

# RIT | College of Art and Design Guideline

## Faculty and Staff Travel Reimbursement

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The College of Art and Design adheres to the guidelines outlined in RIT's Travel Policies and Procedures Manual, found online at: <https://www.rit.edu/fa/controller/content/travel-policies-procedures-manual> and [https://www.rit.edu/fa/controller/payable/discretionary\\_expenditures.html](https://www.rit.edu/fa/controller/payable/discretionary_expenditures.html).

All employees in College of Art and Design are required to review RIT's Travel Policies and Procedures Manual and obtain the appropriate signature pre-approval before making any travel arrangements. In accordance with RIT policies, the College of Art and Design has compiled the following guidelines for its oversight of individual employee travel and reimbursement. Faculty and staff must complete the **online version** of the **Travel Expense Report (TER)** for all travel involving flights and/or an overnight stay. The **online version** of the TER resides online within Oracle.

Provide [Oracle Access Authorization](#) to your School's Senior Staff Assistant and possibly others in Oracle. Instructions for adding **Access Authorization** in Oracle:

1. Visit Oracle login page at: <https://myinfo.rit.edu>
2. Login and select "RIT Reimbursement for Travel"
3. Select "My Expenses Home"
4. Select "Access Authorizations"
5. Add another row
6. Type in staff assistant's last name and run a search
7. After adding all names, click the "SAVE" button

### I. General Guidelines for College of Art and Design Faculty and Staff Individual Travel

- **PNC Travel and Entertainment Cards:** All College of Art and Design employees who travel for business purposes are encouraged to apply for and obtain their own personal [PNC Travel and Entertainment Card](#) in order to streamline accounting and travel reimbursement processes. **NOTE:** employees are personally responsible for paying all monthly balances directly to the credit card company.
- **College of Art and Design Faculty /Staff Travel Pre-Approval Form:** Submit this form to your School Director or Supervisor at least one month in advance of travel. Do not make any travel arrangements until this form is signed. If your trip is not approved, you are responsible for all costs incurred.
- **Conference/Registration Fees** must be charged to the school/department's procurement card. Provide original proof of purchase to the department's pro card holder so they may reconcile the department's pro card. You must submit a copy, along with other trip receipts, when submitting your travel expense report.
- **Cash Advances** require pre-approval accompanied with appropriate forms (i.e. National Portfolio Days Travel Form). Request a cash advance from the School's Senior Staff Assistant at least three weeks prior to the departure date.

- **Airfare and Hotel Reservations** should be booked through one of RIT's [designated travel agencies](#) (scroll to #6). When calling to make travel arrangements:
  - Identify that you are a RIT employee.
  - Provide your RIT University ID (UID) number.
  - For flights, the cost is billed directly to RIT. However, when submitting your TER, all flight receipts listing the ticket cost and agent fee must be submitted with all other travel receipts.
  - For lodging, you must use a Personal Credit Card or your RIT PNC Travel Credit Card. Lodging expenses cannot be charged to a school/department pro card.

Option	Description	Daily Max	Other Information
1	Domestic per diem method	\$41.00	Must deduct for conference meals and time of departure and return (refer to item 5 below) from daily max
2	Standard domestic method	\$56.00	Original, itemized receipts required
3	High-cost cities method	\$66.00	See item 3 below
4	International per diem method	\$78.00	Must deduct for conference meals and time of departure and return (refer to 11.e. below) from daily max
5	International method	\$125.00	Original, itemized receipts required

If an on-line travel website (Expedia, Orbitz, etc.) is used, the traveler will need to wait to submit their TER until after the trip is completed and all receipts are processed. Regardless of method used, original proof of payment is required. **When using online travel sites, travelers must obtain an itemized bill directly from the hotel, in addition to the receipt provided by the travel site.** RIT does not reimburse for trip cancellation insurance.

- **Meals:** There are multiple meal reimbursement options for employees to choose from when travel includes an overnight stay. Refer to the table below for details:
  - Choose one reimbursement option per trip (i.e., EITHER per diem or actual receipts); you cannot combine reimbursement methods.
  - The server's tip is part of the total meal expense.
  - Refer to the list of [major U.S. metropolitan \(high-cost\) cities](#) referred to in reimbursement option 3 in the table above. The use of RIT's sales tax exemption certificate is encouraged; however, often it is not practical to request an exemption for small dollar meal purchases. Therefore, individual meals of \$25.00 or less will be reimbursed, including sales tax paid, without a justification or explanation. Remember, this includes the tip.
  - If you have any questions regarding this information, please send an email to: [accpay@rit.edu](mailto:accpay@rit.edu). In the subject line, please enter, "TRAVEL QUESTION."
  - In the TER, you must indicate all meals to be deducted from the overall meal allowance due to situations, such as meals included in a conference fee, or actual time of departure/return doesn't include all meals for that day. Refer to the table below for details:

Adjustments for Conference Meals and Time of Departure/Return			
Domestic		International	
Breakfast	\$ 7.00	Breakfast	\$13.00
Lunch	\$11.00	Lunch	\$21.00
Dinner	\$23.00	Dinner	\$44.00
<b>Total</b>	<b>\$41.00</b>	<b>Total</b>	<b>\$78.00</b>

- Alcohol taken with meals is not a reimbursable expense per RIT's discretionary policy ([https://www.rit.edu/fa/controller/payable/discretionary\\_expenditures.html](https://www.rit.edu/fa/controller/payable/discretionary_expenditures.html)). If alcohol is listed on a receipt, the traveler must circle each occurrence, and remove the cost(s) from the total.
- **Automobile Travel**
  - **Private Vehicles** can be used only if the itinerary or other aspects of University business make it the most practical method of travel.
  - RIT's reimbursement for automobile travel for business is based upon the current RIT business mileage reimbursement rate. For rate and reimbursement information go to: <http://www.rit.edu/controller/travel/mileage.html>
  - For reimbursement, the traveler must include a map of travel taken (e.g., Google maps, MapQuest), with total mileage of trip.

Company	Website	Phone Number	Corporate Number
Avis	<a href="http://www.avis.com">www.avis.com</a>	1-800-331-1212	AWD#B005900
Alamo	<a href="http://www.alamo.com">www.alamo.com</a>	1-800-732-3232	126549
Budget	<a href="http://www.budget.com">www.budget.com</a>	1-800-527-0700	BCD#T224700
Enterprise	<a href="http://www.enterprise.com">www.enterprise.com</a>	1-585-235-1655	XZ29401**
Hertz	<a href="http://www.hertz.com">www.hertz.com</a>	1-800-654-3131	CDP#1807216
National	<a href="http://www.nationalcar.com">www.nationalcar.com</a>	1-800-328-4567	XZ29401**
Thrifty	<a href="http://www.thrifty.com">www.thrifty.com</a>	1-800-847-4389	001-0170245

- **Rental Vehicles** can only be used when it proves to be the less expensive means of transportation available.
- When a rental vehicle is required, contact one of the RIT designated travel agencies to make arrangements. If the traveler would prefer to contact the car rental agency directly, select one of the agencies listed below. To obtain RIT's corporate pricing, refer to the appropriate RIT corporate account number below when making a reservation.
- **Do not purchase a Collision Damage Waiver or Liability Insurance** from the car rental agency except when renting a vehicle outside of the U.S. Contact Global Risk Management Services (GRMS) at (585) 475-6131 for evidence of insurance rentals in California or Texas.
- Faculty/staff travelers must check RIT travel policy to find out if there is a **Sales Tax Exempt** form for the state to which they are traveling. A list of states that recognize RIT's Tax Exempt status can be found on the Controller's Office web page at,

<http://www.rit.edu/controller/travel/taxexempt.html>. If sales tax is paid in a state that honors the RIT Tax Exempt status due to failure on the part of the traveler to present the form, then reimbursement will not be allowed. If sales tax is paid in a state that honors the RIT Tax Exempt status due to the service provider refusing to accept the RIT Tax Exempt form, the traveler should indicate "Sales Tax Paid" on their receipt page and provide a detailed explanation. If using an online booking agent (such as Hotwire or Travelocity), traveler must provide original, itemized receipts from the hotel, in addition to the receipt from the online booking agent in order to be reimbursed for any expenses, including tax.

- **Travel with Others:** Individual faculty and staff are always required to provide receipts showing only their individual purchases. When traveling with other employees and/or non-RIT employees (spouse, partner, children, etc.), receipts should not reflect shared expenses for accommodations, transportation, meals, etc. If this is unavoidable, individual expenses for each traveler should be clearly marked.
- **Reimbursement:** For all reimbursements, submit your online reimbursement through Oracle within two weeks of the last travel day\*.

*\*All requests for faculty travel reimbursement must be submitted by the last day of their employment contract in any given academic year. This timeframe is dictated by the need to reconcile end of year budgets in the School and College before the end of the fiscal year (June 30th). If travel occurs beyond May 31st, the employee must notify the College of Art and Design's financial analyst in the Dean's Office and their School Director.*

## II. Recruitment Travel

Faculty and staff are often called upon to travel for purposes of recruitment, i.e. National Portfolio Days, Graduate Portfolio Days, High School and Community College visits, etc. Faculty and Staff recruitment travel must comply with RIT's Travel and Hospitality policies.

If traveling for National Portfolio Days or Graduate Portfolio Days, pre-approval is required from the College of Art and Design Marketing Communications Director, **Kelly Sorensen** [kdspgd@rit.edu](mailto:kdspgd@rit.edu) on the traveler's [NPD/GPD Travel Pre-Approval Form](#).

It is expected that faculty and staff participating in National Portfolio Day or Graduate Portfolio Day events will not extend their stay **more than two nights total**. Exceptions may be made for West Coast travel or designated recruitment trips. Permission for additional days must be obtained from the **School Director** and the College of Art and Design Marketing Communications Director, **Kelly Sorensen**, [kdspgd@rit.edu](mailto:kdspgd@rit.edu) **prior to making any travel reservations**.

Upon return, compile all original itemized receipts in chronological order. Attach one receipt per page to the College of Art and Design [Travel Receipt Form](#), along with supporting documents:

- Signed NPD/GPD Travel Pre-Approval Form.
- Flight invoice showing dollar amount or personal vehicle mileage documentation form
- Flyer from the event (or other official documentation) showing dates, purpose, etc.

Please consider submitting your TER directly through Oracle. Otherwise, for NPD/GPD travel, request for reimbursement and all original itemized receipts can be submitted to the School's Senior Staff Assistant for processing.

### **III. School-funded Professional Development Involving Travel**

School Professional Development funds for faculty and staff support travel, accommodations, and fees associated with conferences, workshops, exhibitions, training, or upgrading of skills. The funds **may not be used for supplies or equipment.**

Professional Development funds are derived from the operational budget of the Schools. Disbursement amounts may vary based on annual College budget, needs, and demands. The Dean determines the amount of Professional Development funding in advance of each academic year. Professional Development activity is tied to a faculty and staff member's annual Plan of Work and should be detailed in their Annual Self Appraisal.

Professional Development funds are allocated for a specific fiscal year (July 1st to June 30th) with no carry over. Schools will record use of Professional Development funds per faculty and staff, and faculty and staff must independently chart their expenditures so individual allotments are not exceeded.

Responsible Office: **College of Art and Design Dean's Office**

Effective Date: October 2013

#### **Guideline History: Revised**

July 2014

August 2015

September 20

August 5, 2016

August 17, 2017

September 28, 2018

July 10, 2018

August 28, 2019