



NOTRE DAME  
DE NAMUR UNIVERSITY

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*175th Anniversary*

## **Notre Dame de Namur University**

### **Business & Travel Expense Reimbursement Policy**

**Effective: June 2026**

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# NDNU Business & Travel Expense Reimbursement Policy

## 1. Purpose and Scope

This policy defines the rules for reimbursing reasonable and necessary business and travel expenses incurred on behalf of Notre Dame de Namur University (NDNU). It supports sound financial practices and compliance with IRS requirements for accountable plans.

This policy applies to all employees and covers local, domestic, and international travel, as well as other business expenses. NDNU uses **Concur** as the required system for all expense reporting, approvals, and reimbursements.

Expenses that do not comply with this policy or IRS rules may be treated as taxable income or denied.

## 2. General Principles

- Expenses must serve a **legitimate University business purpose**
- Costs must be **reasonable, necessary, and well-documented**
- Expense reports must be submitted **within 30 days** of completing travel or incurring the expense
- Personal expenses are **not reimbursable**
- Unauthorized or non-compliant expenses may result in payroll deduction, taxable reporting, or disciplinary action

## 3. Responsibilities

### Employees / Claimants

Employees are responsible for:

- Incurring only allowable business expenses
- Obtaining required pre-approvals
- Submitting complete and accurate documentation
- Settling travel advances promptly
- Ensuring expenses comply with this policy

### Expense Report Preparers

Preparers must:

- Ensure documentation is complete and accurate

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- Apply correct mileage, per diem, and account coding
- Confirm required approvals are attached

### Approvers

Approvers must:

- Confirm the business purpose and reasonableness of expenses
- Verify proper documentation and approvals
- Ensure expenses are charged to the correct budget
- Never approve their own or a peer's expenses

Exceptions require written approval by appropriate senior leadership and the CFO.

## 4. Travel Authorization

- **Preapproval is required** for any trip expected to exceed **\$500**
- A simple email approval from the Budget Manager or direct supervisor is sufficient to satisfy the pre-approval requirement. The approval email should be retained with the travel documentation and provided upon request.
- This requirement also applies to non-employee students when NDNU is covering or reimbursing travel expenses. For student travel expected to exceed \$500, pre-approval must be obtained from the Budget Manager responsible for the grant or department budget.
- Personal travel combined with business travel requires supervisor approval
- Any additional cost due to personal travel is not reimbursable
- Cost savings (e.g., Saturday night stay) may be reimbursed with documentation

## 5. Air Travel

- Economy class only for all travel
- Business or first class requires documented medical or business justification and prior approval
- Select the **lowest logical fare**
- Nonstop flights are acceptable; one-stop flights should be chosen if savings exceed \$350 and the travel time impact is reasonable
- Frequent flyer rewards may be retained, but may not influence airfare selection
- Airline club memberships are not reimbursable

## 6. Ground Transportation

- Use the most economical option (public transit, shuttle, rideshare, taxi)

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- Rental cars are allowed only when necessary and must be compact or midsize
- Larger vehicles require business justification
- Decline optional rental insurance when covered by NDNU or the purchasing card
- Fuel must be refilled before return; prepaid fuel is not reimbursable

### 7. Personal Vehicle Use

- Reimbursed at the **IRS standard mileage rate**
- Gas fill-ups are not reimbursed separately because fuel is included in the IRS mileage reimbursement rate.
- Mileage documentation (map or log) is required
- Drivers must carry legally required insurance
- Accidents must be reported promptly

### 8. Lodging

- Select reasonably priced accommodations, generally within federal per diem rates
- Higher rates require pre-approval or documented conference justification
- Laundry is reimbursable for trips over four consecutive days
- Cancel unused reservations in a timely manner to avoid penalties
- Internet for business use is reimbursable
- Personal amenities (minibar, movies) are not reimbursable

### 9. Other Travel Expenses

Reimbursable when reasonable:

- Airport transportation
- Parking and tolls
- Check baggage when necessary
- Business phone and internet charges
- Hotel business center services

### 10. Meals

#### Traveler Meals

- Reimbursed based on NDNU meal limits:
  - Breakfast: \$25
  - Lunch: \$30

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- Dinner: \$50
- Alcohol is **never reimbursable**
- Tips should not exceed 20%
- Meals included in conferences or lodging must be deducted
- Business meals for others require names, affiliations, and business purposes.

### Nontravel Business Meals

- Employee-only meals are reimbursable only when a legitimate business meeting must occur during a meal period
- Meals with non-employees for NDNU business are allowable
- Occasional employee functions (e.g., holiday events) are reimbursable with approval
- Alcohol may be reimbursed only for approved University events using unrestricted funds

## 11. Entertainment

- Business entertainment for official NDNU purposes may be reimbursable
- Personal entertainment is not reimbursable
- Documentation must include attendees, purpose, and relationship to NDNU

## 12. Non-Employees and Affiliates

Expenses for visitors, recruits, contractors, students, and other non-employees may be reimbursed upon approval and documentation. Departments are responsible for ensuring compliance.

- Travel advances are not allowed for non-employees
- Excess or non-compliant costs may be charged to the department

## 13. Professional Development

- Must primarily benefit NDNU
- Requires supervisor approval
- Certification or licensing unrelated to job duties is not reimbursable
- Avoidable cancellation fees are the employee's responsibility

## 14. Memberships and Subscriptions

- Institutional memberships must benefit NDNU
- Individual memberships require senior approval and job relevance
- Social, athletic, or personal clubs are not reimbursable without extraordinary approval

## 15. Gifts and Contributions

All gifts and contributions require prior approval from the CFO and Vice President of Advancement and must comply with funding restrictions.

## 16. Non-Reimbursable Expenses

Examples include:

- Personal entertainment, clothing, toiletries, or medical expenses
- Alcohol for individual travelers
- Companion or family travel without approval
- Childcare, pet care, traffic violations
- Airline club membership
- Late fees, personal insurance, or lost personal property

## 17. Travel Advances

- Issued only when necessary and in reasonable amounts
- Must be cleared within 30 days of trip completion
- Unused funds must be returned
- Uncleared advances may be treated as taxable income
- Employees with outstanding advances may be denied future advances

## 18. Documentation and Reimbursement Process

- Itemized receipts and proof of payment are required
- Digital receipts, screenshots, scans, and online order confirmations are acceptable if legible and include vendor name, date, amount, itemized details, and proof of payment
- Lost receipts require a signed affidavit and approval
- All expenses must be submitted through **Concur**
- Purchasing card transactions must be reviewed within five business days
- Approved out-of-pocket expense reports are processed weekly via direct deposit
- Reports fully approved by end of day Wednesday are generally processed on Friday, with direct deposit typically arriving within 3–5 business days after processing

Repeated noncompliance may result in delayed payments, loss of card privileges, payroll deductions, tax reporting issues, or disciplinary action.