

Centenary College

Travel and Expense Reimbursement Policy

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INTRODUCTION

As a major nonprofit organization, Centenary College is held to a high level of accountability for its business practices. Numerous constituencies (including students, donors, alumni, The State of New Jersey and the federal government) have an interest in how the College spends its money. Accordingly, every reasonable effort must be made to ensure funds are used in a responsible, prudent and appropriate manner. These policies and procedures have been prepared as guidance in identifying legitimate travel and business related expenses incurred in carrying out necessary, authorized business of the College. While traveling on College business, travelers should expect to receive service and accommodations that are both safe and comfortable, but not lavish or extravagant. In addition, travel arrangements must be well planned so that costs will not exceed budgetary limitations. To ensure that expenditure decisions are consistent with the College's mission, applicable laws and ethical practice, departments must comply with the policies and procedures in this document. This document outlines policies and procedures in general terms to allow reasonable discretion for travelers.

SCOPE OF POLICY

This policy covers expenditures for all travel conducted on behalf of the College. This includes but is not limited to recruitment, administrative and group travel charged to unrestricted, restricted, and designated funds. This policy is also intended to ensure fair and consistent treatment between departments throughout the College and the uniform reporting of financial data. This policy relates to:

- Employees who incur business expenses and require reimbursement
- Employees who travel on College business
- Employees who supervise employees who incur business expenses and/or travel on college business
- Employees who make travel and other arrangements for: students who travel on approved College business; prospective College employees; College visitors; and employees who travel to conventions, conferences, or seminars
- Student Reimbursements

OVERVIEW OF POLICY

The College respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. The College's travel meets the IRS definition of an "Accountable Plan". As a result, travel reimbursements do not have to be reported as income to the traveler. Under the accountable plan, travel advances and/or reimbursements must meet three requirements:

- a) Expenses must be paid or incurred while performing services as an employee
 - b) Travelers must provide an expense report substantiating the amounts, time, use and business purpose within a reasonable amount of time after the expenses are incurred. Original detailed receipts must be attached to the statement
 - c) Employees must return any advance amounts in excess of expenses
- Reimbursement will be on the basis of actual and reasonable expenses incurred for necessary business expenses. Reimbursable expenses must have a valid business purpose.
 - The College will not reimburse for personal expenses including but not limited to child care, clothing, personal recreation and entertainment.
 - Assuming a reasonable level of comfort and convenience for the traveler, every effort should be made to keep College expenses to a minimum.

GENERAL POLICIES

Reporting of Expenses

It is the responsibility of the employee incurring the expenses and the supervisor who is authorizing the expenses to make sure all expenses are in compliance with this policy. Business expense reimbursements are subject to audit by our outside auditors, government agencies and other sponsors. Therefore it is imperative that thorough documentation and accounting for expenses, as defined in this policy, are provided. The College must have all documentation required to substantiate payments made in accordance with the policy. Reimbursements will not be processed without the proper documentation. Requests for business expense reimbursement must be received in Accounts Payable within Ten Business days after the date of incurrence of an expense or the end of travel. Expense reports can be found at <https://files.centenarycollege.edu/alfresco/wcservice/centenary/folder/Centenary/Forms/Staff%20and%20Faculty%20Forms/Finance%20Office%20Forms>.

Expense reports must include the name of the employee, the account number(s) to be charged, original itemized receipts, and the proper authorization. Expenses submitted without original receipts will be considered personal expenses and will be charged back to the employee.

Documentation Standards

Reimbursable expenditures must be supported by documentation attached to the Expense Report. The documentation must be presented in an orderly fashion, do not mark the receipt with pen or highlighter. Affix receipts to one or more sheets of standard 8-1/2" x 11" paper and include explanations and cross references in the margins. In all cases, there must be a clear trail from the receipted amounts to the amounts claimed on the expense report, or the amounts may be charged back. The Internal Revenue Code requires reimbursable expenditures to be supported by adequate records that clearly establish that they were (i) ordinary and necessary, (ii) reasonable in amount and (iii) incurred for a valid business purpose. The College interprets this to mean that all of the following criteria must be met to qualify for reimbursement:

- The identity of the vendor or supplier must be indicated.
- The business purpose for the expenditure must be stated.
- The identity and business relationship of others participating in the event (e.g., entertainment, business meal, etc.) covered by the expenditure must be stated.
- Original itemized receipts must be submitted.

Because of IRS documentation standards, substitute or incomplete documented receipts will not be accepted and reimbursement will be disallowed (e.g., guest check stubs, receipts without dates).

In addition to meeting the above criteria, any specifically required explanations per provisions contained in this document must be provided. In the rare event that neither a receipt nor proof of payment is available (accidentally destroyed, lost, etc.), the specific reimbursement must be approved by the appropriate Executive Staff member. An explanation must be included with alternative documentation. Employees who consistently abuse this policy will run the risk of not being reimbursed for their expenses.

Required Documentation

Individuals are required to submit documentary evidence of payment of a business expense. Documentary evidence includes but is not limited to:

- Original itemized receipts – must include the amount paid, how paid, date, name and address. Photocopies of receipts will not be accepted.
- For lodging reimbursement, the College requires an itemized hotel invoice that reflects that payment has been made in full.
- If airfare has not been obtained through one of the College’s travel agents, a traveler must submit the passenger copy of the ticket. Travel itineraries do not constitute adequate documentation for reimbursement purposes.
- When submitting for mileage reimbursement, a MapQuest printout is required to substantiate mileage, unless you are traveling among campuses. Please refer to intercampus mileage for additional information.
- Any other documentation that the College may require/request from time to time
- As per IRS regulations, all reimbursements must be processed within 60 days following the event or trip or they will be subject to taxation.

Expense Report Reimbursement

Completed expense reports should be submitted to the Accounts Payable department. Expense reports will be reviewed by the AP office to ensure compliance with IRS regulations and College policies. Employees and students will be reimbursed within 10 working days, provided that all the documentation has been attached and all the proper authorizations have been obtained. If all required documentation is not provided or authorizations not obtained, expense reimbursements will be returned for correction/completion.

Prior Approval of Travel

A pre-approved itinerary for travel that is more than 50 miles must be completed stating the purpose of the business travel. A Purchase Order should be used for this approval. The itinerary must include the following:

1. Purpose of travel
2. Dates of arrival and departure
3. Destination
4. Name(s) of those traveling
5. All anticipated expenses such as registration fee, air fare or estimated mileage expense for auto trips, hotel, meals and a reasonable amount for incidentals such as taxis
6. If any portion of the travel is to be paid by an outside organization, please submit a copy of the Agenda

An approved travel itinerary must be obtained before employees make and pay for any travel reservations and/or registration fees. The appropriate department head and/or Vice President should approve the itinerary. It is the traveling individual’s responsibility to ensure that this pre-approval is obtained in ample time for cost efficient arrangements. Any obligation entered into without proper authorization may be considered a personal obligation of the individual with the vendor and will be the responsibility of the employee.

A College-issued VISA card may be used for employee travel but only for airline/train tickets and registration fees, hotels, meals, and transportation. All other employee travel expenditures must be paid by traveler from personal funds and/or cash advances and reimbursed on a travel voucher after returning from trip. College-issued credit cards are not to be used for expenses other than pre-approved travel arrangements as outlined in the Visa card Policy, except in cases approved by the Chief Financial Officer. Please see Visa card policy located in the Purchasing Policy at http://www.centenarycollege.edu/cms/fileadmin/user_upload/finance_office/cent_purchasing_policy.pdf.

Visa Card Reward Points may be used for travel if available. Please submit authorization for travel to the Purchasing Manager at duffanym@centenarycollege.edu, who will then check availability. Please refer to "TRAVEL, LODGING, MEALS, AND ENTERTAINMENT" for basic travel guidelines.

Reimbursable Business Expenses

Reimbursable expenses may include, but are not limited to:

- Business travel
- Business lodging
- Business meals
- Business meetings
- Business entertainment
- Business telephone calls
- Conference registration fees
- Fees for currency exchange on business expenses
- Internet access fees

Non-Reimbursable Expenses

The College will not reimburse travelers for expenses that are inherently personal in nature, or those with an unreasonable cost or that are unnecessary or not required for conducting College authorized business. Items considered personal expenses that are not eligible for reimbursement include but are not limited to:

- Alcoholic beverages
- Hotel room movies and other forms of personal entertainment such as in-room bars or mini-bar, massages, and saunas
- Charges from unwarranted failure to cancel hotel reservations or airline tickets
- Child care, baby-sitting, or house-sitting costs
- Excessive costs affiliated with business meal reimbursement, including overage of allotted tip
- Fees for boarding pets or other animal care
- Fines for moving violations, parking violations, EZ pass violations, or towing charges
- Frequent flyer credits or tickets
- Frequent in-office functions providing food and beverages
- Grooming expenses such as haircuts and toiletries
- Incremental airline ticket costs to obtain frequent flyer benefits
- Incremental costs for first class or business class tickets
- Lodging cancellation fees
- Loss of cash advanced, airline tickets or personal property or funds
- Newspapers, magazines, books or other personal reading material
- Membership dues in airline clubs, athletic clubs, faculty clubs, frequent flyer clubs, social clubs, fraternal orders or other similar organizations
- Non-travel employee meals
- Personal clothing or accessories
- Personal membership dues to wholesale clubs
- Personal recreation or entertainment such as greens fees, sightseeing fares, tours, theater tickets, ski lift tickets and theme park passes, etc.
- Premium and luxury car rentals
- Prescriptions, over-the-counter medications or other medical expenses
- Professional certification that is not directly related to an employee's current position
- Tuxedo rentals
- Upgraded hotel or motel costs such as suites, in-room Jacuzzi, etc.

Personal Business Conducted Before, During, or After Business Travel

Additional costs incurred for earlier departure or later return are not reimbursable since these are personal expenses, unless the savings in airfare is equal to or greater than the total costs for lodging, meals, etc. incurred during the additional day(s) of travel. All additional costs must be weighed against the savings in airfare.

Under no circumstance should any employee charge personal expenses to the College's accounts despite the intention of the traveler or third party to reimburse the College for these charges.

Accompanying Spouses or Domestic Partners

Expenses incurred for accompanying spouses or domestic partners are considered personal in nature except on the rare occasion when the spouse or domestic partner has a significant role at an event and it furthers the mission of the College. In these cases, the travel expense of the spouse or domestic partner should be authorized in writing in advance by the appropriate officer, either the Vice President or President. This written approval must be submitted with the expense reimbursement request and must document the business purpose served by the spouse's or domestic partner's attendance at the meeting or function.

Travel Companion

If an employee is dining out with a travel companion, only the cost of the employee's meal may be charged. Shared items are to be prorated.

Tax Exemption

Centenary College, as a non-profit educational institution, is exempt from the payment of NJ sales tax on the purchase of goods and services in the state of NJ. Centenary also has limited tax exemption in the following states: NY & PA. Centenary will not reimburse sales taxes paid on any purchases made in these states. A limited exception will be made of sales tax paid on meals that otherwise qualify for reimbursement, but only up to the extent that the total cost does not exceed the reimbursable amounts set forth in this policy. Tax exempt forms can be obtained in the Finance Office located in the lower level of the Seay Building or from Accounts Payable Office/Purchasing Office. All purchases made on behalf of the College must be made using our tax exempt certificate regardless of the method of payment when institutional funds are used. Individuals who fail to obtain and complete the tax exempt certificate will be personally responsible for sales taxes paid. It is the responsibility of the individual initiating the purchase to alert the vendor to our tax-exempt status.

Use of the certificate to avoid sales tax on personal transactions is strictly prohibited. Failure to comply could result in dismissal, criminal charges and the loss of the College's tax-exempt status.

Exceptions

Exceptions to any of the provisions set forth in this policy require the prior approval, in writing, of the CFO/COO. If the expenditure is to be charged to a grant or contract, then the exception also requires approval of the Grants Coordinator.

CASH AVANCES

Centenary will provide cash advances to faculty, staff, and students for authorized College business to cover incidental out-of-pocket costs, and other cash expenses that cannot be readily charged to a credit card. Cash advances can be requested by completing a cash advance form which is available at

<https://files.centenarycollege.edu/alfresco/wcservice/centenary/folder/Centenary/Forms/Staff%20and%20Faculty%20Forms/Finance%20Office%20Forms>. Cash advance request forms must be signed by an authorized approver. Under no circumstances can the recipient of the cash advance approve his or her own cash advance.

- A cash advance may be requested and should be the minimum necessary to cover anticipated out-of-pocket expenses. This limitation does not apply to student cash advances for non-travel expenditures or group travel.
- If requesting a cash advance, a detailed calculation indicating how the amount of the cash advance was determined needs to be included with the request.
- Cash advances will be granted only if they bear the signature of an authorized approver.
- Employees or students requesting a cash advance can obtain up to \$100 in cash. Any request over \$100 will require a check issued from Accounts Payable.
- Except in unusual circumstances, cash advances will not be issued more than two weeks before the travel date. Requests for advances in the form of a check should be requested at least 10 business days in advance of need.
- The reconciliation of the cash advance must be completed within 10 ten business days of the event. Employees and students who have not settled their cash advances by the anticipated settlement date will be notified via an e-mail that the settlement is overdue. The first notice is sent 10 business days after the anticipated settlement date. Individuals having unreconciled travel advances after 30 days from the date of return will be sent a reminder notice, which will be copied to the employee's supervisor, the employee's Vice President and the CFO, requesting reconciliation. After 60 days, the advance will be deducted from the individual's pay and treated as taxable income per IRS guidelines. Any future request for a cash advance by that employee or student will be denied by Accounts Payables. Any advance unreconciled when an employee leaves employment at the College, or a student leaves the College, will automatically be deducted from his/her last paycheck or added to the student's bill.
- Cash advances must not be used to cover personal expenses or any activity that is the sole responsibility of the employee or student. The Controller's Office may revoke an individual's privilege to obtain cash advances if it is determined that an employee or student has abused the College's policy.
- The advance must be returned when the employee terminates employment or changes to a job within the College that does not require travel.

Due Dates and Cash Advance Settlements

Each cash advance is the personal obligation of the recipient receiving the funds until the expenses have been settled. The recipient of the funds is responsible for the proper record keeping of expenses incurred while conducting College business and for settling any unused funds owed back to the College. Cash advances must be accurately accounted for with the required itemized receipts. Due dates on cash advances are established at the time that the employee or student is issued the advance. The Cash Advance Form requires that the recipient declare when the trip, activity or event will have been completed. The due date for settling up the advance is no later than 10 business days after returning from the trip, or completing the activity or event. Employees and students must return the entire cash advance to the Business Office when a trip, activity or event has been cancelled or postponed within 5 business days.

The required itemized receipts must be properly submitted to the Finance Office for settlement of cash advances. In the event that expenses exceed the cash advance, the employee will be reimbursed upon submission of a completed, approved expense reimbursement/petty cash form. If cash advances are greater than the expenses incurred, the employee or student must return the remaining balance (by personal check or cash) to the Finance Office.

Cash advance settlements must provide adequate documentation to substantiate the business expenses covered by the cash advance as required by the IRS to avoid the reporting of cash advance payments as taxable income to the employee or student.

TRAVEL, LODGING, MEALS AND ENTERTAINMENT

Air Travel

Airline transportation should be used for long-distance travel, except when suitable arrangements cannot be made and/or there is a substantial cost savings for alternative transportation. When the most efficient means of transportation is air travel, all efforts should be made to obtain the lowest coach fare available. An employee may upgrade his or her travel class by personally assuming the incremental cost.

The Colleges preferred travel agents are:

Skyland World Travel
Sandy Vaessen
37 U.S. 46
Hackettstown
Skylands37@comcast.net
(908) 852-7081
www.skylandworldtravel.com

Katarina's Travel Center
Laszlo Zavagyak
114 East Plane Street
Hackettstown
Katarina.travel@verizon.net
(908) 813-8884

Boomerang Travel
Pat Kelly
124 Morris Turnpike
Randolph, NJ 07869
pkboomerang@optonline.net
(973) 895-9150

When booking travel arrangements, each employee that has a Corporate Credit Card is required to use this form of payment; otherwise a personal credit card should be used.

A traveler may take one check-in and one carry-on piece of luggage on a business trip. Any additional check-in luggage must be paid personally by the traveler. If a traveler is asking for reimbursement for an extra luggage fee, a written approval by his/her supervisor must accompany the traveler's expense.

Hotels

Travelers should use only the standard single room rate at reasonably priced hotels. If this rate is unavailable, this should be noted on the Travel Expense report. This policy will not apply for a seminar or convention where the sponsoring organization booked blocks of rooms at a specific hotel. Travelers are expected to utilize economical accommodations.

Since hotel reservations are typically guaranteed to assure lodging for late arrivals, travelers are required to cancel these reservations in order to prevent "no show" charges. Except under extenuating

circumstances, the College will not reimburse expenses due to a traveler's failure to cancel guaranteed room reservations.

When requesting reimbursement for lodging, the itemized hotel receipt or statement must be submitted with the reimbursement request in order to be compliant with IRS regulations. The College requires an itemized hotel invoice or statement that indicates that payment has been made in full. A credit card receipt is insufficient to support a business hotel stay.

The following types of expenses are considered to be of a personal nature and will not be reimbursed:

- Personal or extra-cost services such as barber, laundry service, dry cleaning, beautician, manicurist and shoeshine;
- Special room services, such as in-room movies;
- Additional charges for room upgrades, poolside rooms, or special floors;
- In room bars or mini-bar.

Sales Tax Exemption: Be sure to inquire whether the hotel will allow our Sales Tax exemption to be used at the hotel.

Lodging Expense within a Two Hour Drive of Centenary College

Overnight lodging within two hours driving distance from Centenary College must have the appropriate Executive Staff member's prior written approval submitted with an explanation of the rationale for the request.

Meals

Meals, including gratuities, are reimbursed based on actual submitted and substantiated expenses with a maximum daily amount of \$50. Per IRS regulations, meals cannot be lavish or extravagant and should be kept at a prudent and reasonable level. Please note that reimbursement is provided for meals, not snacks or beverages in-between. For travel less than a full day,

- a) Breakfast is reimbursable up to \$10 per day.
- b) Lunch is reimbursable up to \$10 per day.
- c) Breakfast and lunch are reimbursable up to an aggregate of \$20 per day.
- d) Dinner is reimbursable up to \$30 per day.
- e) Lunch and dinner are reimbursable up to an aggregate of \$40 per day.
- f) Subject to the limitations set forth above under "Non-Reimbursable Expenses," what constitutes a meal is within the discretion of the appropriate Executive Staff member or his or her designee.
- g) Your supervisor may establish decreased rates for your travel. The rates above represent the maxima that will be reimbursed by the College.

Exceptions to the limits set forth above may be appropriate in certain situations, such as international travel. Such exceptions must be approved in advance by the Chief Financial Officer.

A **DETAILED** receipt is necessary for meal charges. Restaurant receipts **without DETAIL** are not acceptable for reimbursement and will be the responsibility of the employee. Tipping is allowed for meal service. However, in no event should the tip exceed twenty percent of the cost of meal(s), not including tax. Tips in excess of twenty percent will be reimbursed at the twenty percent amount. Reasonable tips, not to exceed 20%, for other services such as taxi cab drivers, are also allowable. In addition, the College policy does not allow for the reimbursement of charges related to the purchase of alcohol.

Any meal costs in excess of the per meal limits requires prior approval. Any requests for an exception to these limits should be a formal written exception/authorization request from the appropriate Executive Staff member for documentation for Accounts Payable.

These thresholds are not per diems, and should not be charged as such. Travelers must submit individual receipts showing the actual cost of each meal no later than 10 business days after the meals have taken place or the traveler returns.

Reimbursement of meals will not be granted in instances where meals are covered by conference or registration fees, or other instances in which the employee does not pay for the meal.

Business Meals

Business meals are defined as meals taken with students, donors, colleagues, or individuals from companies in which specific College business is being discussed. Itemized receipts for the meal must be provided. In addition to the itemized receipt, IRS rules on substantiation of business expenses require documentation of the time, date, place, business purpose and attendees at the meal.

Business Meals Involving Only College Personnel

Meals involving only College employees are acceptable, but only when a seminar, retreat, workshop, orientation or other College function is being conducted and with prior written approval from the appropriate Executive Staff member. Proper documentation must be submitted to substantiate expenses including but not limited to date, time and location, employees in attendance and specific business purpose or topic.

Student Travel Meal Allowance

The college has implemented a standard meal allowance for students when traveling for school related activities. This policy will be consistent for all teams, groups, events, etc. The standard daily meal allowance for student travel is \$10.00 per person per meal. Proper documentation must be submitted to substantiate all individual expenses.

This allowance is not a per diem, and should not be charged as such. Travelers must submit individual receipts showing the actual cost incurred no later than 10 business days after the meals have taken place.

Alcohol

Generally speaking, alcohol is not a reimbursable expense. College funds may not be used to buy alcohol for any purpose except in cases of officially sponsored College events. .

Business Entertainment

Meals and functions are considered business entertainment if they are intended to provide hospitality to non-College individuals. Although they may be partially social in nature, they are deemed necessary and customary in furthering the College's mission. Meals that include spouses or other individuals who are not directly involved in conducting College business are general indications that the occasion is entertainment rather than a business meal or meeting.

International Travel Insurance Coverage

Insurance is available for staff/faculty/students who are traveling internationally. The program is through our International Travel Program. Please contact the Controller for information and insurance cards.

AUTOMOBILE, PARKING AND GROUND TRANSPORTATION

The term "transportation" shall encompass all necessary official travel on airlines, railroads, buses, taxis, rental cars, etc. When planning a trip, employees are expected to choose the least expensive means of transportation whenever reasonably possible.

Personal Automobile Travel

Use of a personal vehicle for college business by a Centenary College community member is authorized only when it is deemed the least expensive way to reach a destination.

When the use of a personal vehicle is necessary, reimbursement for this use will be at the mileage rate published by the Finance Office. This rate is designed to cover all fixed and variable costs of automobile use for business purposes. This rate includes consideration of maintenance and repairs, tires, gas, oil, vehicle insurance and license and registration fees. Reimbursements may be requested for tolls and parking fees when using your personal vehicle for business. Request must be accompanied by proper receipts and documentation. The College will not reimburse employees for gas, parking tickets, fines for moving violations, vehicle towing charges, EZ pass violations, or auto repairs and maintenance.

It is the obligation of the owner of a personal vehicle being used for College business to carry adequate insurance for his or her protection and for the protection of any passengers. If during the operation of the private vehicle while on College business an accident, theft or mishap of any kind occurs, the responsible insurance company will be the car owner's and a claim must be sent to the owner's insurance company. The owner of the vehicle is responsible for payment of the deductible.

Fines and tickets due to motor vehicle infractions are the responsibility of the operator and may not be charged to the College.

Automobile Rentals

Vehicles up to an intermediate (midsize) class are customary for individual travelers. The next size class may be rented when three or more people are traveling together. Reimbursable items include the actual cost of the rental, excess mileage fees, tolls, and gasoline purchases. Reimbursement for rental cars should be included on the Expense report. If a car rented for business purposes is also used for personal reasons, all additional costs incurred as a result of personal use must be computed and paid by the individual. The College has discount agreements with major automobile rental agencies. We have negotiated rates with Enterprise and National (800-325-8007 or locally 908-852-8600). We highly recommend calling the Hackettstown Office directly for reservations regardless of where you are traveling as they offer additional perks to the College.

Driving Personal Car vs. Rental Car

Airline transportation should be used for long distance travel, except when suitable arrangements cannot be made, there is substantial cost savings, and/or the traveler wishes to drive. If a traveler elects to drive for long-distance college travel, the mileage/car rental reimbursement should not exceed the average cost of an airline ticket to that destination.

- Travelers are strongly encouraged to use a rental car for trips that can exceed the day and mileage limits as shown in the accompanying chart, as it is more cost-effective for the college. If you use your personal vehicle, mileage for college travel is reimbursed at the rate of 51 cents per mile.
- Renting a vehicle is the most cost-effective option for the college if the number of days traveling and the total mileage are at least:

Days	1	2	3	4	5	6	7	8	9	10	11	12	13
Miles	125	251	377	502	628	753	879	1,004	1,130	1,255	1,381	1,506	1,631

- All receipts as well as beginning and ending locations must be documented for all mileage reimbursements and attached to the Expense Report.
- In addition to mileage, travelers are reimbursed for parking fees, road tolls and any other expenses directly related to the trip. Travelers are not reimbursed for car repairs, parking tickets, traffic violations or insurance claims.

Insurance Coverage

While on College business in the United States, employees should decline Collision Damage Waiver (CDW) or personal liability insurance offered through the rental company to cover deductible amounts as the College provides this insurance (insurance cards can be obtained in the Finance Office). The College insurance will also provide excess liability coverage when a personal car is used on College business, whether the owner or another College employee is driving. The College insurance cannot, however, cover physical damage to your personal car, nor will it refund you for any deductibles.

International Automobile Rentals

The same guidelines outlined above should be followed when renting a vehicle internationally with the following exception: When renting vehicles in a foreign country, collision auto liability insurance options must be accepted, as College insurance does not provide this coverage. This is often referred to as a "full coverage" option.

Rail Transportation

The College will reimburse for local rail travel. If the trip is shorter than seven hours of travel the coach accommodations should be used. Business class seats may be purchased if there is a business need (e.g. wireless internet access).

Use of College Vehicles

Business/Institutional related travel using a college vehicle may be arranged on a first-come first served basis. Please contact the Executive Assistant to the CFO/COO for the current Centenary College Van Usage policy. Effective July 1st 2013 there will be a per mile charge-out rate for College owned vehicles.

Group Travel by Bus

Each department is expected to arrange for the most cost effective bus service available. Departments should use a Purchase Order and obtain 3 quotes (if possible).

Other Transportation

Other transportation expenses include the cost of taxi's, airport vans (or car service) and public transportation while on College business. The College will reimburse the travelers for these expenses when reasonable and have properly documented original receipts. Airport shuttle vans or buses should be used whenever possible.

Mileage Reimbursement

When submitting for mileage reimbursement, a MapQuest printout is required to substantiate mileage unless you are traveling between campuses. Please refer to Intercampus Mileage Reimbursement for additional information.

Travel between the office and home (commuting) is not a business expense. If an employee does not report to the office, but goes directly to another location, he/she will be reimbursed for the mileage in excess of what would normally be traveled between the home and the office.

The College does not reimburse mileage for events being held at the College.

Intercampus Mileage Reimbursement

Intercampus travel to attend scheduled administrative meetings is considered College business and reimbursable. To simplify the process for submitting expense reimbursement reports for travel between the College's various locations, we have established the following standardized mileages. These will be used for all expense reimbursements, and therefore you will not need to submit mileage calculations for these trips.

Parsippany Mileage

Hackettstown to Parsippany	25.31
Parsippany to Hackettstown	25.22
Round Trip	50.53

Metro Park Mileage

Hackettstown to Metro Park	43.45
Metro Park to Hackettstown	43.74
Round Trip	87.19

Parsippany to Metro Park	30.75
Metro Park to Parsippany	30.77
Round Trip	61.52

The College will no longer reimburse faculty and staff (except for Admissions staff) for travel between the Hackettstown campus and the Equine Center.

We do not reimburse for travel to any of the college campus locations which falls under your job description and if you are at that location for a full day's work.