

# TRINITY INTERNATIONAL UNIVERSITY

**TIU POLICY:** Expense Reimbursement Policy

**TIU POLICY #:** P-211

**STATUS:** Approved, November 2009  
Updated, August 2015

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## **I. PURPOSE:**

To specify guidelines for reimbursement of employee expenses.

## **II. SCOPE:**

This policy applies to all employees seeking reimbursement for Trinity International University (University) related expenses.

## **III. POLICY:**

### **A. Business Travel**

1. Airline: All airlines should be considered in order to obtain the lowest fare for an economy seat. Seat upgrades are not reimbursable.
2. Meals: Employees will be reimbursed for meals when traveling.
3. Hotel: All economy options should be considered in order to obtain the lowest rate for hotel accommodations.
4. Ground Travel: All rental car companies should be considered in order to obtain the lowest rate. Mileage to the airport is reimbursable from campus to the airport, or home to the airport, whichever is less. (The distance between the Deerfield campus and O'Hare International Airport is 19 miles).
5. Other: Expenses for spouses (or other family members) who accompany an employee on a business trip are generally not reimbursable. An exception will be made when there is an appropriate business purpose to the spouse's inclusion on such a trip. In these cases, prior to the trip, approval should be obtained from highest ranking signer of the Expense Report.

### **B. Mileage**

1. The IRS Standard Mileage Rate will be the rate applied when reimbursing an employee for the cost of using a personal vehicle on University business.
2. Mileage to and from campus is not reimbursable.
3. Any request for mileage reimbursement must be accompanied by details of the business-related trip, e.g. beginning and ending destination, MapQuest, etc.

### **C. Miscellaneous**

1. Annual fees for credit cards are not reimbursable.
2. As a general rule, expenses incurred for personal gifts given are not reimbursable.

### **D. Requirements for Submission of Expense Reports**

1. The Expense Report can be found at [my.tiu.edu](http://my.tiu.edu) under Business Office/Forms.
2. The *Business Purpose and Relationship* section of the Expense Report must be filled out in detail. Generic listing of events or guests will not be accepted.
3. Proper signature authorization is required for all requests for reimbursement. The President's Expense Reports are reviewed for documentation, approved by the Chief Financial Officer, and submitted to Accounts Payable for processing.
4. Receipts for all expenses are required and should be attached to the Expense Report.
5. Requests for reimbursement should be made within 30 days of the expense being incurred.