

Policy 60.4 Business and Travel Expense Policy

Approval Authority: Cabinet
Responsible Officer: Chief Financial Officer, Vice President for Finance and Treasurer
Responsible Office: Division of Finance
Effective Date: September 20, 2021

I. Purpose of this Policy

Stevens Institute of Technology (“Stevens” or the “University”) pays directly or reimburses individuals for expenses that are necessary and appropriate to incur in connection with the University’s business operations. The purpose of this Policy is to ensure that (a) University resources are used only for valid business expenses, (b) employees (“Employees”) and other individuals who incur valid business expenses on behalf of Stevens¹ (collectively, “Covered Individuals”) are reimbursed in a fair and equitable manner, (c) business expenses are reported, recorded and reimbursed in a consistent manner and (d) the University complies with all applicable federal, state, and local laws, rules and regulations.

II. Policy Overview

Stevens is a non-profit institution with charitable tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Because of its tax-exempt status, Stevens must ensure that its funds are used to further its charitable purposes and that all expenses are reasonable both in nature and amount. Covered Individuals are expected to employ sound business practices and exercise prudent financial management in their stewardship of University resources. Accordingly, individuals using or approving the use of University resources for business, travel or other purposes share the responsibility of ensuring that these resources are used appropriately.

Expenses incurred in the course of University-related business must be reasonable, necessary and consistent with relevant law, including Internal Revenue Service (“IRS”) regulations, and all University policies and guidelines including without limitation this Policy (referred to herein as “Allowable” or “Allowable Expense(s)”). An expense is reasonable when the nature and amount of the expense does not exceed that which a prudent person would incur under the same or similar circumstances. An expense is necessary when the expense supports and furthers the University’s non-profit mission of providing education and conducting research and does not conflict with the University’s tax-exempt status. Expenses that are personal in nature are not Allowable.

Expenses that would otherwise be Allowable under this Policy may not be allowable for federal, state or other sponsored program reimbursement. It is the responsibility of the lead investigator on a sponsored research contract or grant (“Principal Investigator”) to ensure that all charges to the sponsored research account comply with applicable restrictions.

¹ This may include, without limitation, members of the Board of Trustees, candidates for employment and students who are authorized to incur expenses.

Violations of this Policy by Employees will result in disciplinary action, up to and including termination. With respect to non-Employees, Stevens will limit any reimbursement of expenses to those which are in compliance with this Policy, any relevant contract and applicable laws and regulations.

III. Policy Appendix

The Appendix to this Policy (the “Appendix”) describes Stevens’ expense processing and reimbursement procedures and provides examples of types of expenses frequently incurred by Covered Individuals. The Appendix will be revised periodically to account for subsequent changes in U.S. laws and regulations, including IRS regulations and Uniform Guidance (a government-wide framework for grants management), and Stevens’ business needs. Such revisions will be announced to the Stevens community and the revised Appendix will be posted in the University Policy Library as an attachment to this Policy.

IV. General Policies

A. Reimbursement

Stevens will reimburse Covered Individuals for Allowable expenses incurred in the conduct of University business. Reimbursement is subject to supervisor approval and must be requested through Concur, the University’s business and travel expense management system. Refer to the Appendix for circumstances where additional approvals are required. Individual University business units that require a more restrictive policy on a particular topic must, prior to implementation, discuss the matter with the Office of General Counsel, the Division of Finance and the Division of Human Resources.

The University follows IRS “Accountable Plan” expense reimbursement guidelines, which allow the University to reimburse business expenses incurred by Employees without including the payment amount in the taxable income of the individual incurring the expense. Under these guidelines, reimbursement is not taxable as income to the Employee if (1) the expenses are reasonable and necessary; (2) there is a documented business connection; (3) there is adequate accounting by the Employee to the University for the expenses substantiating the amount, date, time, place, use, and business purpose of the expenses incurred; (4) expenses are adequately accounted for within 60 days after they were paid or incurred and (5) excess cash advances or reimbursements are returned within 120 days.

Failure to comply with University and IRS requirements may result in the University being unable to reimburse an expense under the IRS “Accountable Plan,” in which case the amount may not be able to be reimbursed, or if reimbursed, may constitute taxable income to the individual Employee.

B. Purchasing Card

The Purchasing Card (“P-Card”) is a corporate credit card issued on behalf of Stevens to be used solely for the purpose of buying goods and services for the University. An Employee’s eligibility for a P-Card is based on departmental business needs and is contingent upon receiving the required application approvals described in the [Purchasing Card Guidelines](#). The P-Card program is primarily available for individual transactions under \$2,500, although higher limits may be granted

with the approval of both the Employee's supervisor and the Office of Procurement where appropriate. An Employee's use of a P-Card for purchases that are not work related is strictly prohibited and the Employee shall promptly reimburse the University for any such amounts.

An Employee who has been issued a P-Card ("P-Cardholder") assumes responsibility for (1) ensuring the P-Card is kept in a secure location; (2) immediately reporting any misuse, loss or theft of the P-Card to the P-Card administrator in the Office of Procurement; (3) reviewing all transaction reports and reconciling all transactions with the proper documentation in a timely manner; (4) reporting fraudulent transactions to the P-Card administrator within 30 days of the transaction date (or sooner if the Employee becomes aware); and (5) other matters that are outlined in the Purchasing Card Guidelines [and/or the Appendix to the Business and Expense Policy](#).

If goods purchased via a Stevens P-Card have been returned to the seller, a credit must be processed and the P-Cardholder is responsible for ensuring the credit is received.

P-Card expenses are subject to the IRS "Accountable Plan" expense guidelines and, accordingly, P-Cardholders must submit reports of all such expenses to the P-Cardholder's supervisor on a monthly basis in order to ensure compliance. Any expense reporting that is not in compliance with IRS regulations will be treated as "compensation" to an Employee, and will result in a payroll deduction for expenses incurred or will be reported as taxable income in the Employee's next paycheck and included on the Employee's year-end W-2 in accordance with Accountable Plan guidelines and other IRS regulations, unless the exception is approved by the CFO, Vice President for Finance and Treasurer, based on extenuating circumstances.

C. General Responsibilities of Covered Individuals

Covered Individuals are expected to spend University funds in a prudent manner. Accordingly, Covered Individuals are expected to familiarize themselves with this Policy, including the Appendix, and the Concur expense processing system. Travel and entertainment expenses will be paid or reimbursed by the University only to the extent they are reasonable, appropriately documented, properly authorized and within the standards of this Policy.

D. Responsibility of Approvers

All reimbursement requests and P-Card reconciliations submitted through Concur must include approval by the appropriate authority. A Covered Individual's required approver is the person who is the next highest level with authority for the budget to which the expenditures will be charged. Under no circumstances should a Covered Individual approve their own expense or travel report. Furthermore, in no situation should a peer or subordinate approve a Covered Individual's reimbursement request or P-Card reconciliation. Travel or purchases that are supported by sponsored funds must be approved by the Principal Investigator as well as the Employee's supervisor.

The approver's signature indicates that the reviewer has examined the reimbursement request or P-Card reconciliation in detail, verified the validity of the expenditures and related documentation in accordance with this Policy and the accompanying Appendix, and attests to the accuracy, reasonableness, necessity and appropriateness of the request.

E. Documentation of Business Expenses

Documentation including receipts and other supporting material (e.g., conference brochures, agendas, day-to-day business schedules) are required to support each expense. Receipts must support the propriety of the transaction and contain the vendor's name; a detailed listing of the goods purchased, including quantity and price; transaction date and the total dollar amount of the purchase. Meal receipts must show items ordered, including alcohol (if any), tax, gratuity and proof of payment.

Detailed receipts for single transactions are required for P-Card expenses of \$50 or more and reimbursement requests of \$25 or more.

If a receipt is missing, alternative documentation will be considered (i.e., proof of payment, detailed explanation) if accompanied by a missing receipt form ("[Missing Receipt Form](#)"). Approval of an expense for which a receipt is missing is an exception, not a general practice. Employees who frequently fail to submit receipts may be subject to denial of reimbursement for undocumented expenses, revocation of P-Card privileges and other sanctions.

Missing Receipt Forms are not acceptable for air, rail and auto rental transportation expenses, and conference fees and lodging fees, and should otherwise be used sparingly. The University reserves the right to deny reimbursement even if a Covered Individual submits a Missing Receipt Form in cases where Missing Receipt Forms are used excessively by the Covered Individual.

F. Sales Tax Exemption

Based on its charitable, tax-exempt status, Stevens has been granted an exemption from payment of state sales tax on the goods and services it purchases by the State of New Jersey. Payments made through Purchasing or other Stevens offices will, as a general matter, be entitled to sales tax exemption. Use of Stevens' pre-approved vendors helps to ensure that sales tax is not charged. At the time of purchase, Stevens may be required to show its sales tax exemption certificate. The Office of Procurement can provide a copy of Stevens' state sales tax exemption certificate, which the vendor may request to document their records.

Sales tax exemptions vary from state to state. If you have questions about the applicability of Stevens' sales tax exemption, contact the Purchasing Department.

V. Travel Expenses

Covered Individuals may travel from time to time on University business, including to conferences, to athletic events, to meet with entities or individuals doing business with the University and to perform research, among other reasons. The University will reimburse Covered Individuals for the necessary and reasonable expenses incurred while traveling, including for meals, transportation and lodging.

Covered Individuals are required to estimate expenses and obtain authorization for their business travel from their supervisor using Concur prior to booking travel that involves an overnight stay. Approvals should be secured in advance of booking, with exceptions as described in the Appendix. If personal days are going to be added to the business travel, they must be noted on the

authorization even though the expenses related to the personal portion of the trip will not be reimbursed. The primary purpose of the trip must be business-related to qualify for reimbursement under IRS regulations.

When traveling, Covered Individuals are required to select the most cost-effective transportation and lodging, weighing factors such as safety, convenience and price differences. Covered Individuals should make reservations at least 14 days in advance to ensure convenient travel times and cost-effective rates.

Covered Individuals are required to cancel reservations in a timely manner to prevent “no show” charges. When business travel is canceled, Covered Individuals must inform their supervisor and the Office of Procurement to ensure that any prior reimbursements of expenses and any refunds are directed to the proper University accounts and that any travel credits are used only for other business travel.

A. Business Travel Accident Insurance

The University provides business travel accident insurance coverage for all Employees on University-approved business travel. Prior authorization of travel is important to support claims made under this Policy. Specific questions regarding the University’s business travel insurance coverage should be directed to the Director of EH&S and Insurance Risk Management at IRM@stevens.edu. Employees will not be reimbursed for the cost of travel insurance purchased independently.

B. International Travel

Allowable international expenses include expenditures incurred for travel, personal meals, business meals and entertainment, lodging, airport taxes, exchange rate fees and other items necessary for the conduct of University business abroad. Prior to booking and traveling, Covered Individuals should review U.S. Department of State [travel alerts and advisories](#). Should there be a travel alert or advisory for the destination of the planned travel, the Covered Individual must inform their supervisor who will inform the relevant Vice President or Dean. Additional guidance is in the Appendix.

To help ensure the safety and well-being of international travelers, Stevens has retained a vendor to provide worldwide travel assistance services for all Employees who travel abroad. The vendor provides 24-hour, worldwide emergency medical care and security evacuation services when traveling abroad. Please see the Appendix for additional information.

C. Air Travel

Covered Individuals should use airline transportation for long-distance travel, except when suitable arrangements cannot be made or there is a substantial cost savings involved with alternative transportation. When the most efficient means of transportation is air travel, all efforts should be made to obtain the lowest coach fare available. A Covered Individual may upgrade his or her travel class by personally assuming any additional incremental cost. Under limited circumstances, as set forth in the Appendix, a Covered Individual may obtain a business class plane ticket.

Membership in an airline club is not an Allowable expense.

A Covered Individual may retain frequent flier miles; however, a Covered Individual should always travel on the least expensive airline, not the airline with which they have a frequent flier account. If a Covered Individual uses frequent flier miles, personal credit vouchers, or similar benefits to pay for business travel, they will not be reimbursed by the University for the cost of such travel.

D. Rail Travel

A Covered Individual may travel by rail when the traveler finds it convenient and it is the least costly available transportation option. Rail travel should be at the lowest available fare that offers reserved seating, taking into account schedule and timing. The original passenger receipt is required for reimbursement.

E. Car Rental

The use of a rental vehicle while traveling on Stevens' business requires pre-authorization through Concur and the completion of the [Vehicle Use Acknowledgement and Agreement](#). The use of a rental car should be justified as an economical business necessity, not as a personal convenience, and should be rented only for the specific time needed. Travelers are required to use economy (subcompact), compact or midsize cars and will not be reimbursed for specialty rental vehicles (i.e., luxury, sports utility or convertible). Fuel costs will be reimbursed based upon actual fuel purchased, not mileage.

Rentals should be secured in the name of the Covered Individual. Auto rental insurance coverage for loss, damage waiver/collision waiver, liability insurance supplement/additional liability insurance and personal accident insurance should not be purchased and should be declined by those traveling in the United States, any territory or possession of the United States, Puerto Rico or Canada because Stevens maintains automobile liability insurance within these countries and territories. In the event of an accident, the department or school of the Covered Individual is responsible for the automobile insurance deductible.

F. Personal Automobile

When traveling locally, typically within 50 miles of the Covered Individual's residence or the Stevens campus, Covered Individuals may be required to use their personal automobile for business travel. The use of a Covered Individual's personal automobile for business travel will be reimbursed at the IRS's published reimbursement rate. Since the IRS does not allow reimbursement for commuting expenses, the request for business mileage travel reimbursement should subtract the Covered Individual's normal commuting mileage. Properly documented tolls and parking fees are Allowable. The use of a Covered Individual's personal automobile while traveling on Stevens' business requires pre-authorization through Concur and the completion of the [Vehicle Use Acknowledgement and Agreement](#).

No reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the Covered Individual or another individual. It is the obligation of the owner of a personal vehicle being used for University business to carry adequate insurance for his or her protection and for the protection of any

passengers. In the event of an accident, the Covered Individual is responsible for paying their own automobile insurance deductible covering any resulting repairs.

G. Other Transportation

Reasonable expenditures for local ground transportation to and from airports, railroad stations, hotels, meeting places and business appointments are Allowable.

H. Lodging

The University will pay actual room costs, as supported by a detailed hotel bill, for each day that lodging away from home is required for business purposes. Covered Individuals are expected to utilize economical accommodations and inquire about educational corporate discounts. Covered Individuals may stay at the hotel where a meeting, convention or conference is being held, even if it is not the most economical option available. Covered Individuals are expected to stay in standard rate rooms.

Lodging expenses must be documented by an itemized hotel receipt and are limited to room, tax, business phone calls and internet access. Personal expenses for items such as in-room movies, child-care, in-room mini-bar or alcoholic beverages or recreational activities will not be reimbursed.

I. Meals

Reasonable expenses incurred for meals while traveling on University business will be reimbursed. Receipts are required for all meals. The IRS requires specific details for meal expenses, as follows:

- Amount;
- Date;
- Name and location of establishment;
- Business purpose;
- Names, titles and business relationships of all persons attending. If there are many attendees (greater than 10), listing of the type of group is acceptable; and
- Items ordered, including any alcoholic beverages.

No meal reimbursement will be granted in instances in which meals are covered by conference or registration fees, or any other instance in which the Covered Individual does not pay for the meal.

In lieu of separate meal reimbursements for travel, Employees may choose the option of using the United States Department of State *per diem* reimbursement rate based on the location for the trip. (Please see Appendix, Section II.F.) The Employee must select either actual cost reimbursement or *per diem* for an entire trip; the elections may not be combined. No receipts for meals are required under the *per diem* option. *Per diem* may not be used to substantiate expenses incurred on a P-Card. Actual receipts are required to confirm all P-Card charges.

J. Sharing Expenses with External Organizations/Consortia/Groups

Employees are encouraged to share the cost of University travel with other businesses, if possible. For example, if the Employee presents at a conference, the sponsoring organization may pay all or a portion of the business travel expenses. Employees are responsible for seeking reimbursement for

expenses payable by an external organization. If an Employee takes a trip that will be financed by an external organization, the University will pay only the difference between the amount stated in the agreement with the external organization and the actual expenses necessary for University business. When an external organization pays for actual expenses incurred for lodging or meals, the Employee may not claim meal *per diem* from the University. The reimbursement received by the Employee from all sources cannot exceed the total expenses incurred by the Employee.

K. Family/Friend Travel

Family or household members or friends may accompany Employees on business trips. Additional costs incurred because of families or friends accompanying Employees on business travel are not Allowable.

L. Student Travel

Under limited circumstances, a student's travel expenses may be Allowable when the travel is related to the student's education, has been budgeted and pre-approved by the relevant Vice President, Dean or Department Chair for reimbursement and has been properly documented, consistent with the requirements set forth in the Appendix. For example, a student may travel to deliver a presentation on research conducted for coursework. Reimbursement or payment of student travel is not part of the IRS "Accountable Plan." Accordingly, the travel reimbursement may be subject to federal income tax withholding.

VI. Non-Travel Business Expenses

Covered Individuals who spend their own funds for legitimate business-related expenses are entitled to a prompt reimbursement for those expenditures. Claims for reimbursement should be made through the Concur system.

A. Business Entertainment and Hospitality

Expenses incurred for refreshments provided at University or departmental business activities such as staff meetings, committee meetings, business presentations or events to honor University guests are Allowable. Such expenses should be kept to a reasonable level.

Meals and other activities are considered entertainment if they are intended to provide hospitality to non-University individuals. Such activities may be deemed necessary in furthering University business and as such the expenses associated with them are Allowable.

B. Business Meals

The cost of a business meal is Allowable when the meal is taken with visitors, donors or other third parties and specific business discussions take place during the meal. Such meals may take place locally or while traveling on University business. Receipts submitted to substantiate such meals should note the names of the guests and the nature of the meeting. The cost of the meal should be appropriate for the business being conducted and should not be lavish or extravagant.

Meals involving only Employees are generally not Allowable. However, on rare occasions when the primary purpose of the meeting is to conduct University business and it is not possible for one or more of the Employees to meet during regular working hours, the cost of the meal may be reimbursable, provided that the senior Employee participating in the meal approves the expense and seeks reimbursement. The purpose of the meal must be documented to ensure that it is an appropriate business expense.

Reimbursement will be made for all actual costs of business-related meals (including reasonable gratuities). Receipts are required for all meals. The IRS requires specific details for business meal expenses, as follows:

- Amount;
- Date;
- Name and location of establishment;
- Business purpose;
- Names, titles and business relationships of all persons attending. If there are many attendees (greater than 10), listing of the type of group is acceptable; and
- Items ordered, including any alcoholic beverages.

Expenses for meals or food to observe birthdays, weddings or births (or similar occasions) are considered personal in nature and are therefore not Allowable.

C. Alcohol Expenses

While not encouraged, alcohol may be considered an Allowable business expense when served at University functions primarily intended to promote employee relations, such as faculty receptions, holiday parties and similar events, or when consumed in connection with travel-related meals or functions.

The federal government has mandated that no alcohol be charged as either a direct or indirect expense of any federally sponsored project. Accordingly, under no circumstances should alcohol be charged to a federal grant or contract account.

Any alcohol charged to other University accounts must be clearly segregated in the University's expense management system, Concur, so that the charges can be identified and excluded from the computation of indirect costs.

In no event should any University Employee offer or serve alcoholic beverages to a minor regardless of the minimum drinking age in the relevant location. The use of alcoholic beverages by Employees while in the conduct of University business should be kept to a minimum (i.e., no more than two alcoholic beverages per person.)

D. Professional Development

Expenses related to the academic and professional development of faculty and staff are Allowable when the expenses are budgeted within available funds and relevant to the employee's role in advancing Stevens' institutional mission.

E. Gifts and Awards

Gifts and awards in recognition of work-related achievements or years of service are only Allowable as provided through official recognition programs authorized by the Division of Human Resources. Such gifts and awards can be excluded from Employee wages if the gift or award is:

- Given for length-of-service or special achievement; or
- Awarded as part of a presentation; and is
- An item of tangible personal property of reasonable value (i.e., cannot be cash, a cash equivalent such as gift cards or gift certificates, vacations, meals, lodging, theater or sports tickets).

Holiday gifts for faculty, staff, students and volunteers are not reimbursable. Under no circumstances should an award or gift be charged to a government sponsored account or other account subject to restrictions.

Appropriate expressions of sympathy upon the death of an immediate family member of an employee may be reimbursable, provided that the cost is reasonable.

F. Donations to Other Charitable Organizations

The University is classified by the IRS as a tax-exempt charitable organization under Section 501(c)(3) of the Internal Revenue Code. As such, donations made by the University to other charitable organizations should only be made with prior approval. Payments to such organizations require prior approval by the President or a Vice President and must include documentation explaining the nature of the donation and the relationship of the charitable organization to the mission of the University. Contributions may not be given to religious or political organizations.

Appendix Table of Contents

I.	General Principles and Documentation Requirements	13
A.	Expenses Must be Allowable and Budgeted	13
B.	Concur	13
C.	Delegation of Approval Authority and Segregation of Duties	13
D.	Business Purpose	13
E.	Documentation and Receipts	14
F.	P-Cards and Other Payment Methods	15
G.	Responsibilities of P-Cardholders	15
II.	Business Travel Expenses.....	16
A.	Pre-Travel Authorization.....	16
B.	Non-Business Travel Days Included in Travel Plans.....	17
C.	Airfare.....	17
D.	Lodging.....	18
E.	Ground Transportation	18
1.	Automobile Rental.....	18
2.	Use of Personal Vehicle While Conducting Stevens Business.....	19
F.	Automobile Accidents	20
G.	Meals While Traveling	20
H.	Miscellaneous Travel Expenses.....	21
I.	Cancellations	21
J.	Companion Travel	21
K.	Third Party Financial Agreement to Support Travel.....	21
L.	Travel Insurance	21
M.	Travel Charged to Sponsored Accounts	22
N.	Guidelines Specific to International Travel.....	22
O.	Travel for Non-U.S. Citizens.....	23
III.	Non-Travel Business Expenses.....	23
A.	Business Meals	23
B.	Hospitality	24
C.	Alcohol	24
D.	International Students and Visitors.....	24

E.	Student Activities	25
F.	Professional Activities	25
G.	Gifts	25
H.	Cell Phones	25
I.	Computers, Computer Devices and Software	26
J.	Research Study Participant Incentive Payments	26
K.	Unallowable Expenses for Federally Sponsored Awards.....	26
L.	Capital Assets	26
M.	State of New Jersey Sales Tax Exemption	26
N.	Relocation/Moving Expenses	27
	1. Eligibility	27
	2. Approval and Payment	27
	3. Voluntary Termination	28
IV.	Exhibit A. Common Business and Business Travel Expense Object Codes	29
V.	Exhibit B. Unallowable Expenses.....	30

The Trustees of the Stevens Institute of Technology
Business and Travel Expense Policy

Appendix
(September 20, 2021)

The purpose of this Appendix is to provide specific standards for employees (“Employees”) of Stevens Institute of Technology (“Stevens” or the “University”) and other individuals who incur legitimate business expenses on behalf of Stevens (collectively, “Covered Individuals”) to support their compliance with the Business and Travel Expense Policy (the “Policy”).

I. General Principles and Documentation Requirements

A. Expenses Must be Allowable and Budgeted

All expenses incurred in the course of University-related business must be reasonable, necessary and consistent with relevant law and University policy (“Allowable”). Additionally, it is the responsibility of the Covered Individual and the Covered Individual’s supervisor to ensure that the expenses they incur have been budgeted and adequately funded prior to incurring the expense. If the requisite funds are not available, the department head may discuss budgetary changes or increases with their divisional vice president or the relevant dean and obtain approval before making a request to the Division of Finance at budget@stevens.edu. If budgeted funds are not available, the Covered Individual may not incur the expense.

B. Concur

All travel and business-related expenses incurred by an Employee must be processed electronically through the University’s expense management system, Concur (“Concur”). Expense reimbursements are made via Direct Deposit into the Employee’s bank account. Detailed guidelines for booking travel, requesting reimbursement and processing reconciliations of P-Card expenses through Concur can be found in the Division of Finance’s Concur Overview in the Bookmarks section on myStevens. Expenses should be charged to the appropriate financial system object code; commonly used object codes are listed in Exhibit A.

C. Delegation of Approval Authority and Segregation of Duties

All expenses must be approved by the Covered Individual’s immediate supervisor and any other approvals specified in the Policy, this Appendix or Concur for certain types of expenses. Approvers must ensure that the delegation of approval authority completed in Concur preserves proper segregation of duties and appropriate supervisory review. For example, departmental staff may not approve their supervisor’s pre-travel authorization or final travel report.

D. Business Purpose

The business purpose for each expense must be documented in a detailed, yet clear and concise, manner. Such documentation must also explain, in plain English to someone not familiar with the requester’s responsibilities, how the expense supports their role in serving Stevens’ mission.

All expenses submitted for a business trip (“Business Travel”) through multiple expense reports should include the same trip description and must be adequately documented to support the business purpose. For example, if the Business Travel is for the purpose of attending a conference, the Covered Individual’s participation (teaching, presenting research findings or professional development) should be included in the explanation of the business purpose. Covered Individuals should avoid using acronyms or abbreviations that a third-party who is not familiar with the department’s business activities would not immediately understand.

If travel was primarily for personal reasons and a business activity was included in the travel period, an approved pre-travel authorization must be on file allowing only the expenses associated with the business activity. Pro-rata portions of any personal expenses are not Allowable business expenses.

Meals that are primarily social are not allowable. Recurring meetings with meals must include additional documentation to explain why the business conducted at the meeting could not be performed during normal work hours without the need for a meal to be provided by the University.

E. Documentation and Receipts

A day-by-day agenda of the business activity, where it took place and the benefit to Stevens’ mission must be documented in Concur. Business Travel days without a formal conference brochure or meeting agenda must be documented to reflect the business activities attended. Detailed receipts and other third-party documentation are required to support each expense. Documentation should reflect the following information, as appropriate:

- Airfare: The Covered Individual’s name, departure/arrival dates and times, the destinations for all legs of the travel period, and proof of payment from the airline. Airline reservation and proof of payment alone are not adequate.
- Lodging: The lodging establishment’s name and location, the guest’s name, check-in and check-out dates, and hotel invoice with itemized charges for room, meals, and other miscellaneous charges. A reservation confirmation alone is not adequate.
- Automobile Rental: The full name of the driver, location, date of pick up/drop off, number of miles driven (if relevant to the cost of the rental) and proof of payment.
- Other Ground Transportation (including trains, car shares, etc.): A detailed receipt with the name of the service, destinations, date, and proof of payment. Car service upgrades or waiting time charges are only reimbursed in exceptional circumstances with written justifications and required approvals.
- Meals: Receipt showing the name of the restaurant, date and time, item names for food and alcohol, unit price and subtotal, tax and gratuity and proof of payment. Proof of payment alone is not sufficient. Additionally, the names of attendees (if there were 10 or fewer) with their affiliation and topics discussed.
- Office and other supplies or materials: An invoice with the receiving/packing slip. The “Ship To” address must be a Stevens campus or Stevens office address.

Any exception requires the pre-approval of the Office of Procurement, documentation of which should be included on file in Concur.

Employees may submit a Missing Receipt Affidavit in lieu of receipts on a limited basis for each expense incurred on a P-Card in excess of \$50 or each out-of-pocket expense in excess of \$25. Receipts are not required for individual expenses under \$50 incurred on a P-Card or individual out-of-pocket expenses under \$25 submitted for reimbursement. The Missing Receipt Affidavit, which is available in Concur's workflow, may never be used for air, rail or automobile rental transportation expenses, conference fees, lodging fees, or any charges to a government sponsored account. For students and visitors, only expenses with receipts will be reimbursed.

F. P-Cards and Other Payment Methods

In general, Employees should use a P-Card to incur business expenses. Stevens requires that all Employees purchase airfare using a Stevens P-Card, and typically requires all other Business Travel expenses – such as other transportation costs, lodging, conference fees, meals and automobile rental – to be paid using a P-Card. Employees who do not have a designated Stevens P-Card (a card embossed with their name) should coordinate with their department to use its P-Card whenever possible to minimize out-of-pocket expenses. However, if an Employee's P-Card privileges were rescinded by the University, expenses incurred by the Employee may not be charged to a departmental P-Card. Instead, the Employee must use their personal credit card and request reimbursement in compliance with the Policy and this Appendix.

Although Employees are encouraged to keep receipts for all business expenses, receipts are only required for P-Card charges of \$50 or more. Transactions may not be split to circumvent P-Card thresholds or other rules and regulations identified in the Policy or this Appendix.

P-Cards and personal payment methods should not be used to purchase items that can be obtained directly through resources provided by the Division of Finance's Office of Procurement ("Shop Catalogs"). Purchases using Shop Catalogs result in less paperwork for both the purchaser and Stevens' administrative areas and frequently provide volume discounts or rebates to the University. The Shop Catalogs are available in Kuali by typing "Shop Catalogs" into the search box. Various approved vendors, including Amazon, are available for the purchase of office, scientific, technology, electronics and maintenance supplies.

In addition to the limitations described above, the following items may not be purchased with a P-Card:

- Computers, computer devices and cell phones (which must either be purchased through the Division of Information Technology or have pre-approval from them to purchase directly);
- Gift cards; and
- Capital assets and services (which require a purchase order).

G. Responsibilities of P-Cardholders

Employees who have been issued a Stevens P-Card are responsible for adhering to their signed P-Card agreements, using the P-Card solely for business, and substantiating and reconciling all

charges in Concur by the seventh day of the following month or with the travel report, whichever is earlier (the “Reconciliation Due Date”).

If a P-Card is lost or stolen, or if fraudulent charges have been identified on a P-Card account, the P-Card holder must contact the P-Card Administrator immediately via e-mail at Purchasing@stevens.edu. It is the P-Cardholder’s responsibility to identify and report fraudulent charges as soon as possible and no later than the Reconciliation Due Date.

If an Employee inadvertently uses their P-Card for a personal expense, the Employee must use the “Personal Expense” expense type in Concur during the reconciliation process. If the reconciliation report includes expenses to be reimbursed to the employee, the amount of the personal expense will be deducted from the reimbursement. If the amount of the personal expense exceeds the amount of the reimbursement, the Employee must pay the difference at the Office of Student Accounts; a completed “Departmental Deposit Form” must accompany the payment. The Employee must then upload the Office of Student Accounts’ date stamped receipt into Concur.

Failure to reconcile and submit P-Card charges in a timely manner may result in disciplinary action, including, without limitation, revocation of the P-Card privileges and termination of employment. In addition, P-Card expenses may be required to be reported on the P-Card holder’s annual W-2 if not submitted within 60 days, subject to IRS regulations.

Supervisors are responsible for reviewing P-Card expenses and supporting documentation and either approving or rejecting the expenses by the 14th day of the month after non-travel charges are incurred and within 10 days of the submission of an employee’s submission of a separate travel report. If the expense is rejected, the Employee must adjust the report as necessary and resubmit it for approval within seven days of the rejection.

II. Business Travel Expenses

When selecting transportation and other Business Travel accommodations, Covered Individuals must consider safety, availability, efficiency and cost.

A. Pre-Travel Authorization

For all overnight stays, Covered Individuals must submit a pre-travel authorization request to their supervisor for review and approval by their supervisor. The destination must be more than 50 miles away from work or home to justify an overnight stay, except in cases of extenuating circumstances.

The following must be included in the pre-travel authorization request:

- Reasonable estimates of all Business Travel expenses including, but not limited to, conference fees (if applicable), air/rail transportation, lodging, meals, local transportation, including business mileage reimbursed to the Covered Individual for use of a personal vehicle, and any other known expenses at the time the pre-travel authorization request is submitted;
- Begin and end dates of the travel period (including the number of business days and, if applicable, non-business travel days);
- Justification for any upgrades for transportation, lodging or auto rental;

- Copies of any third-party agreements to cover all or a portion of the Business Travel expenses, where applicable;
- Any U.S. Department of State Travel Advisories for the travel destination;
- Disclosure and justification for Business Travel expenses associated with companion travel; and
- Leave of absence, sabbatical status or other non-active Employee status, if applicable.

A bona fide business purpose must be provided by the Covered Individual for companion travel and approved by both the Covered Individual's supervisor and the supervisor's supervisor. Personal days added to extend an Employee's Business Travel must also be reviewed and approved by both the supervisor and the supervisor's supervisor. Government funded activities may also require the appropriate government program officer's written approval.

To ensure that the Covered Individual obtains the best travel arrangements and costs, travel must be approved prior to booking the Business Travel, and at least a few weeks ahead of the trip.

B. Non-Business Travel Days Included in Travel Plans

When non-business days are included in Business Travel plans, the Employee must select "Yes" in Concur under the "Personal/non-business" drop down box and include the following additional information in the pre-travel authorization request:

- The non-business travel days in the comment box;
- A day-by-day agenda for the business travel days, documenting destination points and business activities, and
- A cost comparison for transportation costs showing the difference between the cost of transportation with and without the non-business days.

Students may not add non-business days to educational travel. Covered Individuals will not be reimbursed for pro-rata portions of personal travel expenses.

C. Airfare

The University's designated vendor for travel services is Anthony Travel Management Company. Concur facilitates the process of using this vendor for airline reservations and other travel needs once the pre-travel authorization has been approved by the Covered Individual's supervisor. If a less expensive fare is available, a Covered Individual may make a reservation through a different vendor or directly with an airline once their pre-travel authorization has been approved.

Purchasing airfare at least a few weeks in advance of the travel date is prudent. Covered Individuals should only consider refundable tickets when they reasonably anticipate scheduling conflicts.

Premium class travel is only allowed when flights exceed eight continuous hours or the Covered Individual has a medical condition for which proper documentation is either on file with, or has been provided to, the Division of Human Resources, and would necessitate an accommodation for premium class travel. Students must travel economy class regardless of the duration of the flight.

Stevens does not allow Business Travel by personal aircraft or helicopter.

All airfare must be purchased with a P-Card. Any exception must be pre-approved by the Division of Finance. If out-of-pocket reimbursement for airfare has been approved or is required, the Covered Individual will not be reimbursed until after the travel has been completed. The Covered Individual must include their boarding pass in the documentation submitted for reimbursement when personal funds are used.

Employees may retain frequent traveler rewards earned while traveling on business, but Covered Individuals are expected to choose the transportation mode and carrier that reflects the prudent use of Stevens funds, not necessarily the traveler's frequent flyer carrier. Stevens will not reimburse Employee's use of frequent traveler reward points/flyer miles even while traveling for Stevens business.

D. Lodging

Covered Individuals should book a standard room in a mid-range lodging establishment. In the case of a conference, employees are encouraged to take advantage of special rates being offered in the hotel where the conference is being held. Upgrades to suites are not allowed for business purposes; any meetings should be held in a conference room or public area.

Whenever possible, Employees are encouraged to use personal discounts available via AAA, AARP, or other associations to book Business Travel.

Movies, spa fees, optional resort fees and other personal amenities are not Allowable business expenses and fees inadvertently charged by the lodging establishment must be deducted when submitting Business Travel expenses for approval.

E. Ground Transportation

When driving on University business, a Stevens Employee must carry a valid driver's license and adhere to all applicable motor vehicle laws and regulations. Parking tickets, fines for moving violations, vehicle towing charges, and automobile repairs and maintenance are not Allowable business expenses and will not be reimbursed by Stevens.

Other forms of ground transportation such as trains, ferries, buses, car shares (e.g., Zipcar), taxis or other cars for hire are permissible when appropriate and cost effective.

Rail travel on extra-fare trains (Acela or other trains with faster speeds or fewer stops) at the basic accommodation for the train (e.g., Business-class for Acela) is also permissible when appropriate and cost effective. Consideration should be given to scheduling constraints, the traveler's mission and physical considerations.

1. Automobile Rental

A [Vehicle Use Acknowledgement and Agreement form](#) must be filed with the Office of Risk and Compliance prior to using a rented vehicle for Stevens' business. Short-term automobile rentals (less than 30 days) or car share usage, when deemed appropriate and cost effective, should be coordinated with other Stevens travelers if possible.

Automobile rentals must be leased in the name of the Covered Individual and all drivers of the rental must be over the age of 21. Renting a 15-passenger van or larger vehicle is never an Allowable business expense.

Automobile liability insurance maintained by Stevens is applicable only when an automobile is rented for Business Travel in the U.S., any territory or possession of the U.S., Puerto Rico, or Canada (“Covered Areas”). Accordingly, when traveling in Covered Areas, all automobile rental insurance coverage should be declined and will not be reimbursed (e.g., the damage waiver/collision waiver, any liability insurance and personal accident insurance).

However, when traveling outside of Covered Areas, the renter is advised to purchase any automobile liability and physical damage insurance required by the specific country and other supplemental insurance such as the loss damage waiver/collision damage waiver. The costs for this coverage will be reimbursed by Stevens.

2. Use of Personal Vehicle While Conducting Stevens Business

A [Vehicle Use Acknowledgement and Agreement form](#), must be filed with the Office of Risk and Compliance prior to using a personal vehicle for Stevens’ business.

In addition to a valid driver’s license, the Employee must carry the vehicle’s registration and proof of adequate insurance under state law. No reimbursement will be made for the cost of repairs to personal vehicles, regardless of whether the costs result from Business Travel or whether they result from acts of the Covered Individual or another individual.

Business mileage will be reimbursed for use of a personal vehicle for authorized travel at the rate established by the IRS. This rate will be communicated to the Stevens community by the Office of Financial Accounting Services annually.

Commuting mileage from the Employee’s primary residence to the Employee’s primary place of business and any associated tolls are personal expenses and are not reimbursable. According to IRS rules, the Employee’s normal commuting miles must be deducted from the daily business miles when calculating the mileage to be reimbursed when using a personal automobile to travel to a business activity in lieu of commuting to work that day.

- Concur will calculate the business mileage allowance for Business Travel based on the most direct route.
- Normal commuting miles must be entered by the Employee so that it can be excluded from the business mileage.

In most instances an Employee’s primary place of business is the Stevens campus in Hoboken. However, if an Employee normally “works from home” in a portion of the home that is used regularly and exclusively for conducting Stevens business as defined by the IRS, they may be reimbursed the full miles driven since the Employee does not have to commute to their office. While it is the responsibility of the Covered Individual to request the proper mileage, it is also the supervisor’s responsibility to review the primary place of business for the appropriate calculation.

Adequate documentation to support mileage reimbursement must include the name of the Covered Individual/driver, date of travel, departure and arrival locations and the Employee's normal mode of commuting to their principal place of work.

F. Automobile Accidents

Any accident in either a rental or personal automobile being used for Stevens' business must be immediately reported to:

- The local authorities for the creation of an official accident report;
- The automobile rental agency for claims processing for an automobile rental, or to the driver's personal insurance agent as this is the primary insurance coverage on liability claims for accidents involving a personal automobile;
- Stevens Director of Environmental Health & Safety and Insurance Risk Management at IRM@stevens.edu; and
- If there is any personal injury to the Employee, the Vice President of Human Resources.

Stevens Employees using their personal automobile while conducting business will not be reimbursed for their insurance deductible in the event of an accident, regardless of fault. The mileage reimbursement rate is designed to cover all expenses associated with the cost of operating a Covered Individual's personal automobile.

In the event of an accident involving a rental vehicle, the Department or School of the Covered Individual is responsible for the automobile insurance deductible.

G. Meals While Traveling

Employees may elect to have the University cover their meal expenses while on Business Travel in one of the following ways:

- Reasonable actual meal expenses which are paid for using a Stevens P-Card or out-of-pocket by the Employee, both of which must be adequately documented with receipts and other information; or
- Reimbursement using the U.S. Department of State *per diem* rates for meals based on location/zip code area. The daily rates and per meal rates are available within Concur and on the [U.S. General Service Administration \(GSA\)](https://www.gsa.gov) website.

One method must be selected for the entire trip. However, the only exception is when a particular meal has been provided by either an outside business associate or has been covered as part of a conference. In these instances, if the *per diem* option has been selected the *per diem* rate for that day must be reduced in Concur by the amount normally allowed for that meal. Employees may not include service gratuities as a reimbursable expense when requesting *per diem* as this is included in the daily rate.

Stevens will not typically reimburse for meals when they are covered by conference or registration fees, or in any other instance in which the Covered Individual does not actually pay for the meal (e.g., it is paid for by another Stevens Employee or a third party). An exception may be made by

the Employee's supervisor if the Employee provides written justification and it is deemed reasonable and necessary.

Business meals conducted with another Stevens Employee(s) must be paid by the most senior level Employee.

Snacks and hotel minibar items are not Allowable business expenses.

H. Miscellaneous Travel Expenses

Miscellaneous Allowable travel expenses include, but are not limited to, currency conversion fees, laundry or cleaning expenses during Business Travel lasting more than five business days, internet access, and reasonable and customary gratuities to porters, bellhops, and other service personnel.

I. Cancellations

When Business Travel is canceled, Covered Individuals must ensure that reimbursements and refunds are directed to the proper accounts and that travel credits are used only for other Business Travel.

Accordingly, Covered Individuals Employees must process cancellations of Business Travel that have been charged to a P-Card as follows:

- If the cancellation results in a refund, the Covered Individual Employees must ensure that the refund is returned in full to the same P-Card account.
- If the cancellation results in a travel credit, the Covered Individual Employee must either (1) use the travel credit within the next 120 days for other Business Travel or (2) remit the travel credit information to Stevens so that the University can ensure that the travel credit is used for other Business Travel.

J. Companion Travel

Written justification for companion travel, if any, must be included for supervisory review and approval in both the pre-travel authorization request and the final travel report. This justification must include the reason why the companion's expenses are required and how their presence supports Stevens' mission. Both the pre-travel authorization request and the final travel report must be approved by both the supervisor and the supervisor's supervisor.

K. Third Party Financial Agreement to Support Travel

Conference fees or travel expenses that will be paid for or shared by a third party (e.g., when an Employee is invited to speak at a conference) must be included in the pre-travel authorization and final travel report with an explanation of the financial arrangements. The Employee's department is responsible for monitoring collection of these reimbursable expenses.

L. Travel Insurance

Stevens provides travel insurance for all active Employees conducting business while traveling. Please note, however, that the insurance for domestic travel is different than the insurance for international travel.

For domestic travel, a Chubb insurance policy provides accident insurance coverage as well as toll free assistance for emergency medical services. It is recommended that the [Chubb Assistance Identification Cards](#) be carried while traveling on Stevens business. Personal baggage and other items lost while traveling are not covered by Stevens' insurance when traveling domestically.

For international travel, Stevens has partnered with On Call International to provide Employees with international medical and travel insurance and global assistance services. On Call International provides pre-departure information and resources, coverage for Accidental Death & Dismemberment and certain covered emergency assistance services, including medical evacuation and repatriation. This plan also provides international medical insurance and pays for inpatient and outpatient medical expenses at time of service. Limited coverage for loss of checked baggage or personal items, luggage delay or lost documents is available. On Call operates a US-based Global Response Center 24 hours a day at the following number: (800) 575-5014. Covered Individuals do not need to enroll in this plan; they are automatically covered when they leave the country in connection with a Stevens program or trip.

Stevens requests that all Covered Individuals participating in international Business Travel learn about Stevens' [Global Assistance and Insurance Program](#) and visit the [On Call International Travel Portal](#) before they depart.

Questions regarding travel insurance should be directed to the Director of Environmental Health & Safety and Insurance Risk Management at IRM@stevens.edu.

M. Travel Charged to Sponsored Accounts

Covered Individuals charging expenses to a sponsored account should consult agency guidelines, Stevens' Office of Sponsored Programs and/or the Office of Sponsored Accounting to ensure all agency and award procedures and restrictions are followed.

The following federal regulations/restrictions apply to all government-sponsored travel:

- Covered Individuals must purchase the least expensive ticket;
- Upgrades and premium fares are not Allowable expenses;
- When travel is funded by a government grant, the Covered Individual must fly on a U.S. flag carrier that holds a certificate under 49 U.S.C. 41102 in accordance with the Fly America Act. If the flight is not compliant, a Fly America Act Waiver Checklist must be attached to the travel report;
- A car service upgrade or waiting time charge is not an Allowable expense; and
- Airfare change expenses charged to a government grant must be documented and justified in writing. For example, if weather is the cause for an airfare change fee, documentation of the weather report for the departure/arrival locations must be on file.

N. Guidelines Specific to International Travel

Both U.S. and international laws apply to Employees' activities abroad, and the immigration laws of many countries require a visa for purpose of conducting many types of work, including meetings or speeches. Employees should consult with the Office of General Counsel in advance of their travel plans for information on U.S. and international laws which may be applicable to travel outside of the U.S.

P-Card holders are advised to contact the P-Card Administrator at Purchasing@stevens.edu one week before the international travel to minimize any interruptions in service.

Travel advisories are issued by the U.S. State Department when a country presents health and/or safety risks to travelers. It is the joint responsibility of an Employee and their supervisor to ensure the international destination is not under a travel advisory at the time the pre-travel authorization is approved or at the time of travel. Please visit the [U.S. Department of State Travel Advisory website](#) to determine whether the destination is under a travel advisory.

If a travel advisory exists, the divisional vice president or Provost, the Director of Environmental Health and Safety and Insurance Risk Management, the Chief Compliance Officer and the Vice President, General Counsel and Secretary, must be formally consulted in writing prior to travel.

Visa fees are Allowable expenses when the fee is directly associated with the Business Travel. Passport fees are only Allowable when the primary purpose of the travel is Stevens' business. Expedited passport service expenses are Allowable only when the need for the expense is not due to poor planning by the Covered Individual. Lost passport fees are not an Allowable expense.

Currency conversion fees are normally an Allowable business expense. However, if currency conversion fees are for meals submitted for reimbursement via the *per diem* option, the fee is not Allowable as an additional expense.

O. Travel for Non-U.S. Citizens

The department that is sponsoring a Covered Individual who is a non-U.S. citizen is responsible for ensuring that the Covered Individual obtains proper documentation. Stevens cannot reimburse non-U.S. citizens who cannot document compliance with the federal immigration, IRS and visa requirements.

III. Non-Travel Business Expenses

A. Business Meals

The cost of a business meal is Allowable when the meal is taken with visitors, donors or other third parties and specific business discussions take place. Meals involving only Employees are not Allowable except when the primary purpose of the meeting is to conduct University business and it is not possible for one or more of the Employees to meet during regular working hours. An explanation must be included in the supporting documentation.

A business meal must be paid for by the most senior Employee in attendance.

The per-person rate for the meal should be based on the [GSA.gov website per diem-per meal rates](#). The per person meal rate may be higher than the GSA rate. If the per-person meal rate is \$100 or above, the expense will require secondary supervisory approval after the supervisor's approval.

Generally, meals for an employee's companion are not Allowable unless the attendance of the companion is essential to the business conducted; a meal taken by a companion solely for convenience is not an Allowable expense. The approval of a supervisor's supervisor is required when the expense for a companion is included on the P-Card or the reimbursement request.

Documentation of business meals must include: the identity of the attendees, what was discussed and accomplished, where and when (date and time) the meal occurred and why the meeting was necessary. If there were more than ten attendees, it is not necessary to provide each name. Instead, the Covered Individual must include the number of attendees, with a general description of their role and affiliation and the business purpose of the meal. A meal that is primarily social is not an Allowable business expense.

Recurring meetings with meals must include additional documentation to explain why the business conducted at the meeting could not be performed during normal work hours without the need for a meal to be provided by the University.

B. Hospitality

Expenses related to a work-related celebration for students and/or Employees are Allowable when they are reasonable (using the per-person cost calculation discussed in section III.A), budgeted with available funds and pre-authorized by a supervisor. Examples include, but are not limited to:

- A reception for students and their families;
- A reunion or other alumni and or donor focused function;
- An event sponsored for invited guest speakers;
- An event celebrating the achievement of a Stevens strategic milestone; and
- An event celebrating the beginning or end of semester (with pre-authorization of a Vice President or Dean).

For Employee recognition events (e.g., retirement), please contact the Division of Human Resources.

C. Alcohol

The use of alcohol during business meals and entertainment must be kept to a minimum. All alcohol must be charged only to the "6148 Alcohol" object code as it must be tracked separately since it is an Unallowable Expense for federally sponsored awards (see section III.J).

D. International Students and Visitors

All payments made directly or indirectly to others on behalf of a non-resident alien ("NRA") student or visitor, must comply with the rules and regulations established by the Department of Homeland Security's U.S. Citizenship and Immigration Services.

Requests for reimbursement by NRA students or visitors must be submitted to the appropriate supervisor for review and approval using the [travel and business expense reimbursement form](#) (“TABER”). If this is the first time a payment has been requested for a particular NRA, a completed IRS W-8BEN form must also be sent to Purchasing@stevens.edu so that the payee can be set up as a vendor in the system.

Expenses paid to an NRA directly or on their behalf may be subject to federal income tax withholding. However, if the NRA’s home country has a tax treaty with the U.S., the payment due to the Covered Individual may not be subject to withholding. For NRA students, additional information must be provided via a completed [Student Travel Form](#) in order to determine taxability.

E. Student Activities

Achievement or other recognition awards with a retail value of \$50 or more are not Allowable. Achievement or other recognition awards with a retail value of less than \$50 must be pre-authorized by the relevant Dean or the Vice President for Enrollment Management and Student Affairs.

Expenses related to student activities such as tickets, transportation and refreshments for sports, entertainment and amusement events require the submission, via Concur, of a signed statement noting the date, time, place, type and purpose of the activity. Documentation must also include a listing of ticket recipients.

F. Professional Activities

Expenses related to faculty and staff academic and professional development are Allowable business expenses when the expenses are budgeted with available funds and relevant to the Employee’s position and goals at Stevens.

Other typical Allowable expenses include classroom and laboratory materials, professional association membership fees, guest speaker honoraria, subscriptions and publication expenses.

G. Gifts

Stevens must comply with the Internal Revenue Service (IRS) taxation rulings on all gifts given. There are limitations on the use of University resources to purchase gifts for individuals.

Under no circumstances can University resources be used to purchase gift cards and gift certificates (regardless of value). These are considered “cash equivalents” per IRS and are taxable as compensation. Additionally, gifts must have a retail value less than or equal to seventy-five dollars (\$75.00) or they too are considered compensation and are subject to federal, state and employment tax withholding, and reporting on Form W-2. Gifts which meet these requirements and are given to students or employees that are U.S. Citizens are not subject to taxation.

For gifts to non-employees (U.S. Citizens), the value of all gifts amounting to \$600.00 or more per calendar year per individual are taxable to the recipient and must be reported to the IRS on Form 1099-MISC at the end of the year.

The value of any gift given to a nonresident alien is generally subject to 30% federal tax withholding and reported on IRS Form 1042-S.

H. Cell Phones

Cell phones issued and used for the benefit of Stevens are managed through, and must be purchased through, the Division of Information Technology.

Employees utilizing electronic devices while driving a vehicle must use hands-free devices and follow the operating laws of the state where the travel takes place.

I. Computers, Computer Devices and Software

Computers and related devices including printers and monitors must be purchased through, or in consultation with, the Division of Information Technology (“IT”) to ensure network safeguards are in place. These items are charged to the object code for materials and supplies if the per unit item cost is less than \$5,000. If the cost is \$5,000 or more, it is a capital asset, as discussed in section III.K. Computers that cannot be obtained through IT and are necessary for a project or research may be purchased directly from a vendor with the Division of Information Technology’s approval.

J. Research Study Participant Incentive Payments

In the event that a grant includes incentive payments for research study participants and the Institutional Review Board (“IRB”) has approved the application, including the payment amount, the Principal Investigator (“PI”), or the study coordinator with the PI’s approval, may request gift cards for the incentive payments.

Stevens has partnered with CT Payer in order to provide a fully compliant method of providing gift cards to the PI for research study participant incentive payments. CT Payer’s website offers an efficient and secure way to load payment incentives to debit cards which can then be given to research participants. Its platform allows for the input of all information required by the Sponsored Program to support the incentive payments for the research study. CT Payer also provides the IRS tax reporting for individual recipients who have received reportable amounts in the calendar year.

K. Unallowable Expenses for Federally Sponsored Awards

The Uniform Guidance Act and associated Cost Principles provides guidance on the use of federal funds and reporting requirements. The Code of Federal Acquisition Regulations provides further guidance on procurement of goods and services for federally funded contracts and grants.

Covered Individuals may not charge “Unallowable Expenses” to sponsored accounts or the indirect cost pool. A listing of commonly incurred Unallowable Expenses is provided in Exhibit B. Please contact the Office of Sponsored Accounting for further information.

L. Capital Assets

Capital assets are those that cost at least \$5,000 and have a useful life of more than one year. Such assets cannot be purchased using a P-Card and require the purchaser to generate a purchase requisition, charge the expenditure to the appropriate object code and process it as a capital asset. Contact the Controller's Office for further guidance.

M. State of New Jersey Sales Tax Exemption

Stevens is exempt from sales tax on certain transactions including, but not limited to, business meals in New Jersey, office supplies, classroom and laboratory materials, uniforms, and other business expenses. The Office of Procurement can provide a copy of the exemption certificate, if necessary. Use of Stevens' pre-approved vendors available through the Shop Catalogs helps ensure that sales tax is not charged.

The University reserves the right to not reimburse sales tax for a transaction that would have been exempt if it had been processed properly.

N. Relocation/Moving Expenses

Stevens may provide certain newly hired faculty and staff with a reasonable allowance to assist in covering the expenses associated with moving and relocation. The amount of the reimbursement must be included in the written appointment letter, and the appointment letter must be approved by both the head of the business unit making the offer and the Vice President for Human Resources. The allowance offered should take into consideration the level of the position, the anticipated duration of the job and the length and complexity of the move. The allowance is only intended to defray the costs of moving and may not cover all expenses.

Moving expenses must not be paid directly to a third-party vendor or charged to a P-Card. The moving expense allowance will be paid to an Employee after their hire date and following the move.

All allowances for relocation costs paid to Employees are includable in taxable wages, and subject to all federal, state, and local taxes as required by the IRS and other taxing authorities. The allowance will be reported on the Employee's W-2. The University does not gross up the allowance to cover taxes due by the Employee.

1. Eligibility

Faculty carrying the titles of Assistant Professor, Associate Professor, or Professor hired into a regular full-time position may be eligible for a moving allowance. Faculty carrying titles with prefixes and suffixes such as Research, Visiting or Adjunct are not eligible, nor are those in inherently short-term appointments such as Postdoctoral Research Associates or Fellows.

Deans and department chairs may also be eligible, as well as Staff positions classified as Grade 10 or higher in the staff compensation structure.

In addition, a newly hired Employee must meet the following criteria to be considered for a moving expense allowance:

- The distance the new Employee would have to commute to the University from their previous residence, were they not to move, must be at least 50 miles greater than the distance their prior employment required for their commute,
- The move must take place within a reasonable period of time from the start date of the new position; and
- There must be an expectation of remaining in the position for at least nine months for faculty and more than one year for all other new hires.

2. Approval and Payment

The Employee must notify the Division of Human Resources that the move has occurred. Once the Employee has moved, and the request has been reviewed and approved by the Division of Human Resources and the Division of Finance, it will be processed by the Office of Payroll. The Office of Payroll will then ensure that the moving allowance is paid on the next scheduled pay date and is treated as taxable income to the Employee. For offers to reimburse actual expenses, which were extended prior to the implementation of this policy or have prior special approval, detailed receipts using the TABER form located on the Division of Finance website must be submitted and approved by the manager. All moving expense allowances or reimbursements will be processed through Payroll.

3. Voluntary Termination

If a relocated Employee voluntarily terminates employment at the University within nine months from their start date for faculty and twelve months for other positions, the Employee must refund to the University the full amount of the relocation payment.

It is the business unit's responsibility to notify the Division of Human Resources and the Division of Finance of the voluntary termination, as well as to collect the refund and submit it to the Division of Finance. Once a repayment is made, the Employee will receive a W-2C to remove the income reported. This may result in a need to file amended federal and state tax returns.

Exhibit A. Common Business and Business Travel Expense Object Codes

Object Codes for Travel Expenses

All expenses incurred while traveling (except alcoholic beverages) should be charged to the appropriate object codes listed below. This includes, but is not limited to, airfare and related fees, railway tickets, lodging, meals, per diem and ground transportation.

- 6211 Travel – Domestic**
- 6212 Travel – Foreign**
- 6213 Travel – Athletics Recruiting**
- 6214 Travel – Athletics Teams**
- 6215 Travel – Employment Recruiting**
- 6216 Travel – Student Recruiting**
- 6217 Travel – Non-Recoverable**
- 6218 Travel – Recruiting/Hospitality – Foreign**
- 6219 Travel – Student Events**
- 6041 PSC Travel (for Research Participants only)**

Object Codes for Materials and Supplies

Use the Shop Catalogs in Quali whenever possible to purchase materials & supplies. Object codes to be used if purchased via P-Card or out-of-pocket are:

- 6171 Classroom Materials/Supplies**
- 6172 Laboratory Materials/Supplies**
- 6174 Office Materials/Supplies**
- 6176 Other Materials/Supplies**
- 6191 Athletic Materials/Supplies**

Object codes for other frequently incurred expenses are:

- 6112 Mobile Communications (including internet fees)**
- 6114 Postage and Mailing Services**
- 6116 Printing and Copy Services**
- 6133 Professional Membership Dues/Fees**
- 6135 Conference/Training Registration Expense (excludes related travel)**
- 6137 Government Licenses & Permits Expense**
- 6141 Business Meals (non-travel related)**
- 6142 Hospitality**
- 6148 Alcoholic Beverages (use even when traveling)**
- 6149 Meeting rooms**
- 6152 Advertising**
- 6155 Human Subject Incentive Payments**
- 6177 Uniforms**
- 6179 Catalogs and publications**
- 6182 Other Federal Unallowable Expenses**
- 6224 Software Licenses Expense**

Exhibit B. Unallowable Expenses

Examples of Stevens' Unallowable Expenses:

- Airfare upgrades except as approved by the Division of Human Resources
- Commuting costs to/from home and normal place of business
- Car rental, gas or mileage charges for personal travel while on a Business Trip
- Car rental upgrades or waiting time charges unless justified financially and pre-approved
- Car washes
- Towing, moving violations and parking fines
- Gas, oil, repairs, maintenance and insurance for business use of personal autos (Section II. E. 2)
- Charges for replenishment of E Z Pass
- Faculty, social, sport or recreation clubs, frequent flyer clubs or airport lounges
- Excessive tipping
- Student and faculty recognition gifts with a retail value of more than \$50
- Personal entertainment/recreation expenses such as in-flight headsets, event tickets, movies mini bar items, etc.
- Clothing or toiletry items
- Personal care services, such as haircuts and spa fees
- Laundry if Business Travel is less than 6 days
- Babysitting, housesitting and pet sitting costs
- Medical costs including prescriptions or over the counter medicine
- Personal credit card finance charges, late payment fees and annual maintenance fees
- Non-job related reading material
- Purchase of airline flyer miles
- Life, accident, or flight insurance premiums
- Lost, broken, or stolen property
- Luggage or briefcases
- Costs incurred by unreasonable failure to cancel reservations
- Family/companion/dependent travel

Additional Examples of Unallowable Expenses for Federal Sponsored Awards:

- Airfare that is more expensive than the lowest available carrier fare
- Alcoholic beverages
- Bad Debts
- Donated services and property
- Entertainment costs and flowers
- Fines and penalties
- Flowers
- Foreign travel without prior authorization and foreign airfare on non-US Flag carriers
- Costs incurred prior to the effective date of the sponsored agreement unless approved by the agency