Ball State University Alumni Association
Travel Policy

Purpose

This document defines the specific policy to be followed when traveling to Ball State University for Ball State University Alumni Association (hereinafter referred to as BSUAA) approved meetings and activities.

Scope

This policy applies to Alumni Volunteer travel on behalf of the BSUAA.

Policy

It is intended that a consistent and equitable practice with respect to reimbursement of expenses be maintained through the BSUAA. The Travel Policy is intended to facilitate volunteer-required travel, while managing costs and maintaining efficient business processes. The Executive Director of Alumni Programs has final responsibility for interpretation of this Travel Policy.

Expense Reports

To request reimbursement, all authorized travel must be itemized on the expense report with corresponding receipts and submitted as soon as possible after the completion of travel. Expenses submitted beyond 30-days of expenditure, will not be reimbursed. Receipts must be included with the expense report. A receipt must be the original and must include sufficient information to establish the amount, date, place, and essential character of the expenditure.

Reimbursements will be made by the BSUAA.

Reimbursable Expenses

The following types of expenses, if incurred in compliance with this BSUAA policy and while traveling to and from Ball State University for approved volunteer meetings may be submitted for reimbursement:

- Air travel
- Car rental
- Mileage pursuant to BSUAA business
- Hotel accommodations
- Parking
- Tolls

See following pages for an in depth explanation of reimbursable expenses.

Airline Travel

It is the policy of the BSUAA to use the lowest fare whenever possible. Prior approval must be obtained on all air travel that exceeds $400.00 or that is booked with less than 14 days advance notice. All exceptions shall receive prior approval. Coach or economy class must be used on all flights.

The BSUAA encourages all volunteers to purchase their tickets 15 days or more in advance whenever possible.

There will be no reimbursement for unused tickets or cancellations.

Personal Vehicle
Volunteers will be repaid for the total business mileage incurred at the same reimbursement rate specified in the Travel Regulations and Procedures Manual for Ball State University employees. No personal miles will be reimbursed.

Rental Vehicle
Car rentals are to be made through a recognized public car rental company. A compact or mid-size car is the standard size of vehicle for travel. Reimbursement for auto rental expenses shall be for the amount actually paid for volunteer use. Receipts are required to support car rental expenses. Gasoline purchased for a rental car used on volunteer business is a reimbursable expense.

Circuitous Travel for Personal Reasons
Trips which also include circuitous travel for personal reasons will be reimbursed only for the direct or business portion of the trip, based on accommodations actually used for volunteer purposes. Ticket stubs or traveler's receipts covering the routing of both the direct and circuitous portions of the trip must be enclosed with the expense report and the calculation of both business and personal portions of the trip must be approved.

Lodging
All hotel reservations are to be made by an authorized BSUAA staff member to ensure that available discounts are realized. Should the volunteer need to change or cancel the reservation, it is the volunteer's responsibility to cancel the reservation in sufficient time to avoid the charge for guaranteed late arrival by either notifying the BSUAA, or by calling the hotel directly. The BSUAA will invoice the volunteer for the lodging amount for a "no show" due to failure to comply with this requirement unless there are extenuating circumstances. Generally, hotel room rate and tax will be billed directly to the BSUAA. Incidental expenses shall be charged to the individual's credit card

Should the volunteer not meet the lodging deadline established by the contracted hotel, the volunteer is responsible for securing their own accommodations and supplying supporting receipts and expense report for reimbursement.

When a volunteer for personal reasons chooses an alternative hotel to that-selected by the BSUAA, lodging expenses above the daily rate arranged by the BSUAA will not be reimbursed.

Prior approval for lodging will need to be made by the BSUAA staff for all volunteers living less than 90 miles from the campus.

Parking
Long-term parking rates will be reimbursed for the amount of days related to business travel with receipt.

EXCEPTIONS TO THIS POLICY: any exceptions to this policy will be evaluated on a case-by-case basis. If travel plans deviate from the policy as outlined above, or if you have concerns regarding the policy as written, your request/concern must be submitted to the Executive Director of Alumni Programs. Every attempt will be made to accommodate special circumstances.

5/2012

Ball State University Alumni Association
Alumni Council Expense Reimbursement

Name _____

Address _____

City _____ State _____ Zip _____

Event/Activity _____

Date of Event/Activity _____

Expense Summary

Mileage ($.40 per mile) Total Miles _____ Mileage Amount $_____

Air Fare $ _____

Baggage $ _____

Rental Car $ _____

Parking $ _____

Toll $ _____

Other $ _____

Total Amount Requested $ _____

Financial Approval: _____
Executive Director
Ball State University Alumni Association

For Internal Use Only

Check Number _____

Date _____

Amount _____

Mailing Date _____

5/2012