5 Treasurer reviews and approves requests for reimbursement by the Executive Director (and any requests over \$5,000). Any reimbursement request for expenses that have not been pre-approved or do not support an OH5 business purpose may be denied.

Policy Review

This Policy will be reviewed as needed.