Travel Policy FAQ’s

Q: What are the three most important characteristics of our Travel Policy?
A: 1. Reports MUST be approved by your Next Level Supervisor
2. ITEMIZED receipts are required for all purchases ≥ $75 and
3. A business purpose is required for all purchases.

Q: Is flight insurance reimbursable?
A: Under the new policy, these fees are reimbursable if approved by the traveler’s next level supervisor.

Q: Is the purchase of alcohol reimbursable?
A: The purchase of alcohol, while not specifically prohibited by University policy, must always comply with all funding requirements and in all circumstances must be limited to reasonable and responsible consumption.

Q: What is the new mileage rate?
A: .56 cents per mile in 2014. This is subject to change each year. Travelers are requested to check for current mileage rates at [http://www.northeastern.edu/ap/forms/index.html] for the most up to date information.

Q: What is sales tax? Why won’t the University reimburse me if I pay sales tax?
A: A conventional or retail sales tax is levied on the sale of a good to its final end user and is charged every time that item is sold at retail. Sales tax will not be assessed if an employee makes purchases of goods/services for the benefit of the university and utilizes either a procard or a purchase order.

As of March, 2014 the university has negotiated tax exemption agreements with the following states:

<table>
<thead>
<tr>
<th>Arizona*</th>
<th>Missouri</th>
<th>North Carolina</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colorado</td>
<td>New Jersey</td>
<td>Ohio</td>
</tr>
<tr>
<td>Connecticut</td>
<td>New York</td>
<td>Rhode Island</td>
</tr>
<tr>
<td>Florida</td>
<td>North Carolina</td>
<td>Tennessee*</td>
</tr>
<tr>
<td>Idaho</td>
<td>Ohio</td>
<td>Texas</td>
</tr>
<tr>
<td>Illinois</td>
<td>Maine</td>
<td>Utah</td>
</tr>
<tr>
<td>Kansas</td>
<td>Michigan</td>
<td>Vermont</td>
</tr>
<tr>
<td>Kentucky</td>
<td>Minnesota</td>
<td>West Virginia*</td>
</tr>
<tr>
<td>Maine</td>
<td>Mississippi</td>
<td>Wyoming</td>
</tr>
<tr>
<td>Michigan</td>
<td>Missouri</td>
<td>*These states honor Massachusetts tax exempt forms</td>
</tr>
<tr>
<td>Minnesota</td>
<td>New Jersey</td>
<td></td>
</tr>
<tr>
<td>Mississippi</td>
<td>New York</td>
<td></td>
</tr>
</tbody>
</table>

Q: Can we be reimbursed for expenses paid before the trip has been taken? Examples could include a prepaid flight or hotel paid in advance.
A: The current practice allows for prepaid expenses greater than 30 days out to be reimbursed prior to the trip.
Q: I received a parking ticket. Are there any circumstances where a parking ticket is reimbursable?
A: No

Q: Are copies of receipts acceptable? In some cases it is difficult for the person we are reimbursing to send original receipts to us (e.g., they are in another state or country)
A: As of today, no. Original receipts must still be presented because Northeastern is on a paper-based system.

However, we will update this policy as part of the Concur Travel and Expense software implementation project. This software will give us the opportunity to attach digital images of receipts to the request for reimbursement.

Q: Are employees making purchases on behalf of the University required to have a Procard?
A: No…but it is the preferred method of payment for most purchases ≤ $5000.

Q: What should I do if a vendor does not accept my Procard?
A: Alternative options, in priority order:

1. Seek another supplier who offers similar product/service who accepts card if the service is not yet rendered
2. Call J.P. Morgan Chase at 1-800-316-6056 to ascertain why card was denied if the merchant cannot give you the reason
3. Use your personal card and file a reimbursement request with the University if this is a reasonable option for you
4. Contact Accounts Payable:

   Michael Mallon  Mary Ann Walsh
   m.mallon@neu.edu  m.walsh@neu.edu
   617-373-4085 / 774-406-1559  617-373-5798 / 617-373-2652

5. If ATM privileges available and enough to cover cost, withdraw cash and pay vendor

After the transaction is complete, please notify Mike Mallon (NU Accounts Payable office) at m.mallon@neu.edu about this card rejection so this can be resolved with the issuing bank for the University’s Procard.

Q: Does the University’s insurance provider cover me for international travel?
A: Yes. The University provides insurance to all full time, benefits eligible employees for business-related travel. Please reference this web link for more details: http://www.northeastern.edu/travel/wp-content/uploads/2013/12/TEPolicy.pdf

Q: Are airline amenities such as ‘extra leg room’ and/or ‘boarding priority’ fees on flights reimbursable as long as my seat is in the “economy” class of service?
A: Yes, as long as your Next Level Supervisor approves. Please reference the airline seating chart provided in the next question for additional information.
### Q: Is it OK to book the next class of service for my flight?

### A: First Class domestic air travel (and Business Class in the case of international flights) is not reimbursable unless authorized in advance by the President and/or the responsible member of the Senior Leadership team for extended flights. Travelers with medical conditions that require the next class of service above Economy must have documentation from a physician certifying the condition.

Below is an illustration to help the reader differentiate between the classes of service on an airplane.

![Airplane Seat Diagram](image)

The three classes of service in the graphic are most easily differentiated by the size and the type of seat. First Class has the largest seats at the right of the graphic. Economy (not labeled) has the smallest seats at the left of the graphic. Approval is necessary for the next class of service above Economy for both domestic and international travel.

### Q: Are local business meals reimbursable expenses?

### A: Yes. It is the responsibility of the next level supervisor to review these charges for reasonableness prior to approving the request. Employees are always required to provide the business purpose and the names of all attendees on the Travel & Expense Reimbursement Form for meals.