

GEORGETOWN UNIVERSITY

Medical Center Finance Office

Business Travel Policy – Last Revised 3/26/2015

The following Georgetown University Medical Center policy is an addendum to [University policy FA112A-09](#) (which addresses reimbursements of business travel expenses) that can be found on the [Financial Affairs Policies website](#). Please ensure that you are familiar with this policy.

The following policy is intended to clarify what GUMC will and will not reimburse.

Medical Center Finance is available to assist with any questions or concerns related to this policy and/or the travel authorization form.

Administration

This policy applies to all GUMC employees, MedStar employees applying GUMC funds, and invited guests whose travel will be supported by GUMC funds. All travelers must have their travel plans and anticipated expenses approved in advance of any reservations. Approval is documented by a fully-signed [GUMC Travel Authorization Form](#).

- GUMC employees should use the [GUMC Travel Authorization form](#). This applies equally to sponsored and non-sponsored travel expenses.
- All business expenses must fit within the prescribed department's current fiscal year travel budget or be allowable on grants. To be in compliance with IRS publication 463, the employee must adequately account for expenses within 60 days after the expense was paid or incurred. Business expenses that cross fiscal years must be handled according to the University Fiscal Year closing deadlines for submission.
- All GUMC employees are encouraged to utilize the University partnership with Anthony Travel and/or [Georgetown Travel Online](#) when traveling for University business.
- GUMC employees who are authorized to use a University ProCard for travel and entertainment must comply with the documentation and reconciliation requirements outlined in the ProCard Policy - <http://www9.georgetown.edu/finaff/procure/Procard/procard.htm>.
- Failure to comply with the Travel and/or ProCard Policy requires the employee to reimburse the University for unallowable and/or undocumented charges.
- Itemized receipts are needed for airfare, hotel, rental car, gas, and meals as well as miscellaneous expenses (e.g. - tax, toll, and parking) when completing a ProCard reconciliation and/or an Employee Reimbursement.

If the traveling GUMC employee fails to request documentation at the time of the charge, the GUMC traveler should contact the vendor to request duplicate documentation

For examples of an itemized receipt, please see [Appendix A](#).

- A Saturday night layover may be permissible when such a layover is more economical. Hotel room and meal expenses should be included when determining if Saturday travel is the most cost effective day to travel.
- GUMC employees who would like to extend their business travel with personal leave must have pre-approval, documented by a fully signed [GUMC Travel Approval Form](#).
- Business expense reimbursement is limited to GUMC employees who are traveling on official, approved University business only. Travel costs of accompanying spouses, family members or friends are the sole responsibility of the GUMC employee.
- Travel begins when the GUMC employee arrives at the departing airport/train station on the first day of travel, and terminates when the traveler's plane/train arrives at the gate on the last day.

Business Travel Expense Categories

Airfare

- GUMC disallows the purchase of first-class air travel or the equivalent at University expense for all travel. The University also disallows business-class air travel or the equivalent at University expense except for international travel (off the continent).
 - **Please note:** if your flight has an international destination, but begins or ends with a domestic connection, that domestic connection should be purchased at economy class.
 - **Example:** you are purchasing a flight to Berlin. Your planned flight itinerary is: Dulles to JFK, JFK to Berlin. The Dulles to JFK portion should be purchased at economy class. The JFK to Berlin portion may be purchased at economy plus or business class
- For airfare costs to be allowable on federal awards, they must follow the requirements outlined in [OMB Circular A-21 Section J.53](#), the [Fly America Act](#) and its associated Open Skies agreements. Generally, airfare should be booked with an American carrier (or American carrier code share), at coach or equivalent class and at the lowest rate possible. The exceptions to this, per Open Skies, are as follows:
 - Travel originating/ending in Australia may use an Australian carrier.
 - Travel originating/touching down/ending in the EU may use an EU.
 - Travel originating/ending in Japan may use a Japanese carrier.
 - Travel originating/ending in Switzerland may use a Swiss carrier.
- Please note that the Open Skies agreements do not apply to DoD funded travel. Travel associated with DoD projects must continue to use American carriers (or American carrier code share).

- For international travel with a scheduled flight time of 14 hours and above, business class airfare is an allowable expense. Scheduled flight time includes both stopovers and change of planes. Flight time calculation and review by PI should be documented and included in the GUMC Travel Approval documentation.

Airline Clubs

- GUMC employees cannot be reimbursed for airline clubs (e.g. - Red Carpet Club, Delta Sky Club, Admirals Club, etc.) unless the GUMC employee travels a minimum of 20 trips per year and was preapproved by an individual at a higher supervisory level. If offered, airline clubs are considered a taxable benefit.

Automobile Rentals

- GUMC employees must rent economy automobiles unless the vehicle is to be used for groups of three or more people traveling together. Luxury automobile or large Sports Utility Vehicle (SUVs) rentals are disallowed.
- GUMC employees will be reimbursed for the cost to restore the volume of gasoline to the original level at the beginning of the car rental; however, extraordinary charges and/or gasoline charges assessed by the rental agency after returning the vehicle are disallowed.
- GUMC employees must purchase the Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI). However, if the automobile rental is charged to the Georgetown ProCard, GUMC employees may decline all insurance coverages offered by the rental company.
- GUMC employees are encouraged to apply for educational discounts when making rental car reservations.

Ground Transportation

- GUMC employees will be reimbursed for ground transportation at a reasonable cost.
- Car service to/from the airport/train station is an acceptable means of transportation as long as the total cost is less expensive than the total cost of economy parking.

Hotels

- GUMC employees will be reimbursed at the single occupancy rate up to \$200 per night plus applicable hotel taxes. Hotel costs that exceed this per night limit will be the responsibility of the GUMC employee. An exception to this limit will be allowed for higher-cost cities of up to \$300 per night plus applicable hotel taxes. The most common GUMC travel destinations that qualify for the \$300 per night limit are New York City, Boston, Chicago, San Francisco, Honolulu, London, Paris, and Tokyo.

- GUMC employee consideration should be given to hotels in close proximity of a conference or association meeting that may offer greater value than the suggested or sponsoring hotel. The conference recommended hotel is allowable as long as it doesn't exceed the \$200 per night rate (or \$300 per night rate for higher-cost cities) plus applicable hotel taxes.
- Suites are disallowed unless a necessary business purpose can be justified. Suite expenses must be pre-approved by the sector administrator as part of the travel preapproval process.
- Fitness center fees for GUMC employees are disallowed unless the GUMC employee has been on University business travel for a continuous period of seven (7) days or longer.
- Laundry/Dry cleaning services for GUMC employees are disallowed unless the GUMC employee has been on University business travel for a continuous period of seven (7) days or longer.
- GUMC employees cannot be reimbursed for valet parking or additional fees for in-and- out parking privileges.
- GUMC employees cannot be reimbursed for hotel mini-bar and/or in-room movie rental charges.

Inflight Phone & WiFi

- GUMC employees cannot be reimbursed for the use of an inflight phone (on- board an airplane) except in cases of an emergency.
- GUMC employees will be reimbursed for in-flight wi-fi, up to a cap of \$15 per flight. Employees will not be reimbursed for in-flight wi-fi expenses above \$15 per flight.

Meals

- For full days of travel (days where the employee will be in transit or at the travel location for a full 24 hours), GUMC Employees will be reimbursed for meals up to the amount of \$120 per person (before tax and tip).
- For partial travel days (days where the employee will be in transit or at the travel location for less than 24 hours, typically the day of departure or return), GUMC Employees will be reimbursed up to the following amounts: \$15 for breakfast; \$30 for lunch; and \$75 for dinner (before tax and tip).
 - Example #1: an employee is travelling to Chicago for a conference. Her departing flight from DC to Chicago leaves at noon. The employee will be reimbursed up to \$105 for meals (\$30 for lunch + \$75 for dinner).
 - Example #2: an employee has travelled to New York to meet with collaborators. The returning flight from NY to DC arrives in DC at 2 pm. The employee will be reimbursed up to \$45 for meals (\$15 for breakfast,\$30 for lunch)

- Meal costs that exceed this per meal limit will be the responsibility of the GUMC employee.
- Tips for service must be reasonable and customary. Tips will not be reimbursed above the rate of 20%.
- GUMC employees will be reimbursed for reasonable liquor purchases (not to exceed 2 drinks) when separately identified. Alcohol purchases will not be reimbursed on Federal funding.
- GUMC employees should present the tax exempt certificate/wallet card for meals purchased in states where Georgetown University holds a tax exempt status.
- GUMC employees cannot be reimbursed for breakfast, lunch or dinner if the event provides those same meals.
- GUMC employees should submit an itemized receipt when requesting meal reimbursements or using the ProCard. Itemized receipts for hotel restaurant and room service charges charged directly to a room should be submitted with the hotel bill.
- Meals expenses will not be reimbursed without an itemized receipt, list of participants and business explanation. For an example of itemized receipts, please see [Appendix A](#).

Personal Automobile

- GUMC employees traveling by personal automobile will be reimbursed at the University approved mileage rate - http://financialaffairs.georgetown.edu/payroll/mileage_rates.pdf. This rate covers all expenses, except toll charges and parking fees, related to the operation of the vehicle. GUMC employees should document the dates traveled, mileage, and destination(s).
- Reimbursement of gasoline purchases is disallowed when GUMC employees are operating their personal automobiles for business purposes.

Roadside Assistance Clubs

- GUMC employees cannot not be reimbursed for roadside assistance clubs (e.g. – AAA) unless they travel frequently on University business by car or van and had the membership preapproved by an individual at a higher supervisory level.

Traffic Violations

- GUMC employees will not be reimbursed for traffic tickets (moving violations and/or parking fines) that were issued in person by a federal/state/municipal designated official or received in the mail.

Train

- GUMC disallows the purchase of first-class train travel or the equivalent at University expense for all travel.

- The purchase of Acela business class, also designated Premium Coach, is an acceptable class of train travel as long as the total cost is less expensive than a plane ticket to the same destination. Travelers are encouraged to use advanced booking for Amtrak's Northeast regional train travel for fare savings up to 20%.

Travel Advances

- GUMC employees cannot be issued travel/cash advances.

Parking

- GUMC employees will be reimbursed up to the cost of economy long term parking and/or the least expensive parking option at airport and train stations. Employees will not be reimbursed for the cost of parking above the least expensive parking rate.
- GUMC employees will be reimbursed for hotel parking under limited circumstances. The total cost of hotel parking and car rental should not exceed the anticipated cost of taxi usage associated with the trip. Hotel parking should be pre-approved by the traveller's financial administrator, as part of the travel preapproval process.

Prohibited Miscellaneous Travel Expenses

There are specific types of expenses which are considered to be personal, and are therefore neither reimbursable nor allowable on the University ProCard. Examples of prohibited items are listed below:

- Child Care/Pet Sitting;
- Economy Upgrade Fees¹;
- Laptop, PDAs or cell phone accessories;
- Airline/Travel Insurance;
- Barber/Manicurist/Shoe Shine;
- Personally owned cellular phone charges;
- Gifts and/or Hospitality Baskets;
- Luggage fees in excess of 1 carry-on bag and 1 checked bag (for longer travel), and oversized/overweight baggage fees;
- Loss/theft of personal property;
- Personal entertainment;
- Personal medical costs or vaccinations not covered by the GUMC employee's health insurance, unless required for foreign travel;
- Traveler's check fees;
- Tipping above the allowable rate of 20%;
- Newspapers, magazines, brochures or books not for University business;

¹ Upgrade fees may be allowable in a small number of specific situations. Please see the section on airfare for clarification.

- Hotel gift store charges (unless they are an itemized, allowable meal expense);
- Extravagant charges deemed unnecessary; or
- Any other items specified in the University Travel Policy

There may be instances when special circumstances warrant reimbursement of a restricted item. In such instances, the expense must be fully documented and approved by both the Director of Finance for the traveller's sector, and the Medical Center CBO.

Responsibilities

- It is the responsibility of the entire GUMC community to be knowledgeable of this policy.
- GUMC employees with signatory authority must review business travel reimbursements carefully. Sector leaders have the authority to approve business travel expenses up to \$24,999, except in cases of missing receipts / non-original receipts with a cumulative total greater than \$500.
- GUMC departments within each sector must adhere to the approval requirements of their respective sector finance office. In some cases, the sector requirements may be more restrictive than the GUMC policy.
- All grant sponsored business travel expenses must also be approved by the grant's Principal Investigator (PI), per federal guidelines.

Enforcement

This policy will be enforced by the Medical Center CBO and the University's Internal Audit Office. Additional reviews may be conducted by the University's ProCard office, University's external financial auditors, A-133 auditors, or agency specific auditors.

Resources

Please note additional information and documentation related to University business travel:

[Georgetown University Policy # FA112A-09 - Business Travel](#)

[Georgetown University Policy #FA 112B-12 – Employee Reimbursement Policy](#)

[Georgetown University Policy # FA161-07 - ProCard Policy](#)

[Georgetown University Medical Center Signature Authority Policy](#)

[Georgetown University Travel Page](#)

[GMS Training on Employee Expense Submission](#)

[Georgetown University Global Assistance Program](#)

[Georgetown University International SOS Portal](#)

Review Cycle

The GUMC business travel policy will be reviewed at least annually.

HAVE YOU DEPOSITED YOUR
ROOM KEY AND THE SAFE
DEPOSIT LOCKER KEY

Name : Mr. Khanna

Designation : CEO

Address : Roopa Exports
Chennai

Mode of Payment: Bill to company

Folio No. 202	Status
Room No.	Tariff-Rs. 10500
Locker No.	

PKG PL GRP MST.

Arrival			
Date	Time	Pax	Dep.
1.06.07	12.45 p.m.	01	4.06.07

Date	Reference	Description	Base Charge	VAT	Misc. Charges	LT	ST	Dr.	Cr.	Total Bal.
.06.07		Bar	1200					1200		
		Dinner	1500					2700		
		Room Charges	10500	1260				15460		
2.04.07		Telephone	560					16020		
		Room Charges	10500	1260				27780		
3.04.07		Break fast	750					28530		
		Spa	825					29355		
		Banquet dinner	24000		2400			55755		
		Room Charges	10500	1260				67515		
4.04.07		Break fast	750					68265		68265.00

I agree to pay the full amount of these charges, I also agree that all
Charges in this account are correct.

BALANCE DUE

CASHIER'S SIGNATURE _____ GUEST'S SIGNATURE _____

This receipt is not itemized. It does not specifically identify each of the items ordered.

This type of receipt cannot be used items being expensed to the University.