

STONEHILL COLLEGE



Purchasing Card

Policies and Procedures Manual

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Introduction

Welcome to the Stonehill College Purchasing Card Program. Stonehill has entered into an agreement with Bank of America to provide designated College employees with a Purchasing Card that can be used to facilitate purchases of selected goods and services directly from the vendors for College use. This program is specifically designed to increase efficiency in the processing of selected low dollar purchases and travel expenses. When used for approved purchases, the card can replace Purchase Orders, Check Request Forms, Travel Advances, and Expense Reimbursement Forms.

These policies and procedures provide the guidelines under which you may use your Purchasing Card. Your signature on the Stonehill College Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program.

Program Benefits

To the cardholder and the College:

- Goods and travel and business related expenses can be obtained quickly and conveniently.
- The paperwork and handling costs associated with these expenses are greatly reduced.
- There is a simple online means to allocate or distribute charges.
- The card provides primary auto insurance.
- The card provides automatic travel insurance.

To the supplier:

- Permits payment in as few as three business days.
- Suppliers will have no further need for sending statements or collection activities.

Key Contact People

Purchasing Card Administrators

Purchasing Administrative Assistant.....extension 1357
Director of Purchasing.....extension 1357

The Purchasing Card Administrators distribute and process new card applications, and process changes in cardholder information (name, mailing address, increase or decrease in card limits). They also coordinate purchases and negotiate with vendors.

General Information and Accounting Contacts

Staff Accountant.....extension 1756
Assistant Controller.....extension 1030

The General Information and Accounting Contacts provide support and assistance to cardholders, campus departments, and budget managers. They receive and review monthly statements for compliance with Stonehill's policies and procedures, post monthly charges to the general ledger and maintain monthly cardholder corporate card records.

Bank of America

Inside the United States 1-888-449-2273
Outside the United States (collect) 0-509-353-6656

VISA

Inside the United States 1-800-VISA-911
Outside the United States (collect) 0-410-581-9994

Policies

Policy Statement

Purchasing Cards are assigned to individual members of Stonehill College and cannot be transferred to, assigned to or used by anyone other than the designee. The use of the card is intended for purchases related to College business only. **Use for personal purchases is strictly prohibited.** The Purchasing Card may not be used as payment for certain restricted items.

Specific controls and limitations are placed on each Purchasing Card. The card includes dollar limitations, transactions limitations, as well as specific categories of merchants.

All cardholders must accept and sign the terms and conditions of the cardholders' credit card agreement.

Each cardholder is required to keep the card secure and is encouraged to use it for every purchase within the parameters of the program and their departmental budget.

Cardholders are responsible for obtaining all documentation necessary to support the business purpose of the purchase and perform timely reconciliations in accordance with College procedures. Non-compliance in these areas is considered misuse of the card.

Fraudulent use and/or misuse of the card are grounds for revoking the Purchasing Card privileges and may lead to disciplinary action, up to and including termination of employment. Only Stonehill College employees are eligible for a Purchasing Card.

Stonehill College assumes full corporate liability to Bank of America for all charges. The Purchasing Card is a corporate credit card; there is no credit check and card use will not impact the personal credit history of cardholders.

All suppliers who already accept VISA will accept the College's Purchasing Card.

Card Restrictions

The Purchasing Card cannot be used as a payment for the following items:

- Cash advances
- Alcoholic beverages (unless purchased in conjunction with official College business in accordance with Stonehill Travel and Entertainment policies)
- Gas (except for use with business rental cars and College owned vehicles, mileage reimbursement should be submitted for use of personal vehicle)
- Capital equipment (\$3,000 or more)
- Computer systems (CPUs with or without monitor) – IT personnel excluded

- Construction & Renovations services
- Consulting & Professional services
- Personal purchases
- Firearms

Please contact Accounting Contacts to determine if specific purchases are authorized for use with the Purchasing Card.

Failure to use the Purchasing Card in accordance with these policies may result in the revocation of Purchasing Card privileges and may include disciplinary action, up to and including termination of employment.

Procedures

How to Obtain a Purchasing Card

To obtain a Purchasing Card, the prospective cardholder, with departmental approval, must follow a simple three-step process:

1. Complete a cardholder application form (*which can be obtained on the Controller's web page*) and send to Purchasing;
2. Attend a cardholder training session; and
3. Sign the Cardholder Agreement (*distributed with the card*).

Cardholder Application Form

The Cardholder Application (*see appendix*) must be completed, signed by the appropriate department and division head and forwarded to the Purchasing Administrative Assistant. This form requires confidential information from the cardholder that is used to identify the cardholder and verify credit ownership when a card is activated or canceled. All information requested of the cardholder will be confidential. Failure to provide such information will prevent the issuance of a card.

The Cardholder Application is also used to define cardholder purchase limitations and set default accounting information. The department, division head and cardholder must sign the application prior to activation. The card is mailed to Purchasing who will then distribute the card to the cardholder after successful completion of a training session.

Cardholder Limits

Each individual Purchasing Card has built-in control limits. The standard limits are:

- The number of transactions allowed per day - 20
- Single purchase limit not to exceed - \$2,500.00
- Spending limit per month - \$10,000.00

Vendors **MUST NOT** submit multiple transactions for a single purchase in order to remain under their limit.

Limits do not supercede available departmental budgets. Each cardholder is responsible for maintaining expenses within the department budget.

Cardholder may apply for temporary limit increases for unusual/seasonal activity.

Cardholder Training

Prior to being issued a card, each cardholder must attend a training session. During this session, the cardholder will be instructed in the uses and restrictions of the program. Each cardholder will be given a copy of the Purchasing Card Policies and Procedures manual and the Travel and Entertainment Policies and Procedures manual. The cardholder will be provided the opportunity to ask questions about the program.

The Accounting Contacts will arrange training sessions. The purpose of the training sessions is to ensure that the cardholder is familiar with the policies and procedures, including the online reconciliation system, and to answer any questions the cardholder may have regarding use of the card.

Cardholder Agreement Form

The cardholder must sign the Cardholder Agreement (*distributed during training*), which specifies that they will protect the card and adhere to the proper policies and procedures. The employee will only be issued a Purchasing Card after he/she has signed the Cardholder Agreement.

A card will not be issued if this form is not signed. There will be **NO EXCEPTIONS.**

Automatic Card Renewal

The renewal card will be sent automatically to the cardholder by Bank of America at the approximate date of the card's issuance.

Using the Purchasing Card

The cardholder may already be familiar with making purchases using a commercial credit card. When using the Purchasing Card please note:

1. Purchasing Card purchases are subject to an electronic approval process at the point of sale. Approval is based upon controls established by the College.
2. Supporting documentation must be maintained with the business purpose clearly indicated.
3. Charges will be available for review by cardholders in approximately 48 hours via the Bank of America/Works website, <https://payment2.works.com>.
4. Each month the cardholder must assign and approve charges to the proper cost center and account.
5. There will be no monthly statement mailed to the cardholder; please print the statement on-line.

Placing an Order

Before making a purchase with the Purchasing Card, the cardholder must determine that the total cost (including shipping and handling) will not exceed either their standard card limits or their current available budget.

Once it is determined that the purchase can be made using the card, the cardholder may make the purchase in person, by telephone, by fax, or via the internet.

1. Identify yourself as a Stonehill College employee.
2. Inform the supplier that a purchase will be made using a VISA credit card from Stonehill College.
3. Emphasize that Stonehill College is exempt from sales. The tax exempt number is embossed on the front of the card. Tax exempt forms are available on the Purchasing website. Cardholders are encouraged to carry the tax exempt form with them, since many suppliers require a paper copy at the point of sale.
4. Provide the supplier with the name as printed on the card, department name, telephone number, the card number, the card expiration date, and the three-digit security code found on the rear of the card. Verify the exact "SHIP TO" information with the supplier to ensure delivery.
5. Record the name of the person taking the order in case of problems with the order.

When making a purchase in person, the cardholder should follow the above steps (where applicable) and give the credit card to the clerk, remembering to inform the supplier that Stonehill is tax exempt.

Remember, it is the practice of the College to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the cardholder will check as many sources of supply as reasonable to the situation to assure the best price and delivery. Where possible the Purchasing Office will establish pricing arrangements and negotiate contracts to assist departments in making prudent decisions.

Declined Card

If a transaction is declined at the point of purchase, please call the Accounting Contacts during regular business hours. We will be able to determine the cause of the decline. If, however, a decline occurs on the weekend or during non-business hours, please contact Bank of America customer service at the telephone number listed on the back of your corporate card.

Bank of America has a very robust fraud program. To prevent atypical spending from being declined, please notify Accounting if you foresee a change in your normal spending patterns. Examples of this would include out of state travel for a cardholder who travels infrequently or high volume online purchases that are unusual to a cardholder's spending patterns. The Accounting Contacts will work with Bank of America to avert unnecessary and inconvenient declines.

Returns, Damaged Goods, Credits

It is the responsibility of the cardholder to ensure receipt of goods and services ordered and to inspect all goods immediately upon arrival.

If goods purchased with the Purchasing Card need to be returned, the cardholder should work directly with the supplier, noting these steps:

1. Always retain boxes, containers, special packages, packing slips, etc. until it is determined the order is satisfactory. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
2. Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
3. Many suppliers require a "Return Authorization Number" before accepting a return. The package may be refused or no credit may be issued if this number is required.
4. In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, the cardholder should not have to pay this or any other fee. However, if they are not fully responsible the cardholder may have to pay the fee. The Corporate Card may be used for this charge.
5. Ensure that the charge for the returned item does not appear in the Works Payment Manager ("Works" – the Bank of America web based credit card administrative system) and/or is credited properly.

Disputing a Transaction

The cardholder may dispute any charge that appears on their account in Works. If there is a charge that is not recognized by the cardholder or appears to be incorrect, the cardholder should:

1. Contact the supplier to determine the reason for the charge. If the charge is incorrect, the cardholder should ask the supplier for a credit memo in the amount of the incorrect charge, ensuring to get the name of the person who agrees to issue the credit.
2. If a credit is expected but not received, the cardholder should mark the transaction, in Works, as disputed. The cardholder should contact the supplier to ask when the credit will be issued.
3. The Cardholder must still assign an account number for disputed transactions when preparing their monthly reconciliation. If you are due a credit following resolution of the dispute, it will appear on a future statement. Once the credit appears, please be certain to assign the same account number as the original charge.

Vendors, by law, have 45 days to respond to a disputed transaction. When the investigation is complete, the cardholder will be notified of the resolution.

Lost or Stolen Cards

It is the cardholder's responsibility to report lost or stolen cards immediately to Bank of America's toll-free number at **888-449-2273**. Outside the United States, call collect at **00+1 509-353-6656**. After notifying Bank of America, the cardholder must report the lost/stolen card to the Purchasing Office. A replacement card will normally be issued in approximately five business days. Stonehill College is responsible for any and all purchases made until the card is reported missing.

Cardholder Maintenance Changes

Use the Add/Change/Delete Form (*found on the Controller's website*) to process any of the following changes:

- To add, delete or modify cost center access
- When cardholder is transferred to another department
- When cardholder changes jobs

If any of these situations occurs fill in the Add/Change/Delete Form with the new information. Once the form is complete and all necessary signatures are obtained it should be forwarded to the Purchasing Office to process the change.

Termination of Employment

The Purchasing Card must be surrendered immediately upon termination of employment or upon request for any other reason by an authorized person, such as the cardholder's supervisor or the Purchasing Card Administrator.

As is practical, the Purchasing Card Administrator should be notified two weeks prior to the employee leaving the College so all transactions are reconciled before the employee leaves. All outstanding card purchases must be submitted to the Accounting Contacts for any purchases made prior to the exit interview.

To cancel a Purchasing Card, the card must be returned to the Purchasing Office, who will cancel the card.

Documentation & Record Keeping

Cardholders are responsible for obtaining all documentation necessary to support the business purpose of the purchase. Documentation must support the appropriateness of the transaction and must contain the following information:

- Vendor name;
- Detailed listing of goods purchased, including item description, quantity, and price;
- Transaction date;
- Total dollar amount of purchase

Acceptable supporting documentation includes but is not limited to: original sales receipt or invoice, original packing slip (including price), and original detailed cash register receipt. All receipts must be DETAILED with all items purchased listed separately. *Credit card receipts with only the total dollar amount are not sufficient.*

For goods or services ordered by phone or over the internet, request that the supplier include a sales receipt with your package or send one separately. Online vendors allow the purchaser to print a receipt online at the order's completion or they can email a receipt once the order has been processed. If you do not receive a sales receipt, contact the supplier immediately.

Documentation for all **business meals** transactions **must** include names of attendees, identifying the type of group is acceptable for large groups (i.e. varsity football team).

Employees whose spouse accompanies them on business travel must pay for the spouse's expenses separately from the amount charged on the Corporate Card.

If a receipt is missing or not available, a Missing Receipt Form must be filled out detailing the purchase and signed by both the cardholder and their supervisor. The form can be found on the Controller's website. The Missing Receipt Form should be used only in special circumstances and is not an alternative to obtaining and providing an original receipt.

Cardholders are responsible for verifying their charges and determining that they are accurate and proper. Stonehill College uses the online Bank of America/Works service to account for card purchases.

Cardholders must do the following reconciliation process on a monthly basis:

1. View monthly purchases on Works;
2. Match up receipts for all transactions to verify purchases;
3. Assign or verify accounting codes for each transactions using the Works software;
4. Approve purchase on Works
5. Print out a Monthly Activity Report and attach receipts
6. Sign and send packet to Department Head for approval.
7. Department Head will forward to Division Head for approval
8. Division Heads will forward approved Monthly Activity Report to Staff Accountant in the Controller's Office.

Note that Works offers cardholders the ability to review transactions on a daily basis. At any time during the month, cardholders can match transactions with receipts, assign accounting and approve to expedite the month end process.

Department Heads must do the following on a monthly basis:

1. Review Monthly Activity Report for all department employees who have purchasing cards. This review should include:
 - Verify proper accounting for each charge.
 - Review propriety of business purpose of each charge.
 - Insure proper documentation (receipt) is attached for each charge.
 - Ensure cardholder has signed Report.
2. Sign Monthly Activity Report indicating review is complete and all charges have been approved and authorized.
3. Forward packet to Division Head for approval.

Division Heads monthly process (*Division Heads may delegate this approval process to their direct reports but such delegation should be documented*) :

1. Review Monthly Activity Report for all division employees who have purchasing cards. This review should include an overall review of charges and their business purposes to insure propriety as well as a review for proper cardholder and Department Head signatures.
2. Sign Monthly Activity Report indicating review is complete and all charges have been approved and authorized.
3. Forward packet to Staff Accountant in Controller's Office.

This monthly end process is only complete when the signed and approved Monthly Activity Report and original receipts have been received by the Staff Accountant. The reconciliation is due 21 days after the last day of the month. If the reconciliation is not received in that time period the cardholder's Department Head will be notified and the card suspension process will begin.

Audits

To ensure the continued success of this program and to meet audit requirements of the College, periodic audits will be made of the cardholder's

accounts to ensure that items billed to the card have been received and policies & procedures are being adhered to. Audits may include review of proper supporting documentation, review for authorized purchases, timely reconciliation of statements, inadvertent sales tax, receipt of goods or services and other information which may be relevant.

Stonehill College

PURCHASING CARD APPLICATION

CARDHOLDER INFORMATION

_____	_____	_____
Last Name	First Name	Middle Initial

Business Phone

E-mail Address

Department

Department Cost Center

Additional Cost Centers with Charging Authorization

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Last Four Digits of Social Security Number (For security purposes during card activation)

EMPLOYEE/APPROVAL SIGNATURES

Signature of Applicant/Title

Date

Signature of Department Head/Title

Date

Signature of Division Head

Date

PURCHASING CARD ADMINISTRATOR USE ONLY
--

User Name _____ **User Group** _____

Training Date _____ **Card Number** _____

Stonehill College

PURCHASING CARD CARDHOLDER AGREEMENT

Cardholder Agreement

Stonehill College is pleased to present you with a Purchasing Card. It represents the College's trust in you as a responsible employee of the College to safeguard and protect Stonehill College's assets.

I, _____, hereby acknowledge receipt of a Stonehill College Purchasing Card.

As a cardholder:

- I agree to comply with the terms and conditions of the Agreement and the applicable provisions of the Purchasing Card Policies and Procedures Manual ("Manual") provided, and as such the Manual may subsequently be revised.
- I acknowledge receipt of the Manual and confirm that I have read, understand, and agree to abide by its terms and conditions.
- I understand that Stonehill College is liable to the Card Provider for all charges made by me.
- I agree to respect transactions limits associated with this card and not circumvent these limits.
- I accept responsibility for the protection and proper use of this credit card as outlined in this Agreement and the Manual.
- I understand that the College **WILL** audit the use of the Purchasing Card.
- I understand that I **CANNOT** use the Purchasing Card for the restricted commodities listed in the Procedures Manual.
- I agree that I will not use the card for personal purchases.
- I understand that commodities, where College-wide contracts are in place, **MUST** be purchased from the contract suppliers.

I further understand that improper use of this Purchasing Card may result in disciplinary action, up to and including **TERMINATION OF EMPLOYMENT**, should I fraudulently or intentionally misuse the Purchasing Card. I authorize Stonehill College to deduct from my salary or from any other amounts payable to me, an amount equal to the total of any improper purchases. I also agree to allow Stonehill College to collect any amounts owed by me even if I am no longer employed by the College. If Stonehill initiates any legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Stonehill in such proceedings.

I understand that Stonehill College may terminate my right to use this Purchasing Card at any time for any reason. I agree to return the Purchasing Card to Stonehill College immediately upon request or upon termination of my employment.

Applicant Information

Signature _____ Date _____

Print
Name _____

Department _____ Campus Extention _____

Stonehill College

PURCHASING CARD RECONCILIATION COVER SHEET

TO BE FILLED OUT BY CARDHOLDER

Cardholder Name (*Please print*)

Date

Billing Period

Total Expense Amount

Please find attached the monthly billing statement, along with all receipts supporting charges made in this period. All of the charges represent true and bon-fide expenses of Stonehill College. In the Works Payment Manager I have allocated all of the attached charges to cost centers within my area of responsibility. If the cost center is not within the area of my responsibility, I have informed my Budget Manager so allocation may be made by the appropriate area. I understand that submitting this report with non-college business expenses is grounds for disciplinary actions.

Cardholder Signature

TO BE FILLED OUT BY DEPARTMENT AND DIVISION HEADS

I have reviewed the attached transaction receipts; to the best of my belief all of the attached transactions are bona-fide charges of Stonehill College.

Signature of Department Head

Date

Signature of Division Head

Date

Attach this form to receipts and monthly statement printed form Works Payment Manager and submit to:

Controller's Office
Duffy Administrative Building

Stonehill College

PURCHASING CARD ADD/CHANGE/DELETE FORM

Name _____
(*please print*)

Department/Cost Center _____

Current Charging Authorization(s):

Add:

Delete:

Reason for Changes:

Signature of Applicant

Date

Signature of Department Head

Date

Signature of Division Head/Date

**STONEHILL COLLEGE
MISSING RECEIPT FORM**

Airline Ticket Receipts	
Attached is a copy or fax of the airline ticket receipt (last page of the ticket stub)	
OR	
I certify that I have contacted the airline/ticketing agency and was unable to obtain a copy of the original ticket receipt. I have attached a copy of one of the following	
_____	Documentation of the event or conference attended
_____	A copy of the airline itinerary

Hotel Receipt				
Attached is a copy or fax of the itemized hotel statement and form of payment				
OR				
I certify that I have contacted the hotel and was unable to obtain a copy of the itemized hotel receipt. Please reimburse me based on the following information:				
Dates	Hotel/City	# of Nights	Daily Rate	Total
_____	_____	_____	_____	_____

Car Rental Agreement				
Attached is a copy or fax of the car rental agreement				
OR				
I certify that I have contacted the car rental agency and was unable to obtain a copy of the car rental agreement. Please reimburse me based on the following information.				
Dates	Rental Co.	# of Days	Daily Rate	Total
_____	_____	_____	_____	_____

Meals (list each meal separately)				
Date	B/L/D	Restaurant/City	# of People	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Miscellaneous
_____ A detailed description of the expense and is attached, including each items business purpose

I, the undersigned, certify that receipts for each expense detailed above, was lost or not obtained. In addition, these expenses have not yet nor will again be submitted to Stonehill College or any other organization for reimbursement or tax purposes

Employee Signature _____ Date _____
required

Authorized Signature _____ Date _____
(Division Head) required

Massachusetts
Department
Of
Revenue



200 Arlington Street PO Box 7010 Chelsea, MA 02150-7010

ALAN LeBOVIDGE, COMMISSIONER
LAURIE McGRATH, ACTING DEPUTY COMMISSIONER

STONEHILL COLLEGE INC 320 WASHINGTON ST EASTON, MA 02357	870	Notice Exemption Number Date Bureau Phone	30048 042 104 229 12/09/03 TSD MGT SERV (617) 887-6367
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Dear Taxpayer,

A review of our records indicates that the Massachusetts sales/use tax exemption for STONEHILL COLLEGE INC, a tax-exempt 501(c)(3) organization, will expire on 01/04/04.

The Department of Revenue is issuing this notice in lieu of a new Form ST-2, "Certificate of Exemption". The notice verifies that the Massachusetts Department of Revenue has renewed the sales/use tax exemption for STONEHILL COLLEGE INC subject to the conditions stated in Massachusetts General Laws, Chapter 64H, sections 6(d) and (e), as applicable.

The organization remains responsible for maintaining its exempt status and for reporting any loss or change of its status to the Department of Revenue. Absent the Department of Revenue's receipt of information from the taxpayer by the expiration date of the current certificate that the entity no longer holds exempt status under the above provisions, the taxpayer's certificate is renewed. This renewal will expire on 01/04/05.

The taxpayer's existing Form ST-2, in combination with this renewal notice may be presented as evidence of the entity's continuing exempt status. Provided that this requirement is met, all purchases of tangible personal property by the taxpayer are exempt from sales/use taxation under Chapter 64H or I respectively, to the extent that such property is used in the conduct of the purchaser's business.

Any abuse or misuse of this notice by any tax-exempt organization or any unauthorized use by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this notice is subject to criminal sanctions of up to one year in prison and \$10,000 in fines (\$50,000 for corporations).

This notice may be reproduced.

Sincerely,

Alan LeBovidge
Commissioner of Revenue



Form ST-2
Certificate of Exemption

Massachusetts
Department of
Revenue

Certification is hereby made that the organization herein named is an exempt purchaser under General Laws, Chapter 64H, sections 6(d) and (e). All purchases of tangible personal property by this organization are exempt from taxation under said chapter to the extent that such property is used in the conduct of the business of the purchaser. Any abuse or misuse of this certificate by any tax-exempt organization or any unauthorized use of this certificate by any individual constitutes a serious violation and will lead to revocation. Willful misuse of this Certificate of Exemption is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. (See reverse side.)

STONEHILL COLLEGE INC
320 WASHINGTON ST
EASTON MA
02357

EXEMPTION NUMBER E
042-104-229

ISSUE DATE
01/04/99

CERTIFICATE EXPIRES ON
01/04/04 *** Renewed
through 01/04/09

NOT ASSIGNABLE OR TRANSFERABLE

ACTING COMMISSIONER OF REVENUE
BERNARD F. CROWLEY, JR.

Travel & Entertainment Policy

Stonehill College Controller's Office Policy & Procedures	Policy:	Policy Number: F1.8	Date: 1/1/06
	Travel and Expense	Last Effective Date =	Date:
		Original Policy Number: F1.8	Date: 1/1/06

Purpose & Scope: The Stonehill College travel and expense policy is a guideline for all employees traveling while on College business. This policy is in place to monitor and control costs associated with College business travel. The guidelines set below are intended to provide assistance to the traveler as to the authorized reimbursable costs of the College. Questions related to the below policy can be directed to the Controller's office.

POLICY: The following lists travel and expense reimbursement policies by category.

Personal Automobile

- The traveler will be reimbursed for mileage at the College's standard mileage rate when using his/her personal automobile while conducting College business. This would include travel to/from off-campus meetings and conferences. Ordinarily, an employee will be reimbursed for mileage that is greater than his/her daily commute.
- The College's standard mileage rate is set based on the IRS' standard business mileage rate.
- All mileage incurred for College business apart from the traveler's standard commute is 100% reimbursable.
- Additional reimbursement will be given for tolls and reasonable parking fees.
- Fees from traffic and parking violations are not reimbursable by the College.
- If airfare is available to the same destination (when traveling long distances), the traveler will ordinarily be reimbursed for the lesser of the cost of the total mileage incurred or the cost of the air ticket.

Ground Transportation (other than Personal Automobile)

- Carpooling to and from the airport is encouraged when more than one traveler is attending the same conference. If this is not possible, travelers are encouraged to use public transportation (i.e. Braintree shuttle) rather than a taxi or limousine service.
- Rental cars may be utilized if no other transportation is available or when it is reasonable to do so. Travelers are encouraged to use the most economical car rental agency when making reservations. In addition, travelers may refer to the College's car rental agency when making reservations.
(http://www.stonehill.edu/purchasing/car_rental_agency_bak.htm)
Rental car insurance should not be purchased since employees of the College are covered in the College's general insurance policy. Purchased insurance will not be reimbursed to the traveler. **Note: for the employee to be covered under the insurance policy, the car must be rented in both the name of the employee and the College.**
- If an accident should occur with the rental car, the employee should contact the Executive Assistant in the Treasurer's office or the Director of the Purchasing Department. The employee should also fill out a First report of accident form located on the Purchasing Department website (<http://www.stonehill.edu/purchasing/index.htm>)
- Taxi fare (including a reasonable gratuity of no more than 15%) will be reimbursed while traveling on College business.
- Valet parking will ordinarily not be reimbursed to the traveler.
- Receipts for paid ground transportation are required for reimbursement.

Air Travel

- Air Travel should be planned well enough in advance to take advantage of any savings the airline might offer.
- Coach or economy class is authorized for use by the traveler. Airline upgrades will not be reimbursed by the College.
- Travel arrangements may be made through the use of the College's authorized travel agency
(http://www.stonehill.edu/purchasing/travel_agency.htm) or through the use of on-line discount agencies (Travelocity, Priceline etc.)
- The original airline ticket is required for reimbursement and must be attached to the travel and expense reimbursement form.

Lodging

- Hotel reservations should be made at moderately priced hotels in a single occupancy standard room. Room upgrades are not reimbursable by the College.
- Travelers are encouraged to make lodging arrangements in advance to take advantage of any special savings offered by the hotel.
- A traveler may not claim reimbursement for lodging when a person who is not in the business of lodging provided the lodging.
- The College will not reimburse lodging expenses incurred due to the failure to cancel guaranteed room reservations except for extenuating circumstances.
- An individual may stay overnight during the conference if commuting would increase the individual's normal workday by 2 hours or more. If it is reasonable to commute to the conference, lodging is not expected to be used and will not be reimbursed by the College.
- Itemized hotel receipts are required for reimbursement.

Lodging – Telephone and Internet Use

- Reimbursement for telephone calls from the hotel to the College for business purposes are fully reimbursable throughout the duration of the stay. The use of cell phones is encouraged for personal calls.
- Internet use is only reimbursable for conducting College business.

Meals

- The College reimburses each traveler up to \$50 per day for food and beverages when traveling on College business.
- Tips are included as part of the meal allowance, i.e. the allowance of \$50 is inclusive of both food and tips for service.
- If meals are included as part of the cost of the conference, meals taken elsewhere are not reimbursable by the College.
- Itemized receipts are required for reimbursement.
- Travelers are ordinarily discouraged from using room service.

Entertainment

- Expenses for entertainment must be directly related to, or associated with, the active conduct of official College business. When a College employee acts as an official host, the occasion must, in the best judgment of the approving authority, serve as a clear College business purpose, with no personal benefit derived by the official host or other College employees. In addition, the expenditure of funds for entertainment should be cost effective.
- When determining whether an entertainment expense is appropriate, the respective division head must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds and any alternatives that would be equally effective in accomplishing the desired objectives.
- Examples of reimbursable activities include: host to official guests, meetings of an administrative nature, student oriented meetings, and prospective College donors.
- Itemized receipts are required for reimbursement.

Registration/Conference Fees

- Registration fees may be prepaid in advance of a trip by submitting a Check Request along with the original copy of the registration document. Employees who pay a registration fee from personal funds will be reimbursed upon proof of payment and the registration document. A copy of the registration document alone is not considered sufficient proof of payment.

Miscellaneous reimbursable expenses

- Baggage Handling – reasonable
- Faxes for College business
- Gasoline for rental cars
- Tips

Miscellaneous Non-reimbursable expenses

- Airline club membership dues
- Annual fees for frequent flyer plans
- Barbers and hairdressers
- Car washes
- Credit card delinquency fees/finance charges
- Entertainment of co-workers
- Expenses related to vacation or personal days while on a business trip
- Expenses for traveling from an employee's home to work or return
- Hotel amenities such as exercise facilities and movies
- In-flight telephone charges
- Laundry/dry cleaning/suit pressing for trips less than 5 business days
- Magazines/books/newspapers
- Loss/theft of cash advance money or university-paid airline tickets.
- Kennel fees and pet care for pets while on travel status
- Mini-bar refreshments
- Personal calls on cellular phones
- Rental car upgrades
- Shoeshine
- Spouse and/or guest related costs

Violation of Policy

An individual will be issued a warning if any of the above policy is violated. If an individual is in repeat violation of the above policy, the Financial VP and Treasurer has the authority to either temporarily or permanently remove American Express and travel reimbursement privileges from that individual.

PROCEDURE:

1. Travelers should complete a Travel and Expense Reimbursement Form for all expenses including those paid in cash, paid via personal or American Express credit cards, or for funds received in advance of travel.
2. The Travel and Expense Reimbursement Form should include a complete description of all items requested for reimbursement. All original receipts should be attached to the Reimbursement Form and

- itemized in accordance with the form. Photocopied receipts are acceptable provided that a detailed explanation for why there are no original receipts is listed on the reimbursement form.
3. Items that do not have receipts may be approved with the discretion of the Controller's office. Again, if a receipt is not provided, a detailed explanation as to the reason there is no receipt must be provided on the reimbursement form.
 4. All Travel and Expense Reimbursement Forms that include mileage reimbursement will be verified by the Controller's Office. Any differences noted by the Controller's office will be adjusted on the traveler's reimbursement form.
 5. The traveler should include the business purpose of the expense on the Travel and Expense Reimbursement Form.
 6. The traveler should include the department cost center and the accounts for each individual expense charged. Note: most travel and expense items will be charged to account 6055.
 7. The traveler must sign and date the reimbursement form. The department head and division head of the traveler must also sign the reimbursement form. If any of the signatures are missing from the form, the form will be returned to the traveler and NO expenses will be reimbursed until proper authorization is received.
 8. The approvers of the reimbursement form should review the form for any errors and should confirm that the proper budget is in place to fund the reimbursement. If there is an insufficient budget, the form will be returned to the traveler and NO expenses will be reimbursed until the budget is sufficient to cover the expenses.
 9. The Financial Vice President and Treasurer will approve forms submitted by other Vice Presidents. The Controller will approve forms submitted by the President. The President will approve forms submitted by the Financial Vice President and Treasurer.
 10. Travelers should submit the travel and expense report within 45 days of the final date of travel.