

## THE HARKER SCHOOL TRAVEL AND BUSINESS ENTERTAINMENT POLICY

### OVERVIEW

Employees who will be traveling on school trips, professional development and other business for school purposes must review the Travel Policy and be aware of all its provisions. It is the responsibility of division heads, department chairs, managers and supervisors to ensure that employees are familiar with and comply with these policies. Before you book travel, please consult with your division head, department chair, supervisor or manager if you have questions before you commit to purchasing.

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## 1.0 TRAVEL ARRANGEMENTS

### A. Egencia Travel Agency

Harker partners with Egencia to simplify business travel and allow approved travel expenses, such as airfare, hotel, and rental car reservations, to be billed directly to the School, avoiding out-of-pocket costs for employees.

To arrange travel, please contact Brianna Alday at [Brianna.Alday@harker.org](mailto:Brianna.Alday@harker.org) or (408) 345-9685. All travel must be approved in advance by your division head, department chair, supervisor or manager before booking.

### B. Booking Travel

Travel should be booked online whenever possible to minimize travel agency booking fees.

Travel arrangements for spouses or companions should be made and paid for separately by the employee.

## 2.0 ALLOWABLE TRAVEL EXPENSES

### A. Air Travel

#### General

- In general, all flights must be booked at the lowest logical fare available. Travelers are expected to take the lowest fare when savings are greater than \$150 when compared to a similar route.
- The lowest logical domestic fare is defined as a flight option that is no more than one stop with that stop adding no more than 2 hours - one way – to the travel time and remaining on the same airline carrier.
- It is also important that employees plan their trip well ahead of actual departure (at least 2 1/2 weeks to help reduce travel costs.

#### International

- When traveling internationally, the lowest logical airfare should be purchased. Business or first class is only permitted if you use your own miles or points to upgrade.
- Exceptions to this rule include employees with extenuating circumstances, such as specific health reasons, or if coach seating is unavailable. Otherwise, employees must obtain approval from the Head of School to fly business class.

#### Unused, Non-refundable

- Unused tickets must be returned to Egencia as soon as you know the ticket is not or will not be used. If the ticket is refundable, traveler will request a refund from the airline. If the ticket is non-refundable, it can be re-used by another traveler.
- Generally, non-refundable tickets are cheaper, and we therefore encourage the use of these tickets; if your schedule changes, most tickets can be changed for a nominal fee.

## **B. Car Rental**

### Preferred Carrier & Car Size

- The School has a corporate discount code with Hertz Rental Car, Code: 1866058
- Standard size cars should generally be rented, unless there's valid reasoning such as medical reasons, equipment needed for a conference etc., justifying a larger car vehicle. If more than two employees are traveling together or special rates are offered, employees may reserve a larger vehicle if needed.
- Vans may be rented for transportation of groups of people. Under no circumstances shall any individual rent a van that allows transportation of 12 or more individuals.

### Insurance

- In the U.S. and Canada, collision damage waivers (CDW) should not be accepted, as the School maintains adequate coverage. Please note that our coverage only applies to cars with a current value of \$50,000 or less. When several employees are traveling together and a mid-size car is rented, the car's value must not exceed \$50,000 in any circumstance. If you are renting a vehicle outside the US or Canada, you should purchase insurance from the rental company. Coverage for travel in Mexico should be arranged prior to departure. Contact Risk Management Manager Aarthi Ragupathy at (408) 553-5769 or [Aarthi.Ragupathy@harker.org](mailto:Aarthi.Ragupathy@harker.org).

### Rental Car Return

- Every reasonable effort must be made to return the rental car to the original rental city to avoid additional charges and with a full tank of gas to minimize the cost of refueling. Do not pre-pay gas refueling charges at the time of rental, unless circumstances mandate pre-payment. The School will not reimburse for refueling costs by the rental car company unless there is sufficient justification.

### Cancellations

- Travelers are responsible for canceling rental car reservations to avoid no-show charges. Remember to request a cancellation number just in case billing disputes arise. The School will not reimburse "no-show" charges unless they were unavoidable and have approval of management.

## **C. Other Transportation**

### Mileage Reimbursement

- Employees will be reimbursed at the current IRS rate for mileage incurred while using a personal vehicle to conduct School business. Employees must provide evidence to substantiate the business purpose and number of miles driven. Should an employee opt to drive their personal vehicle rather than fly, amount paid for mileage will not exceed the prevailing rate for round trip airfare to the same destination. Harker will not reimburse for fuel purchase for personal vehicles (gas receipts).

## Parking, Taxi, Tolls & Ground Transportation

- Parking, bridge, tunnel and road tolls will also be reimbursed or may be charged to a Harker Visa. With respect to airport parking fees, employees should park in the airport's long-term parking lot or offsite lots when traveling for a period of 36 hours or more, as it is significantly cheaper than short-term parking. Valet parking should not be considered unless there is no reasonable alternative or self-parking is not available. Receipts are required for parking fees.
- Shuttles, taxis, rideshares etc. will also be reimbursed.

## D. Lodging

### Reservations

- It is the policy of Harker to use only moderately priced hotels. Examples of such hotels include Marriott Courtyard, Windham, Radisson, Embassy Suites, etc. Exceptions may be where a business event is based at a specific hotel that offers lodging at a discount if you attend the event, they are hosting.
- Lodging should be booked prior to departure to ensure the best rate and availability. Contact Brianna Alday for assistance with lodging reservations that are pre-paid by Harker.

### Cancellations

- It is the responsibility of the employee to notify the hotel of any cancellation of hotel reservations prior to the cancellation time listed on the travel itinerary. The School will not reimburse "no-show" charges unless they were unavoidable and approved in advance.

### Communications

- Reasonable internet access charges will be reimbursed while away from home.

### Other Hotel Charges

- Harker will not reimburse employees for hotel movie rentals, liquor cabinet charges, and/or other personal entertainment items incurred during business travel. Food and non-alcoholic beverages provided in room may be allowed within the standard daily meal allowance.

### Hotel Gratuity

- While the school appreciates courteous treatment of hotel staff, gratuities to hotel staff are considered personal expenses and will not be reimbursed.

## E. Meals & Entertainment

### Meals

Meals are reimbursable from the start of a business trip until the employee returns home. Only actual expenses are reimbursed (no per diem), and **itemized receipts are required for all purchases**, regardless of cost. The daily maximum for meals and non-alcoholic beverages is **\$92.00**. **The School does not reimburse alcoholic beverages purchased for personal consumption.** Lost receipts cannot be reimbursed.

Exceptions may be made for group travel, please check with your division head, or manager that has approved your trip for details. Employees should use good judgment and moderation when incurring meal expenses and seek prior approval if costs may exceed the daily limit.

### Entertainment & Business Entertainment

Entertainment costs for an employee's personal enjoyment are not reimbursable. Business entertainment expenses may be reimbursed when they are directly related to a legitimate business discussion or event, and when a clear business benefit is expected. Examples include meals or events with clients or potential clients where a business discussion occurs.

Employees must provide itemized receipts and documentation showing the business purpose and names of all participants, as required by IRS regulations. Reasonable costs for alcoholic beverages may be included as part of approved business entertainment. When in doubt, individuals should seek prior approval from their manager, or division head before incurring entertainment expenses.

## F. Miscellaneous Travel Costs

Laundry and dry cleaning are reimbursable only for trips exceeding five full days, with exceptions allowed in extenuating circumstances and noted on the expense report.

Reasonable meal gratuities (up to 20%), necessary phone charges, and business-related internet access are reimbursable. Employees should use cell phones instead of hotel phones whenever possible.

When uncertain, employees should seek prior approval from their manager, or division head, before incurring expenses.

## 3.0 NON-REIMBURSABLE EXPENSES

The School does not reimburse personal or non-business expenses. Examples include unapproved flight upgrades, airline club memberships, credit card fees or interest, personal items (such as toiletries, reading materials, or medications), grooming or entertainment costs, and travel costs for spouses or partners. Costs associated with personal residences, travel accident insurance, traffic or parking fines, and theft of personal belongings are also non-reimbursable.

Exceptions may be made only when an expense is clearly necessary for business reasons and has been approved in advance by the employee's manager or division head.

## 4.0 PERSONAL AND WEEKEND TRAVEL

Personal travel taken in conjunction with a business trip must be paid for by the employee and is not reimbursable. If an employee obtains a more cost-effective airfare by staying over one weekend, for example, the School will pay reasonable hotel and car rental expenses.

## 5.0 OTHER EXPENSES

- Office supplies and computer equipment should be purchased through School channels and should only be included in an expense report on an exception basis.
- Cellular phone charges, dues and subscriptions, on-line meeting software and any other non-travel-related expenses must be approved by the departmental managers in advance.
- School will reimburse international travel expenses using one of the following methods at the employee's election: for **personal credit card expenses** (1) wait for credit card statement and use the exchange rates listed for each expenditure, or (2) use the exchange rate as noted within SAP Concur. If the second (2) option is elected, no additional reimbursement will be made when the actual personal credit card statement is received (employee is risking losses due to exchange rate fluctuations). For **cash expenditures**, the rate listed on the exchange receipt(s) should be used.
- If charges are excessive or unusual, please explain in detail on the expense report. Verbal explanations alone are unacceptable as documented explanations are necessary for proper record keeping.

### Approvals Required

- All travel must be pre-approved
- All expense reports must be digitally approved through SAP Concur by the appropriate budget manager.
- It is the employee's responsibility to obtain proper approval of the expense report. By submitting the expense report, the employee is taking responsibility for the accuracy and completeness of the report.

## 6.0 TRAVEL EXPENSE REPORTS

Within 10 days of conclusion of a business trip, an employee that has incurred business-related expenses should create an expense report in SAP Concur in accordance with the following policies:

1. Identify each separately incurred business expenses (i.e. do not group all expenses associated with one trip together)
2. All business expenses must be supported with itemized receipts/invoices when possible.
3. Credit card slips do not represent adequate supporting documentation unless accompanied by an itemized receipt
4. Mileage driven in personal vehicles can be requested and will be reimbursed at the standard federal rates currently in effect, as published periodically by the IRS.
5. The business purpose of each trip must be adequately explained in each report
6. For all meals and other business expenditures, the following must be clearly identified:
  - a. Names, titles, organizations and business relationships of all people entertained
  - b. The business purpose of the meal or other business event (topics discussed, etc.)

## **7.0 EMERGENCY CONTACTS**

### **Financial**

During regular work hours contact Accounts Payable Manager Kim Benge at 408-553-5760 or Kim.Benge@harker.org

After hours or on weekends contact Assistant Head of School for Academics Jennifer Gargano at: Jennifer.Gargano@harker.org or Ken Allen, Assistant Head School for Student Affairs at 408-489-0289

### **Other**

For professional development travel, contact your approving Department Chair/Manager or Division Head