

Rochester Institute of Technology

Travel Policies and Procedures

This manual contains information regarding RIT travel policies and procedures. Additional information regarding travel and RIT accounting practices and procedures is available on the Controller's Office web page at <http://finweb.rit.edu/contoller>.

NTID travelers should refer to the NTID Travel Addendum found in the Appendix of this manual for specific information regarding the use of the Citibank Government Travel Card for NTID travel.

If you have questions regarding information in this manual, call the RIT Associate Director of Payroll, Accounts Payable and Customer Support at 475-2418.

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A. Introduction

This manual provides information about approved business travel from RIT (i.e., one's normal place of employment), or one's home, to a destination in Rochester, or outside of the Rochester area. Submit travel expenses that include an overnight stay, airline travel, or a travel advance on a RIT Travel Expense Report and send it to the Accounts Payable Office, 6th floor George Eastman Building, for review and reimbursement.

RIT will reimburse faculty, staff and students, or pay outside vendors, for necessary and reasonable transportation and travel related expenses incurred in connection with RIT approved business travel under the following circumstances:

1. The traveler has adhered to RIT policies and procedures.
2. The travel expenses are allowable.
3. The expenses are supported by appropriate documentation.
4. An authorized individual, who is at least one level of management above the traveler, has approved the Travel Expense Report.

Employees should use discretion when expending RIT funds and for ensuring that expenditures are necessary and appropriate for meeting business needs. Employees must be familiar with, and follow, the policies and procedures specified in this manual and, if applicable, the policies of their particular program, college, department or division.

Each program, college, department or division is responsible for designating an appropriate individual to approve RIT travel and hospitality expenditures. Generally, this individual is the dean, director, department head, or a department administrator. This individual, or budget authority, is responsible to verify that:

1. The employee has followed all RIT travel policies and procedures.
2. All expenditures are reasonable.
3. All expenditures have a legitimate business purpose and are supported by adequate documentation.
4. All expenditures are accurately reflected on the RIT general ledger.

The Controller's Office will periodically review travel policies and procedures and revisions may be made as part of the review process. Changes will be widely communicated via the RIT travel portal and if required, the Controller's Office staff will provide training. All changes and/or revisions will be published on the Controller's Office web page and will be effective when issued.

B. Department Directory

The following RIT departments are responsible for various aspects of the travel process:

1. **Controller's Office** – The Controller's Office is responsible for the development and oversight of all travel policies and procedures. The following units are part of the Controller's Office.
 - a. **Accounting** – If you have questions regarding the use of the JPMorgan Chase Procurement Card, JPMorgan Chase Corporate Travel Card or NTID Citibank Government Travel Card, call the Corporate Card Administrator at 475-4491. Accounting is located on the sixth floor of the George Eastman Building (01).
 - b. **Accounts Payable** – Accounts Payable reviews all employee Travel Expense Reports for accuracy and compliance with established policies and procedures prior to processing employee reimbursements. In addition, Accounts Payable processes employee travel advance requests, checks for non-employee advance payments that may be required such as hotel deposits, registration fees and non-travel related employee reimbursements. Contact Accounts Payable if you have questions about how to complete your Travel Expense Report or the status of your travel advance or reimbursement. Accounts Payable is located on the sixth floor of the George Eastman Building (01), 475-7221.
 - c. **Student Financial Services (SFS)** – Return excess travel advance funds to the Cashier's window in the SFS Office using a Deposit ID Form. Do not send reimbursement of excess funds through interoffice mail. In addition, you may pick up your Telephone Calling Card at the Cashier's window. The SFS Office is located on the first floor of the George Eastman Building (01), 475-2192; (web page: <http://finweb.rit.edu/sfs/>)
 - d. **Controller's Office** – You may pick up your RIT Procurement Card, JPMorgan Chase Travel Card or Citibank Government Travel Card from the Controller's Office reception area. You may also obtain sales tax exemption forms from this office. The Controller's Office is located on the sixth floor of the George Eastman Building (01), 475-2383; (web page: <http://finweb.rit.edu/controller>).
 - e. **Sponsored Programs Accounting** – SPA is responsible for the fiscal administration of externally funded grants and contracts. If your travel is funded by grant or contract monies, and you have travel related questions, please contact SPA. SPA is located in CIMS, Building 78, 475-2945.
2. **Global Risk Management Services** – Direct questions regarding travel insurance or travel liability issues to this office. If an accident occurs when using a rented vehicle, notify the Global Risk Management Services Office upon returning to campus. The Risk Management Services Office is located on the fourth floor of the George Eastman Building (01), 475-6131.

3. **ITS Help Desk** – You may obtain information about the ATT Internet Plan from the ITS Help Desk, 475-HELP.
4. **NTID Financial Planning and Budgeting Office** – Travel related questions regarding employees of the National Technical Institute for the Deaf may be directed to this office. Planning & Budgeting is located on the second floor of the Lyndon Baines Johnson Building (60-2849), 475-6228 or 475-6709 TDD; (web page: <http://www.rit.edu/~439www>).
5. **Purchasing Department** – Direct questions regarding RIT's designated travel agency, Carlson Wagonlit Travel (CWT) and/or car rental programs to this office. The Purchasing Department is located in Building 99, 475-2107; (web page: <http://finweb.rit.edu/Purchasing>).
6. **Telecommunications Department** – Direct questions regarding the RIT Telephone Calling Card to this office. The Telecommunications Department is located in Building 99, 475-5800 - Help Desk; (web page: <http://www.rit.edu/~740www/TELE>).
7. **The HUB Print/Postal Services** – You may request pre-numbered, 2-part Travel Expense Report forms from The HUB (for a small fee). Complete a Work Request Form or call 475-2117. The HUB is located in Building 99.

C. Travel Policies

Travel policies pertaining to RIT approved business travel are summarized below. More detailed information is available in section D.

1. **Advances** – Advances for travel for RIT employees are processed by Accounting and limited to \$50.00 per day. NTID employees may obtain advances using their Citibank Travel Card. Note: individuals traveling on RIT business, who are not RIT employees, are not eligible to receive a travel advance (see Section E).
2. **Airfare** – Only coach class or promotional fares will be paid by RIT. First class air travel is not an allowable expense (see Section D, 1).
3. **Approval for Reimbursing Travel Related Expenses** – All reimbursements to employees for travel expenses must be approved by an authorized individual who is at least one level of management above the person submitting the request (see Section D, 5).
4. **Documentation** – Original receipts for all expenses must be submitted with the Travel Expense Report (see Section D, 7).
5. **Mileage Reimbursement Rate** – Reimbursements for mileage are made at the RIT business mileage reimbursement rate in effect at the time of the trip (see Section D, 12). Refer to the Controller's Office web page for the current rate or call Accounting at 475-7221.
6. **Non-reimbursable Expenses** – Travel expenditures that are not reimbursable to you include:
 - a. Additional travel insurance, travel accident insurance or trip cancellation premiums (see Section G).
 - b. Alcoholic beverages consumed as part of meal or otherwise while traveling on University business.
 - c. Insurance (both CDW and Liability) from a car rental agency except when renting a vehicle outside of the United States (see Section F for more information about foreign travel).
 - d. Additional expenses associated with the cost of first class airfare.
 - e. JPMorgan Chase Corporate Travel Card delinquency assessments (see Section H).
 - f. Childcare and babysitting expenses.
 - g. Citibank Government Travel Card delinquency assessments (see Section K, I).
 - h. Costs for commuting between your home and the RIT campus.
 - i. Costs for personal medications.
 - j. Costs incurred by your failure to cancel transportation or hotel reservations.

- k. Costs incurred by your spouse or other dependents traveling with you.
 - l. Entertainment expenses, including movies in your hotel room.
 - m. Gasoline expenses when the automobile mileage reimbursement rate is claimed.
 - n. Host/hostess gifts, in lieu of meals and lodging, when the cost does not exceed what meal and/or lodging expenses would have been.
 - o. Hairstyling and haircut expenses.
 - p. Kennel/boarding expenses for pets.
 - q. Laundry or cleaning expenses for trips less than one week.
 - r. Magazines or newspaper expenses.
 - s. NYS Sales Tax and sales tax paid in states that recognize RIT's tax exempt status (see Section D, 18).
 - t. Other expenses not directly related to the business purpose of the travel assignment.
 - u. Parking or speeding tickets.
 - v. Personal telephone calls in excess of one per day (see Section J).
7. **Reimbursable Expenses** – Travel expenses that are reimbursable to you include:
- a. Automobile rentals (see Section D, 17).
 - b. Expenses for meals (see Section D, 11) up to the applicable daily meal allowance.
 - c. Expenses associated with baggage handling, storage, and tips.
 - d. Fax and modem line charges made in connection with official RIT business (see Section J).
 - e. Hospitality if directly related to the educational or research purpose of the trip (see Section D, 9).
 - f. Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been.
 - g. Laundry expenses when you are away for seven or more consecutive days.
 - h. Lodging expenses (see Section D, 10).
 - i. Meal expenses up to \$44.00 per day including tips (see Section D, 11).
 - j. Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family (see Section J).
 - k. Transportation costs (see Section D, 1, 2 & 13).

D. Travel Procedures – General

The following travel procedures are standard within RIT. As a general rule, all RIT business travelers or travel arrangers will book air fare and reserve hotel, rail, and car rentals through Carlson Wagonlit Travel (CWT), the RIT designated travel management company. Other arrangements may be made for student travel. All other exceptions must be approved in advance by the Controller's Office. Instructions about how to register with CWT are located on the RIT travel portal accessed from both the Purchasing web page and the Controller's web page.

1. **Air Travel** – Book airfare through the RIT designated travel agency (CWT) either by calling an agent directly or by using the travel agency's on-line booking tool. Almost all tickets are now ticketless; however, if you need a paper ticket, it will be mailed to your office. RIT will pay the travel agency directly.
 - a. When you make a reservations through the CWT, use the direct bill option. Provide the CWT with your RIT general ledger 24-digit travel account number for billing purposes.
 - b. Book flights on the normally traveled route to your destination.
 - c. While some restrictions or penalties may apply, advance reservations secure the lowest fares.
 - d. Air carrier selection and method of payment cannot be selected based upon your frequent flyer affiliation.
 - e. Purchases made through another agency or online travel service are not permitted. Exceptions to the RIT policy must be approved in advance by the Controller's Office.
 - f. Since RIT's insurance program does not cover aircraft liability associated with non-commercial air travel, you may not operate an aircraft that you own, rent or borrow when traveling on RIT business. If your RIT business travel requires the use of a privately chartered aircraft, please consult with RIT's Office of Risk Management and Safety before leaving for your trip. See Section G, Insurance for additional information about insurance coverage while traveling on RIT business.

2. **Automobile Travel** – You should use your private automobile only if the itinerary or other aspects of Institute business make it the most practical method of travel. A personal vehicle is recommended for local travel within a radius of approximately 100 miles from RIT.
 - a. RIT will reimburse you for costs associated with automobile travel for business use based upon the current RIT business mileage reimbursement rate. Complete the mileage section of the Travel Expense Report for reimbursement of mileage expenses. If your travel does not include airline fare or an overnight stay, complete a Mileage Reimbursement Form, attach to an Invoice Payment Form

and send to Accounts Payable for processing. Refer to Section 12 below for more information.

- b. Visit the Controller's Office web page at <http://finweb.rit.edu/controller> to obtain the current auto mileage reimbursement rate. The rate per mile changes periodically; RIT faculty and staff are notified via the message center when a change is made.
 - c. The mileage rate is intended to reimburse you for gasoline, oil, normal maintenance, insurance, etc. It is not intended to reimburse full costs; it is to cover the incremental costs incurred when using your private vehicle for Institute related travel.
 - d. If you choose, for personal reasons, to travel by automobile beyond the 100-mile radius from the Institute, you will be reimbursed at the current rate per mile up to, but not exceeding, the cost of the lowest applicable mode of travel. The alternative cost should be determined before the trip takes place and documented with a memorandum stating the price quoted for the trip by the travel agency.
 - e. Expenses incurred due to automobile mechanical failure or accidents, including personal automobile insurance deductions, are not reimbursable, nor are fines for parking or traffic violations.
 - f. See Section D 17 for information about rental vehicles.
3. **Business Travel Account (BTA)** – The BTA account has been established through JPMorgan Chase and the RIT designated travel agency (CWT) specifically to handle air and rail transportation charges for RIT travelers. Use of the BTA simplifies charging transportation expenses and provides the lowest available fare at the time air or rail travel arrangements are made. See item 6 below for specific information regarding the designated travel agency.
- a. NTID travelers should refer to item 8 below for information about the Government Travel Account (GTA).
4. **Cancellations and Refunds** – You are responsible for obtaining a refund of an advance payment if there is a cancellation. All charges, cancellations, and refunds associated with RIT approved travel are the responsibility of the department or college.
5. **Designated Budget Authority** – Requests for reimbursements or payments (i.e., Invoice Payment Form, Petty Cash Voucher, or Travel Expense Report) must be approved by an individual authorized to approve such requests on behalf of RIT. The individual must be at least one management level above the person submitting the request for funds. The approver is responsible for making the determination that the transaction is a legitimate business expenditure, that it meets all RIT policy guidelines, and that it is supported by adequate documentation.

6. **Designated Travel Agency** – Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through the RIT designated travel agency listed below:

Carlson Wagonlit Travel (CWT)
15 Fishers Road
Pittsford, NY 14534

1-877-825-1716
Fax 1-585-899-8445

e-mail RIT@carlsonwagonlit.com

Information about how to self-register and fill out your travel profile is located here: <https://sbt.carlsonwagonlit.com/register>

The URL for the Carlson Wagonlit RIT Portal for on-line booking and profile updates is: <https://sbt.carlsonwagonlit.com/thetravelersite?rit>

- a. Begin to schedule your itinerary as soon as your travel dates and destination are known. Book air, hotel reservations, and car rentals through the designated travel agency. Provide the travel agent with the time frame in which you need to leave and arrive at your destination.
- b. RIT has made arrangements with the designated travel agency to provide one invoice per month for air and rail charges made to the BTA account and to provide general ledger account number information. When making travel arrangements with CWT, tell the agency that you are from RIT and provide them with the 24-digit general ledger account number that the air or rail expenses should be charged to. RIT will pay CWT and charge your general ledger account for the payment amount. As with all charges made to departmental accounts, they should be reviewed for accuracy and appropriateness on a monthly basis. If there is a charge on your account that you did not authorize, contact CWT immediately for details.
- c. NTID travelers should charge all air and rail charges to the GTA account set up with CWT. When making arrangements, tell CWT that you are from NTID and provide them with the 24-digit account number that the air or rail expenses should be charged to. RIT will pay CWT and charge your general ledger account for the payment amount.
- d. If you have questions about a charge to your account from the designated agency, contact CWT directly; Accounting does not receive detail transaction information. If you are unable to resolve a billing issue directly with the travel agent, call Accounting at 475-4491.
- e. Do not charge your air and/or rail charges to your corporate JPMorgan Chase Corporate Travel Card, Citibank Government Travel Card or personal credit

card. Often, travel arrangements are made well in advance of the date of departure, and using a credit card ties up dollars that should be available for other purchases, and necessitates an additional reimbursement request.

- f. Charge hotel and car rental deposits made through a designated travel agency to your JPMorgan Chase Corporate Travel Card (RIT travelers) or to your Citibank Government Travel Card (NTID travelers).
7. **Documentation Requirements** – In order to be reimbursed, you must provide original receipts as documentation for all business expenditures. If original receipts are not available, include a memo of explanation when you submit your Travel Expense Report to Accounting. Your supervisor, or an individual who is one level of management above you, must approve the memo. When meals are charged to a credit card, please provide both the credit card receipt and the vendor's receipt, if available.
- a. If you pay for an item with an RIT Procurement (Purchasing) Card while traveling, RIT will pay JPMorgan Chase directly. You will not be reimbursed for these items. Include purchases paid with your Procurement Card in the Advances/Prepaid section of the Travel Expense Report and attach a copy of the receipt. Save the original receipt to send to Accounting with your monthly JPMorgan Chase statement (see Section D, 21).
8. **Government Travel Account (GTA)** – The GTA account has been established through Citibank and RIT's designated travel agency specifically for handling air and rail transportation charges for NTID travelers. Use of the GTA simplifies charging transportation expenses and entitles NTID travelers to low government rates. See item 6 above for specific information regarding designated travel agencies.
9. **Hospitality** – We ask your thoughtful consideration regarding expenditures for hospitality while traveling. On those occasions when hospitality expenditures are beneficial to RIT's educational mission, reimbursement may be requested.
- a. The relationship of the expenditure to the educational or research mission of the trip must be clearly indicated in the Business Hospitality Record section of the Travel Expense Report (see Section D, 21). Indicate the business purpose on each receipt including "who" (i.e., names of the people who attended the function), "what" (i.e., what was purchased, if not readily apparent from the receipt), and "why" (i.e., why the expense was incurred and the business connection to RIT such as donor relations, faculty recruitment, etc.).
 - b. Original receipts are required for reimbursement. If the original receipt is not available, prepare a memo giving the reasons why and obtain the signature of your budget authority, attach to your Travel Expense Report and submit to Accounting for processing. Indicate in the memo if alcohol was consumed as well as the amount paid. Charge alcohol to object code 79050, government unallowable expense.
 - c. Hospitality charges cannot be charged to a federal or state grant/contract.

10. **Lodging** – When traveling, stay in reasonably priced, commercial class hotels and motels. Use your JPMorgan Chase Corporate Travel Card or your Citibank Travel Card to pay for lodging expenses.
 - a. To insure the lowest possible rates, make your lodging arrangements through the RIT designated travel agency, CWT.
 - b. Ask for educational or corporate discounts at all hotel and motels, many of which charge reduced rates to those who identify themselves as faculty or staff members.
 - c. You will be reimbursed for the actual reasonable expense of lodging for each night that you are traveling away from home.

11. **Meals** – You will be reimbursed up to a maximum of \$44 per day, including tips. Note: this amount is not a per diem; you will be reimbursed for actual expenditures only. Use your JP Morgan Chase Corporate Travel Card or your Citibank Travel Card to pay for meals.
 - a. Receipts are required for actual meal expenses
 - b. If a receipt is not available, and the total amount does not exceed \$44.00 per day, in order to be reimbursed, you must provide a reasonable approximation and explanation of the expense incurred.
 - c. Occasionally, situations may occur when your total daily meal expenses exceed \$44.00. Reimbursement may be considered when a written business justification, approved by your supervisor or department budget authority, is submitted with the Travel Expense Report. Original receipts are required. If a written justification is not submitted with the Travel Expense Report, you will be reimbursed up to the amount of \$44.00 per day only.
 - d. Meal expenses in certain major metropolitan areas are reimbursable at higher daily limits than in 1 above without written justification. Refer to the Section K, VIII for a list of these cities and the daily meal expense limits which apply to each.

12. **Mileage Reimbursements** – When you use your car for RIT business, RIT will reimburse you at the RIT business mileage reimbursement rate in effect at the time of your travel. Current rate information is available on the Controller’s Office web page: <http://finweb.rit.edu/controller>. The mileage rate is intended to cover the incremental costs associated with using a personal automobile for business purposes.
 - a. Complete a Business Mileage Reimbursement Worksheet (see Section K, III), attach it to an Invoice Payment Form and submit to Accounts Payable for processing. The check will be deposited into your bank account, or mailed to your home if you are not set up with direct deposit, within 5-7 business days of receipt in Accounts Payable.
 - b. If, in addition to your mileage reimbursement, there is also airfare and an overnight stay, complete the mileage section of the Travel Expense Report to obtain reimbursement for your mileage expenses.

13. Miscellaneous Transportation

- a. Taxis and Shuttle Services – RIT will reimburse you for expenses for taxis or shuttle services for travel between the airport or rail station to your hotel, between appointments, or between hotels and conference locations or business appointments. Receipts must be obtained for all such transportation.
- b. Rail Transportation – RIT will reimburse you for the cost of railroad fare not to exceed the cost of the lowest applicable airfare.

14. Other Travel Agencies – Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through the RIT designated travel agency, CWT. Use of another travel agency or internet travel service must be approved in advance by the Controller's Office.

- a. A memo signed by your department budget authority must include the justification for use of another agency as well as a written comparison of fares and indicating approval for use of a non-designated travel agency must accompany the Travel Expense Report.
- b. Itineraries must be identical. Similar or matching fares will not be accepted for reimbursement.
- c. There must be a documented cost saving.

15. Registration Fees – Pay conference registration fees with your RIT Procurement Card (see Section I). If the organization does not accept the Procurement Card, complete an Invoice Payment Form and send to Accounts Payable for processing.

- a. Submit an Invoice Payment Form with the original registration form and one copy. Invoice Payment Forms are usually processed 5-7 working days after they are received in Accounts Payable.
- b. List the advance on your Travel Expense Report as an expense in the appropriate expense category and as an advance in the Advance/Prepaid Information section.
- c. Registration fees will be processed as an expense on your department budget at the time the check is issued.

16. Reimbursement of Travel Expenses – Complete a Travel Expense Report (see item 21 below), attach original receipts, obtain the approval of your department head and submit to Accounts Payable for processing.

- a. Typically, your reimbursement check will be mailed to your home, or deposited into your bank account (see Section K, 8), within 5-7 business days after receipt in Accounts Payable.
- b. If your travel reimbursement does not include airfare or an overnight stay (e.g., meals, mileage, and tolls only), complete an Invoice Payment Form and send to Accounts Payable for processing.

17. Rental Vehicles – Rental vehicles should not be used if less expensive transportation is available. When a rental vehicle is required, contact one of the RIT designated travel agencies to make arrangements. If you would prefer to contact the rental

agency directly, select one of the agencies listed below. To obtain RIT's corporate pricing, refer to the RIT corporate account number when you make your reservation.

Avis
1-800-331-1212
corporate #: A/A 563133
Budget
1-800-527-0700
corporate #: T224700

Alamo
1-800-732-3232
corporate #: 126549
Enterprise
585-235-1655
corporate #: 29A3762

Hertz
1-800-654-3131
corporate #: CDP-ID #23925

National
1-800-328-4567
corporate #: Recap # 5236311

Thrifty
1-800-FOR-CARS (1-800-367-2277)
corporate #: 001-0170245

- a. RIT will reimburse you for the cost of automobile rentals for economy, compact, or subcompact vehicles only. In exceptional cases, reimbursement will be made for other types of vehicles (i.e., when there are several travelers in one car, when equipment being transported, etc.). Include a memo explanation with your Travel Expense Report.
- b. Pay car rental expenses with your JPMorgan Chase Corporate Travel Card, or your Citibank Corporate Travel Card.
- c. Do not purchase a Collision Damage Waiver (CDW) or Liability Insurance from the car rental agency except when renting a vehicle outside of the U.S. (see Section G, 1 for more information). Contact Risk Management at 475-6131 for evidence of insurance rentals in California or Texas.
- d. If you have an automobile accident while traveling on RIT business, notify your department head and the Risk Management and Safety Office at 475-6131 as soon as is practical.

18. **Sales Tax Exemption** – RIT is a not-for-profit institution and is exempt from New York State sales tax on all goods and services purchased by employees for business use. In order to obtain the sales tax exemption, present the New York State Sales Tax Exempt Form to the vendor at the time service is rendered or goods are received and pay with a procurement card, RIT JPMorgan Chase Corporate Travel Card, or NTID Citibank Travel Card. Note: vendors may refuse to honor RIT's sales tax exemption if you pay cash or with a personal credit card.
- a. If you pay sales tax, you will not be reimbursed unless the service provider does not accept the RIT Sales Tax Exempt Form. If that is the case, include a memo of explanation when you submit your Travel Expense Report.

- b. Send the appropriate sales tax-exempt form to the hotel you are staying at so that they have the information prior to your arrival. This may save time when you are checking out.
 - c. Refer to the Controller's Office web page (<http://finweb.rit.edu/controller>) for a list of states that recognize RIT's tax exempt status. If you are traveling outside of New York contact the Controller's Office, 475-2383, to obtain a tax-exempt form for the state you are traveling to.
19. **Special Discount Rates** – Inform the RIT designated travel agency, CWT, of all special conference or association discount air or hotel rates and ask them to book at these rates. If CWT is restricted from booking at the special discount rate, the agent will provide you with instructions as to how the booking can be made.
20. **Travel Advances** – You may obtain an advance from Accounts Payable up to one week prior to the date of departure for your trip. Complete an Invoice Payment Form and indicate the Travel Expense Report number on the form that you will use to account for your travel expenses when you return from your trip. (Note: When using an online Travel Expense Report, you may obtain a TER number from Accounts Payable). NTID travelers should refer to the NTID Travel Addendum for information regarding travel advances.)
- a. The request for advance requires approval by your departmental budget authority. Advances are limited to \$50 per day for each day of the trip.
 - b. Please allow five business days prior to your departure for processing.
 - c. Indicate your destination, the business purpose of the trip and the duration of the trip (i.e. Orlando, Florida; Oracle User's Group Conference, September 26th through September 30th; 5 days X \$50.00 = \$250.00 advance).
 - d. In the "Distribution" section of the Invoice Payment Form, indicate travel advance account number: 01.15199.09050.00.00000.00000. The advance will be charged to your department's budget when you submit your Travel Expense Report.
 - e. Accounting will process the request and send the check, made payable to the traveler, to the Student Financial Services Office for pick-up.
 - f. Advances must be accounted for on the Travel Expense Report within two weeks after returning from your trip.
 - g. If the amount of the advance is more than your total travel expenses, return the excess funds to RIT.
 - Complete a Deposit ID form and return the unspent cash to Student Financial Services prior to submitting the Travel Expense Report to Accounting.
 - Attach the pink copy of the Deposit ID to the Travel Expense Report.
 - Do not send cash or personal checks to Accounting.
 - h. A second travel advance will not be processed until the prior advance has been accounted for. Failure to account for advances in a timely manner may result in the advance amount being added to your income and treated as taxable wages.
 - i. Non-employees traveling on RIT business may not obtain travel advances.

- j. Occasionally it may be necessary to request an advance payment for a vendor. Complete an Invoice Payment Form and forward to Accounting for processing. Include appropriate documentation such as a quote on hotel letterhead. Examples of advances that may be paid by check include:
 - Hotel deposits (use your JPMorgan Chase Corporate Travel Card or Citibank Travel Card if possible).
 - Car rentals (use your JPMorgan Chase Corporate Travel Card or Citibank Travel Card if possible)
 - Conference Registrations – only if the organization does not accept the RIT Procurement Card.
21. **Travel Expense Report** – Complete an RIT Travel Expense Report to account for travel related expenditures when air travel or an overnight stay is involved. Forward the approved form, with original documentation, to Accounting for processing. Complete instructions for completing the Travel Expense Report accompany each packet of forms ordered from The Hub. In addition, instructions are available on the Controller’s Office web page at <http://finweb.rit.edu/Controller>.
- a. Attach all original documentation. Tape receipts to one side of an 8 ½" x 11" piece of paper and attach to the Travel Expense Report. This expedites the review and microfilming process required for record retention purposes. It also ensures that receipts will not be lost or left in an interoffice envelope.
 - b. If an original receipt is not available, prepare a memo giving the reasons why and obtain the signature of your budget authority, attach to your Travel Expense Report and submit to Accounting for processing.
22. **Traveling with Your Spouse or Other Dependents** – No travel, lodging, or meal expenses for your spouse or other dependents, above the cost of your expenses will be reimbursed to you by RIT. Personal travel expenses for spouse or other dependents **cannot** be incurred in the name of RIT with the intention they will be reimbursed by you to the University.
- a. Book spousal or other dependent travel with the RIT designated travel agency, CWT, and not through CWT’s on-line booking tool.
 - b. CWT will provide a separate invoice for family members upon request. You must pay the travel agency directly.

E. Travel Procedures – Special

Travel to RIT by non-employees for employment interviews, visits by lecturers and other official visitors, and travel for independent contractors/consultants falls under the category of “special travel”. Funds to support special travel are commonly limited by departmental budgets and/or the terms of grants and contracts. No commitment for reimbursing such expenses should be made without first consulting the appropriate department head or budget authority to determine whether or not such reimbursement is authorized.

1. **Budget Restrictions** – If you spend more than you can be reimbursed for due to department budgetary restrictions, please write “budget restrictions” on your Travel Expense Report before you send it to Accounting for processing. You will be reimbursed up to the maximum allowed by your department.
 - a. If, at the end of the fiscal year, there are departmental funds available to reimburse you for the remaining expenses, complete an Invoice Payment Form and send it to Accounting for processing. Write the original Travel Expense Form number on the Invoice Payment Form and include a brief memo of explanation.
2. **Employment Interviews** – Prospective employees may be reimbursed, if authorized, for travel expenses incurred in connection with an employment interview at RIT in accordance with the normal travel policy for employees. Request reimbursement on an Invoice Payment Form, not a Travel Expense Report.
3. **Grants & Contracts** – If your travel is funded by an externally funded grant or contract, you must adhere to all RIT policies and procedures. In addition, there may be specific sponsor restrictions you should be aware of before making travel arrangements. If you have questions about the allowability of expenditures, please contact Sponsored Programs Accounting at 475-2945.
4. **Independent Contractors/Consultants** – Do not submit requests for reimbursement for expenses for independent contractors/consultants on a Travel Expense Report. Complete an Invoice Payment Form and a Form W-9 and attach the consultant’s invoice. Indicate the independent contractor/consultant’s Social Security Number and address for IRS Form 1099 reporting. The individual will receive a Form 1099 if the combined amount paid for services and reimbursable expenses is over \$600 in a calendar year. Refer to the Controller’s Office web page (<http://finweb.rit.edu/controller>) for more information about making payments to independent contractors.
5. **Lecturers and Other Official Visitors** – The department may authorize reimbursement to visiting lecturers or other official visitors for expenses incurred in connection with their travel to RIT. The reimbursement policies and procedures in

effect for regular travel should be followed. Request reimbursement on an Invoice Payment Form, not on a Travel Expense Report.

6. **Moving and Relocation Expenses** – Newly hired professional staff and faculty members relocating to the Rochester area to work at RIT may be eligible to receive reimbursement for certain expenses incurred as a result of the move. The actual amount of the reimbursement may vary due to departmental budgetary restrictions.
 - a. Complete an RIT Relocation Expense Report (see Section K, V) to account for relocation expenses. Forward the approved form, with original documentation, to Payroll for processing. Complete instructions for completing the Relocation Expense Report are located on the Controller’s Office web page at <http://finweb.rit.edu/controller>.
 - b. Your reimbursement will be added to your paycheck during the next payroll process.
 - Deductible reimbursements will be reflected on your paystub as “moving expense non-taxable” and will appear on your Form W-2.
 - Nondeductible reimbursements will be reflected on your paystub as “moving expense taxable” and will be treated as a taxable payment. Similar to your pay, federal, state, and FICA taxes will be deducted from this amount. The total taxable moving reimbursement will be added to Box 1 of Form W-2 along with your regular compensation.
 - c. RIT follows the IRS guidelines for computing federal income tax. See IRS Publication 521—Moving Expenses located on the IRS web page: <http://ftp.fedworld.gov/pubs/irs-pdf/p521.pdf>
 - d. With the approval of the appropriate dean or department head, reimbursable expenses may include the following:
 - Movement of household goods (deductible)
 - Meals while traveling (nondeductible)
 - Lodging during the move (deductible)
 - Lodging before or after the move (nondeductible)
 - Temporary living expenses (nondeductible)
 - Please refer to the entire list of nondeductible expenses on page 8 of IRS publication 521.
 - Deductible expenses are listed on pages 6-7 of IRS publication 521.
 - e. If you incurred additional expenses that were not reimbursed by RIT, but qualify as deductible moving expenses, you may be able to deduct them when you file your tax return. Consult your tax advisor for further information.
 - f. If you have any questions about reimbursements for relocation and moving expenses, call the Payroll Office at 475-2381.

F. Foreign Travel

When traveling outside of the United States on RIT business, employees are advised to obtain information about foreign car rentals, travel advisories and other insurance liability issues before departing for their trip. Contact the Office of Risk Management and Safety at 47 5-6131 for more information.

1. **Automobile Rentals** – By law, most countries require insurance coverage to be provided by licensed resident insurers. If the coverage is not included in the rental agreement, employees who rent vehicles outside of the United States should purchase the minimum legally required insurance coverage offered by the rental company.
2. **Currency Conversion** – Convert all expenses to U.S. dollars prior to sending your Travel Expense Report to Accounting for processing.
 - a. Indicate the rates used to convert foreign currency to U.S. dollars. The rates should be those used at the time of the transaction, not the rates in effect at the time you complete and submit your Travel Expense Report. Convert each line on the Travel Expense Report separately.
 - b. If your trip is for duration of one week or less, you may calculate an average currency rate.
 - c. If you are traveling for longer than seven days, indicate the appropriate rate on each Travel Expense Report that you complete (one per each seven day period).
 - d. If you travel to more than one country, indicate the applicable rates on a separate sheet and attach to your Travel Expense Report.
 - e. You may obtain up to date currency conversion information on the following web site: www.oanda.com.
 - f. Below is an example of how to calculate foreign exchange:
 - You have a receipt for \$13.37 for a meal while traveling in Canada.
 - At the time of your, the Canadian exchange rate was 35%.
$$\begin{array}{r} 100\% \\ - 35\% \\ \hline 65\% \end{array}$$
 - Multiply the expenditure by the percent and you will arrive at the American dollar amount.
$$\begin{array}{r} \$13.37 \\ \times \underline{.65} \\ \hline \$ 8.69 \end{array}$$
 - Record \$8.69 on your Travel Expense Report.
3. **Fly America Act** – The Federal Fly America Act requires that Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers. If

your travel will be paid by Federal funds, when making your travel arrangements advise RIT's designated travel agency to ensure that your flights are in compliance with the Act.

4. **Grants & Contracts** – Foreign travel requires the prior approval of the sponsor unless it has been specifically approved in the grant/contract budget.
 - a. Contact Sponsored Research Services (475-7984) to obtain sponsor approval prior to making foreign travel arrangements.
 - b. In addition, there may be other sponsored imposed restrictions you should be aware of prior to making travel arrangements. Contact Sponsored Programs Accounting at 475-2945 to obtain specific information regarding international travel restrictions.
 - c. Refer to the Fly America Act information in 3. above.

G. Insurance

RIT employees are covered under RIT's group of insurance policies for activities conducted in the scope of their job responsibilities while traveling off campus on Institute business. This applies to both domestic and international travel. RIT maintains a comprehensive insurance program including coverages for general liability and auto liability claims (bodily injury or property damage to third parties).

- If you are involved in an incident that results in a claim while traveling on Institute business, report it to your manager and RIT's Office of Risk Management and Safety as soon as practical.
 - Direct questions regarding coverage for non-employees traveling on RIT business, and coverage for individuals whose employee status is unclear, to the Office of Risk Management and Safety prior to the trip.
1. **Auto Liability Insurance** – Automobile liability insurance is normally provided as part of the rental car agreement and should not be purchased. RIT maintains non-owned automobile liability insurance in excess of the amount provided by the automobile rental company for travel within the United States and Canada. Please contact the Risk Management and Insurance Office to discuss insurance implications when renting automobiles outside of the U.S. and Canada.
 - a. Your personal automobile insurance policy is primary when you use your vehicle for RIT business. You are responsible for any deductibles under your policy.
 2. **Citibank Corporate Travel Card Coverage** – Refer to the MasterCard Government Card Guide to Benefits for detailed information regarding insurance coverage available through MasterCard.
 3. **Injury or Sickness** – RIT maintains worker's compensation insurance for claims for employees arising from a work-related injury or sickness. This coverage applies to on-campus activities as well as when an employee is traveling on RIT business, either domestic or international.
 - a. Coordinate incidents that occur on campus or within the nearby community that require medical services through RIT Human Resources, whenever possible, and RIT's managed care program.
 - b. Emergency situations and those incidents occurring out of the RIT community area, including those in foreign countries, should be directed to the appropriate medical facility immediately and reported to RIT Human Resources as soon as practical. The worker's compensation plan will cover necessary medical expenses for the work-related injury.
 - c. If you have international travel plans, it is advisable for you to contact your primary medical insurance carrier to discuss how your medical insurance

coverage will respond in the event a sickness or injury arises during travel that is not work related.

4. **Insurance Beneficiary** – Your beneficiary for travel accident insurance is the same as the beneficiary you designated under the RIT Group Life Insurance program. If you wish to designate a different beneficiary for the blanket travel insurance, call the Office of Risk Management and Safety at 475-6131
5. **JPMorgan Chase Corporate Travel Card Coverage** – Refer to the VISA Commercial Card Benefits Package for detailed information regarding insurance coverage available through VISA or view on line at www.vias.com/benefits.
6. **Loss of or Damage to Personal Property** – RIT has no insurance for loss of, or damage to, luggage or other personal effects during travel. If such damage occurs, seek reimbursement through your personal insurance company.
7. **Personal Accident Insurance** – Rental companies also offer the option of purchasing personal accident insurance. Insurance of this type is not considered a reasonable and necessary business expense and may be a duplication of RIT's blanket travel insurance. You will not be reimbursed for the cost of personal accident insurance if purchased.
8. **Rental Car Collision Damage Waiver** – Automobile rental companies offer the option of purchasing a collision damage waiver (CDW) for an additional daily cost. The purpose of the waiver is to eliminate the renter's responsibility for payment of car repairs in case of collision damage. Since RIT is self-insured for damage to rental automobiles, damage may be covered through the JPMorgan Chase car rental agreement or MasterCard's Master Rental insurance, decline CDW for all U.S. car rental agreements.
 - a. If you opt to purchase CDW, you will not be reimbursed for the expense.
 - b. If you rent a vehicle outside of the U.S., accept any collision damage waiver that is offered.
 - c. Report all accidents involving a rental car to your manager and the RIT Risk Management Office and Safety as soon after the accident as practical.
9. **Travel Assistance Program** – RIT employees, officers and trustees are covered under a Travel Assistance Program when travel occurs more than 100 miles from their permanent residence. The plan provides emergency medical assistance, emergency personal services and pre-trip information. The program is administered by Worldwide Assistance Services, a 24-hour toll free emergency service. Travel Assistance ID cards and other information about this program are available from the Office of Risk Management and Safety, George Eastman Building, room 4008.

10. **Travel Accident Insurance** – You are covered by accidental death and dismemberment insurance while away on approved travel for RIT. This does not include commuting between your home and the RIT campus or air travel other than on a charter or commercial aircraft. (Refer to the Human Resources web page for additional RIT coverage information: <http://finweb.rit.edu/humanresources/benefits>). You will not be reimbursed for the cost of other travel insurance.
11. **Traveling with RIT Property** – If you are traveling with property owned by RIT, contact the Office of Risk Management and Safety to determine whether the items are insured and, if not, whether it is advisable to purchase insurance.
12. **Traveling with Students and Non-RIT Employees** – Generally speaking, RIT students and other individuals not employed by RIT, are not covered under RIT's group of insurance plans.
 - a. RIT does maintain an excess accident policy that would respond to claims resulting from an accident to a student while that student is on campus or while at a RIT-sponsored activity that occurs off-campus. A claim against the student's primary medical insurance plan would occur first before any benefit would be paid under RIT's excess accident plan. This student excess accident insurance policy has a maximum benefit of \$10,000 per accident per student.
 - b. Non-RIT employees traveling as part of an RIT contingency would rely on their own primary medical insurance for medical services arising during travel. There is no RIT medical insurance coverage available for non-RIT employees.
13. **Trip Cancellation Insurance** – RIT does not carry insurance for expenses associated with trip cancellations. Your department budget must absorb these expenses. If you purchase trip cancellation insurance, you will be not be reimbursed for the expense.

H. JPMorgan Chase Corporate Travel Card

The JPMorgan Chase Corporate Travel Card program is designed to provide employees with a convenient method to pay for RIT approved travel and hospitality expenses. The JPMorgan Chase Corporate Travel Card reduces the need for travel advances. The card may be used for RIT business travel and hospitality only; it is not intended to be used to pay for personal expenses. (Note: NTID employees may obtain a Citibank Government Travel Card rather than a JPMorgan Chase Corporate Travel Card. See the NTID Travel Addendum for additional information.)

1. **Applying for a Corporate Card** – Departmental approval is required prior to submitting an application to Accounting for a JPMorgan Chase Corporate Travel Card. You should expect to incur \$500 of RIT approved travel or hospitality expenses per year to be eligible to receive a card.
 - a. You may initiate an application at any time. Call Accounting at 475-4491 to obtain an application form. Return the completed application to Accounting, GEM room 6030, for processing.
 - b. JPMorgan Chase Corporate Travel Cards are usually available for pick-up from the Controller's Office within three weeks after the completed form is received by Accounting.
 - c. When you pick up your new card, you will be asked to sign an Acknowledgment of Receipt form recognizing receipt of the card and agreeing to comply with all RIT travel policies and procedures. RIT identification is required.
 - d. Only one card will be issued to each employee. RIT will not provide a second (spouse) card.

2. **Delinquent Accounts** –You, the cardholder, are responsible to pay for all charges incurred on your JPMorgan Chase Corporate Travel Card in a timely manner. The amount owed for all charges is due by the payment date indicated on your statement. A late fee and finance charges will be assessed when payments are received after the due date.
 - a. An account becomes delinquent when a payment has not been received and credited to your account by JPMorgan Chase within 30 days. If an account is not paid within 30 days, JPMorgan Chase will notify both you and RIT that the account is delinquent.
 - b. If you do not make payment within 60 days of the billing date, your charge privileges will be suspended until full payment has been received and credited to the account. You will be contacted by JPMorgan Chase by phone and mail and advised of the seriousness of the non-payment.
 - c. If you do not make payment within 120 days, your card will be cancelled. If your card is cancelled due to non-payment, you will not be reissued another card at any time in the future.

3. **Leaves of Absence** – If you are granted a leave of absence without benefits, you must surrender your card before beginning the leave. If you are granted a leave of absence with pay, you may retain and continue to use your card.
4. **Lost or Stolen Cards** – If your card is lost or stolen, call JPMorgan Chase immediately at 1-800-527-7760.
5. **Payments to JPMorgan Chase** – Card statements are mailed directly to you and you are responsible for remitting payment directly to JPMorgan Chase. You are expected to read and comply with all terms stated in the disclosure agreement accompanying the card.
6. **Reimbursement for Expenses** – Complete a RIT Travel Expense Report to be reimbursed for business travel or hospitality expenses charged to the Program Chase Card. RIT will not remit payment for your JPMorgan Chase bill directly to JPMorgan Chase.
7. **Termination of Employee Participation** – Your participation in the JPMorgan Chase Corporate Travel Card program will be terminated under any one of the following conditions:
 - a. When you are no longer employed by RIT.
 - b. If your account becomes delinquent (past 30 days) more than six times in any 12 month period.
 - c. If your account is 120 or more days past due.
8. **Other**
 - a. The JPMorgan Chase Corporate Travel Card Corporate Card may not be used to purchase equipment or supplies. Follow RIT purchasing policies and procedures for such purchases.
 - b. If it is necessary to cancel your JPMorgan Chase Corporate Travel Card for any reason, cut the card in half and return to Accounting, George Eastman Building, 6th floor.

I. RIT Procurement Card

The RIT Procurement Card is a VISA credit card issued through JPMorgan Chase. The Procurement Card program is designed to provide employees with an efficient mechanism to make approved small dollar purchases less than \$1,500.00. While the card cannot be used for travel expenses such as airfare, hotel, or car rentals, it is an ideal way to pay for conference registration fees and small sundry expenses incurred while traveling such as copying charges and supplies. Refer to the Procurement Card Guide on the Controller's Office web page at <http://finweb.rit.edu/controller> for more information regarding the use of the Procurement Card.

1. **Obtaining a Procurement Card** – Departmental approval is required in order to obtain a JPMorgan Chase Procurement Card.
 - a. An application may be initiated at any time. Forms are available on the Controller's Office web page: <http://finweb.rit.edu/controller> or from Accounting at 475-4491. Return the completed application to Purchasing, Building 99, for processing.
 - b. Procurement Cards are usually available for pick-up by applicants at the Controller's Office within two weeks after receipt of the completed application form by Accounting.
 - c. At the time of receipt, you will be required to sign an Acknowledgment of Receipt form recognizing receipt of the card and agreeing to comply with all procurement card policies and procedures. RIT identification is required.
2. **Payments Made to JPMorgan Chase** – RIT receives one monthly bill for all cardholder activity and processes one monthly payment to JPMorgan Chase. You will receive a monthly statement mailed to your RIT office. Use this statement to reconcile card activity only.
3. **Reimbursement** – All purchases made with the RIT Procurement Card are paid by RIT. Cardholders will receive a monthly statement from JPMorgan Chase for information purposes only.
 - a. To account for travel related purchases (i.e. conference registration fees) made with the Procurement Card, complete a RIT Travel Expense Report and indicate in section C "Advances/Prepaid Information" that expenses were paid with the RIT Procurement Card. Note: you will not be reimbursed for purchases that you pay for with the Procurement Card.
4. **Other** – Refer to the Procurement Card Guide located on the Controller's Office web page at <http://finweb.rit.edu/controller> for more information about the RIT Procurement Card or call Procurement Card Administrator at 475-4491.

J. Long Distance Telephone Calls

You may be reimbursed for telephone calls made while traveling on RIT business, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family. On your Travel Expense Report, indicate telephone calls made from your hotel room, on the “Telephone” line. Provide an explanation for each call.

1. **RIT Telephone Calling Card** – Significant savings may be obtained when you use an RIT Calling Card to make long distance calls while traveling. Use of the card is recommended for all RIT travelers who make long distance calls.
 - a. RIT will provide a Calling Card to any RIT employee upon approval of his/her dean or department head. Contact RIT Telecommunications at 475-5800 to obtain a Service Request Form.
 - b. Applying for a Calling Card—The following information is required on the Telecommunications Service Request Form:
 - Name of individual(s) requesting the card.
 - Individual’s department name.
 - The RIT 24-digit billing account number and the RIT telephone extension that will be used for your calling card expenses.
 - Signature of your department head.
 - c. Send the Service Request Form to the Telecommunication Department for processing. You will be notified when your Calling Card is available for pick-up, usually 3-4 weeks after the Service Request Form is received in Telecommunications.
 - d. You may pick up your card from the Student Financial Services Cashier’s Window. RIT identification is required.
 - e. Payment for Calling Card Expenses – Telecommunications provides Accounting with monthly calling card billing information. All charges are billed to the RIT extension provided on the application. They can be identified by an “R” in the “Type” column on the monthly statement received from Telecommunications.
2. **Prepaid Calling Card** – When making long distance calls while traveling, another cost saving alternative is the use of a prepaid calling card. Prepaid cards may be purchased from the RIT Campus Connections Customer Service Desk. They are available in \$5.00, \$10.00 and \$20.00 increments.
 - a. Pay for prepaid calling cards with your RIT Procurement Card.
 - b. When using a prepaid calling card to make long distance calls, a suggested guideline for personal calls is \$10.00 per day.
3. **Internet Services** – You may find it necessary to check your RIT e-mail or send messages while traveling on RIT business. However, you will incur significant long

distance charges when you connect to the Internet via the telephone line in your hotel room. If you are a frequent traveler, it is advisable for you to subscribe to an Internet Service Provider, allowing you to make a local call to connect to RIT's e-mail system. RIT has made arrangements with ATT Business Services to offer the ATT Internet Plan to travelers. Through this plan you will have access to a comprehensive dial up connection and the charge will be processed directly to your RIT procurement card. Instructions are available through the ITS Help Desk web site, go to: <http://www.rit.edu/~750www/publications/docs/>.

- a. To register for this service, go to <http://services.prserv.net/svc> and follow the instructions provided.
 - b. Download the special software that's required from <http://www.attbusiness.net/regctr/index.html>.
 - c. There is a tutorial available on line that explains how to access the AT&T Global Network from more than one location and how to find an access number that is within, or close to the city you are traveling to.
 - d. If you have questions about this service, please contact the ITS Help desk at 475-HELP.
4. **Personal Cell Phones** – Employees may request reimbursement for actual expenses incurred over and above their regular allowable/covered minutes in their cell phone plan. Reimbursement is limited to the overage charge reflected on the invoice. Reimbursement for overage charges is not permitted if you receive cell phone allowance.
- a. Include the charges on your Travel Expense Report and attach a copy of the invoice.
 - b. If your travel did not include airfare and/or an overnight stay, complete an Invoice Payment Form.

K. Appendix

I. NTID Travel Addendum

The following information applies to employees of the National Technical Institute for the Deaf (NTID), one of RIT's seven colleges. Since NTID receives funding from the federal government through an appropriation from Congress, NTID employees traveling for official NTID business may be entitled to receive special government rates on airline travel, hotel reservations and car rentals. (Refer to the RIT Travel Policy and Procedure Manual for complete information.)

1. Government Travel Account (GTA) – For Air Fare Expenses

- a. NTID, in conjunction with Citibank, has established Government Travel Accounts (GTA) with RIT's designated travel agency listed below:

Carlson Wagonlit Travel (CWT)
15 Fishers Road
Pittsford, NY 14534

1-877-825-1716
Fax 1-585-899-8445

e-mail RIT@carlsonwagonlit.com

Information about how to self-register and fill out your travel profile is located here: <https://sbt.carlsonwagonlit.com/register>

The URL for the Carlson Wagonlit RIT Portal for on-line booking and profile updates is: <https://sbt.carlsonwagonlit.com/thetravelersite?rit>

- b. When making airline reservations, identify yourself as an NTID employee eligible for government rates, provide the travel agent with the appropriate RIT 24-digit general ledger account number to be charged. The travel agency will use the RIT account number as a reference and process the charge through a special business account set up with Citibank specifically for NTID business travel.
- c. Do not use your Citibank Government Travel Card to pay for airline travel. Use of this card is described in item 2 below.
- d. You may not use your personal credit card to pay for airline travel. Use of your personal card will result in a loss of the special government rate that all NTID employees are entitled to for business travel. (In some cases, the government rate can be as much as 75% off the listed fare.) If you use your personal card to pay for airfare, you will be required to pay expenses incurred in excess of government rates.

- e. Citibank will provide the RIT Accounting Office with a monthly statement of all charges incurred on the GTA account and RIT will remit one monthly payment to Citibank. The designated travel agency will provide the RIT Accounting department with billing information. Accounting will charge the expenses to the 24-digit general ledger account that you provided to the travel agency prior to the month end accounting closing.
 - f. If questions arise regarding charges that appear on your department or project statement, please contact the travel agency directly. Accounting does not receive detailed information from the travel agency regarding each charge.
- 2. Citibank Government Travel Card – For Travel Expenses Other Than Airfare**
- a. All NTID employees who travel in connection with their employment should apply for a Citibank Master Card Government Travel Card. Contact Accounting at 475-4491 to obtain an application form.
 - b. Use of the Government Travel Card may entitle employees to special government rates on hotel reservations and car rentals.
 - c. You may make hotel and automobile reservations through the designated travel agency listed in 1. a. above, CWT. To pay for these charges, please provide the travel agent with your Citibank Government Travel Card number. (If you'd prefer, you may make hotel and automobile reservations directly.)
 - d. Do not use your personal credit card to pay for hotel reservations and automobile rentals. Use of your personal credit card will result in a loss of the special government rate that all NTID employees are entitled to when traveling on official NTID business. You will be required to pay for expenses incurred in excess of government rates.
- 3. Use of the Citibank Government Travel Card**
- a. The Citibank Government Travel Card is used for official NTID travel-related expenses including the following:
 - Transportation Services (excluding air and rail tickets)
 - Lodging
 - Automobile Rental
 - Food Service Establishments
 - Fuel
 - ATM Access
 - b. You may not use the Citibank Government Travel Card for personal use or delegate the use of your card to another individual.
 - c. Misuse of the Citibank Government Travel Card may result in disciplinary action.
 - d. Since the travel is an official government card, all purchases made with the card are sales tax exempt.

- i. Inform the vendor of RIT's tax exempt status before the transaction is processed. You will be asked to present a New York State Tax Exempt form. NYS Tax exempt forms may be obtained from the Controller's Office at 475-2383.
- ii. Many other states recognize RIT's tax exempt status. Refer to the Controller's Office web page for a list of states who recognize RIT's tax exempt status: http://finweb.rit.edu/controller/exempt_chart.shtml, then call the Controller's Office at 475-2383 to obtain the tax exempt form for the state you are traveling to.
- iii. Note: Travelers will not be reimbursed for sales taxes paid if they have not asked for the exemption.

4. Cash Advances

Your Citibank Government Travel Card may be used for cash access at ATMs.

- a. Neither Accounting nor the RIT Cashier's Office will issue cash advances to NTID travelers.
- b. Cash advances may be obtained from ATM machines displaying the Cirrus logo or the PLUS logo using the Citibank Master Card Travel Card. Advances may also be obtained at Citibank branches.
- c. If you require a cash advance, the amount should not exceed \$50.00 per each day of travel. You may obtain up to one week's cash advance at one withdrawal.
- d. RIT will pay the actual expenses associated with cash advances up to a maximum \$23.25 per month (\$50 per day X 31 days X 1.5%).
- e. You may incur an access surcharge if you use your card at non-Citibank ATM. RIT will pay the actual expenses incurred for surcharge fees up to a maximum of \$7.50 per month (5 transactions X \$1.50).
- f. Expenses associated with cash advances in excess of the guidelines in d. and e. above are the responsibility of the employee.

5. Paying for Charges on Your Government Travel Card

- a. You (the cardholder) are personally responsible for paying Citibank directly for all charges and fees incurred on your Government Travel Card.
- b. Monthly credit card statements from Citibank will be mailed directly to your home (or to the address specified on the application).
- c. RIT will not pay Citibank directly for expenses incurred your card.
- d. You must pay the full amount by the due date shown on the statement.
- e. Complete a Travel Expense Report Form (if an overnight stay or airline travel is involved) to be reimbursed for expenses charged to your Citibank Government Travel Card.
- f. Complete an Invoice Payment Form to be reimbursed for business travel expenses that do not include an overnight stay or airline travel.

- g. Process the Travel Expense Report Form or Invoice Payment Form immediately upon completion of your trip to assure you will receive your reimbursement prior to receipt of your bill from Citibank.

6. Lost or Stolen Cards

- a. Report lost or stolen cards to 1-800-790-7206. If you are outside of the U.S., call Citibank collect at 904-954-7850.

7. Cancellation of Your Card

Your Citibank Government Travel Card will be cancelled under any one of the following conditions:

- Your card is used for unauthorized purposes.
- Your employment with RIT is terminated for any reason.
- Your account is past due for undisputed amounts 120 calendar days past the closing date and all suspension procedures have been met by Citibank.

8. Resolving Transaction Disputes

- a. You are responsible for initiating the dispute resolution process if there are charges on your account which are:
 - Unauthorized
 - Incorrect
 - For goods or services that have not been received
 - For returned merchandise
- b. To begin the dispute resolution process, complete a Cardholder Dispute Form. You may obtain the form from the Citibank Customer Service Center at 1-800-790-7206. You may also obtain the form from the Citibank web page at www.citibank.com. Visit the government card services section.

9. Non-Reimbursable Travel Expenses

- Access surcharge fees over the reimbursable amount specified in 4. e.
- Additional travel insurance, travel accident insurance or trip cancellation premiums.
- Additional expenses incurred for booking first class airfare.
- Additional expenses incurred for purchasing airline tickets from a non-designated travel agency.
- JPMorgan Chase Corporate Card delinquency assessments.
- Childcare and babysitting expenses.
- Citibank Government Travel Card delinquency assessments.
- Costs for commuting between your home and the RIT campus.
- Costs for personal medications.
- Costs incurred by your failure to cancel transportation or hotel reservations.
- Costs incurred by your spouse or other dependents traveling with you.
- Entertainment expenses, including movies in your hotel room.

- Fees associated with cash advances over the reimbursable amount specified in section 4. d.
- Gifts for hosts in lieu of meals and lodging if such gifts exceed what meal or lodging expense would have been.
- Hairstyling and haircut expenses.
- Kennel/boarding expenses for pets.
- Laundry or cleaning expenses for trips less than one week.
- Magazines or newspaper expenses.
- Medications.
- NYS Sales Tax and sales tax paid in states that recognize RIT's tax exempt status.
- Other expenses not directly related to the business purpose of the travel assignment.
- Parking or speeding tickets.
- Personal telephone calls in excess of one per day

II. Authorized Signature Form



Rochester Institute of Technology



AUTHORIZED SIGNATURE FORM

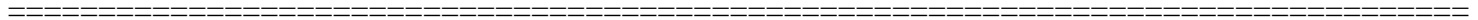
Please indicate the names of individuals in your department who are authorized to approve Institute expenditures. Expenditures include those submitted on Invoice Payment Forms, Petty Cash Vouchers and Travel Expense Reports.

Individuals who approve departmental expenditures are obligated to know that the transaction is a legitimate use of Institute funds, that it meets all policy guidelines and that it is supported by adequate documentation.

We appreciate your assistance in this effort to fulfill our joint responsibilities for closely scrutinizing Institute expenditures before they are processed for payment.

Note: A cash transaction cannot be payable to and approved by the same person. The Provost or the President must approve a cash transaction payable to a Vice President or a Dean.

Please complete and return this form to the Controller's department, GEM, 6025. If you have any questions, please call Christa Abugasea, Associate Director, Payroll, Accounts Payable & Customer Support at 475-2418.



Department Name	Department Number(s)	Date
-----------------	----------------------	------

Name of Department Head	Department Head's Signature
-------------------------	-----------------------------

Departmental Authorized Signatures

- | | | |
|----|---------------------------|-------------------------------|
| 1) | Name of Authorized Signer | Authorized Signer's Signature |
| 2) | Name of Authorized Signer | Authorized Signer's Signature |
| 3) | Name of Authorized Signer | Authorized Signer's Signature |

IV. Invoice Payment Form **ROCHESTER INSTITUTE OF TECHNOLOGY**
INVOICE PAYMENT FORM

Date Requested	Date Due	Travel Expense Report # (if applicable)	If to be picked up at Cashier's Office, by whom:
Invoice Type	Supplier Invoice Date	Supplier Invoice Number	Supplier Invoice Total
Standard			

1) Has the supplier been set up in Accounts Payable? If yes, provide the supplier number and name below. If no, please complete an Oracle Supplier Set-up Form and forward to Accounts Payable with the Invoice Payment Form. If the payment is for taxable services, the social security number must be provided, before the payment can be processed. 2) Is the supplier an employee of RIT? Use this form for reimbursements only. Complete an Additional Pay Form for payments to an employee above his/her base salary.

Supplier Number	Social Security Number (for taxable services)	Supplier Name (Enter the name of vendor. For employee reimbursements or travel advances, enter the employee's name.)

DISTRIBUTION:

Line	Account Number	Amount
1	---.---.---.---.---	
2	---.---.---.---.---	
3	---.---.---.---.---	

Note: Travel Advances are limited to **\$50.00 per day**. Indicate the duration (number of days) of the trip in the "When?" box below. The Travel Expense Report number must be indicated in the box at the top of the page.

The following information section must be completed. If additional space is required, please include an attachment. Submit ORIGINAL RECEIPTS with this form to Accounts Payable. If the request is an advance, include a memo of explanation.

Line	Business Purpose	When?	Where?
1			
2			
3			

Requestor's Signature	Extension	E-Mail Address	Approver's Signature

Accounting Use Only:

Batch Name	Pay Group	Status	Accounting Approval

Instructions for Completing Invoice Payment Form

1. **Date Requested**—Enter the date the form is being prepared.
2. **Date Due**—Enter the date by which the invoice should be paid according to the supplier's terms. RIT's standard payment terms are 30 days from the supplier invoice date. Employee expense reimbursements are processed with payment terms of "immediate". If the supplier offers a discount for early payment, highlight the date due box and indicate "disc".
3. **Travel Expense Form**—Indicate travel expense form number if the payment is a travel advance. **Travel advances are limited to \$50.00 per day.** Indicate the duration of the trip in the Business Purpose Section. Travel advances are charged to 01.15199.09050.00.00000.00000 when processed in Accounting. When the completed Travel Expense Report is returned to Accounting, the actual expenses will be charged to your department.
4. **If to be picked up at Cashier's Office**—Enter the name of the individual who will be picking up the check. Checks are filed under the individual's last name. **Employee reimbursement checks will be mailed to the employee's home address.**
5. **Invoice Type**—Standard
6. **Supplier Invoice Date**—Enter the date indicated on the supplier's invoice. Complete one form per supplier invoice.
7. **Supplier Invoice Number**—Enter the number indicated on the supplier's invoice.
8. **Supplier Invoice Total**—Enter the total amount due to the supplier. Include shipping and handling charges if applicable. If the supplier charged sales tax, do not include that amount in the total. Do not calculate early payment discounts.
9. **Supplier Number**—Enter the supplier number if known.
10. **Supplier Name**—Enter the name of the supplier. **This is the name that will appear on the check.** If the check is an employee expense reimbursement, enter the employee's full name.
11. **Distribution—Account Number**—Enter the account number(s) to charge for the expense. If the request is for a travel advance, the amount will be charged to an Institute prepaid account, not to the department's account. When the Travel Expense Report is received, the actual expense amount will be charged to the department's account
12. **Distribution—Amount**—Enter the amount to be paid.
13. **Business Purpose**—Describe the business purpose. For example, "purchase supplies for class demonstration", or "lunch to discuss fund departmental reorganization". Provide names of lunch or dinner attendees if applicable. Line 1 in this section should correspond to Line 1 in the Distribution section above. For travel advances, include the destination and purpose of the trip.
14. **When**—Indicate the date the transaction occurred. If the request is for a travel advance, indicate the duration of the trip (i.e. 11/15-11/20—6 days x \$50.00/day = \$300.00)
15. **Where**—Indicate the location where the business transaction occurred.
16. **Requestor's Signature**—The individual who prepared the Invoice Payment Form should sign in this box.
17. **Extension**—Indicate the telephone extension of the preparer. Accounts Payable may contact the preparer if there are questions regarding the payment.
18. **E-Mail Address**—Indicate the e-mail address of the preparer. Accounts Payable may contact the preparer if there are questions regarding the payment.
19. **Approver's Signature**—The department head or budget authority should sign in this box.
20. **Accounting Use Only**—Do not complete any of the boxes in this section.

Forward the completed form with the appropriate documentation to Accounts Payable for processing. Documentation requirements: Original receipts are required for all reimbursements. If there is more than one receipt, please tape to an 8 ½ x 11 sheet of white paper. **Please include a memo of explanation when requesting advance payments or other items for which there are no receipts or a supplier invoice.**

Revised 11/99

INSTRUCTIONS FOR COMPLETING THE RIT EMPLOYEE MOVING EXPENSE REIMBURSEMENT FORM

1. **No. _____** - Free form number - assigned at the department for internal tracking only.
2. **Employee Name** - Enter the name of the Employee to be reimbursed.
3. **Social Security Number** - Enter the employee's Social Security Number
4. **Hire Date** - Enter the employee's hire date.
5. **Present Address** - Enter the employee's current address.
6. **Former Address** - Enter the employee's former address.
7. **Foreign Exchange Applicable?** - Indicate if foreign exchange is applicable. If it is, indicate currency and rate at the time of the expense (not at the time the form is completed). For assistance with currency conversions, visit www.oanda.com.
8. **Total miles from old address to new** - Enter the number of miles from your old address to your new address.
9. **A. Expenses Section** - Various expense categories are listed in this column.
10. **Date** - Indicate the date that corresponds to the expense.
11. **Non-Taxable Expenses** - Enter the expense in the appropriate expense type by date. These expenses are non-taxable to the employee.
12. **Miles Driven** - Enter the total number of miles driven for each day or for the duration of the entire move from your old location to your new location. Enter the total miles driven in the total column.
13. **Moving Company Invoice Amount** - Enter the total amount paid to the 3rd party for movement of your household goods and personal effects. This includes packing shipping and insurance.
14. **Self-Move** - Enter the amount paid for truck rental and insurance. Exclude the amount of the security deposit if applicable.
15. **Packing and Shipping Expenses** - Enter the amount paid for packing and shipping expenses including boxes, packing materials etc.
16. **Gasoline Expenses** - Enter the amount paid for gasoline for the rental truck and/or personal automobile. Note: Do not claim reimbursement for gasoline expenses if a mileage reimbursement is claimed.
17. **Tolls** - Enter the amount paid for tolls.
18. **Mileage Reimbursement** - Multiply the total miles driven by the current IRS non-taxable limit of \$.10 per mile.
19. **Storage** - Enter the amount paid for storage of household goods and personal affects. For domestic moves the non-taxable limit is 30 consecutive days. For a foreign move consult the payroll department.
20. **Airfare** - Enter the amount paid for airfare.
21. **Lodging** - Enter the amount spent on lodging while en route to your new job location.
22. **Taxable Expenses** - Enter the expense in the appropriate expense type by date. **Note:** The following expenses are taxable income to the employee. Tax is withheld at the time of reimbursement and included in Form W-2.
23. **Mileage Reimbursement Rate** - Multiply the total miles driven by the \$.225 per mile which represents the current IRS reimbursement rate of \$.325 minus the non-taxable limit of \$.10 per mile previously calculated in step 18 above.
24. **Temporary Living Expenses** - Enter the amount paid for temporary living. This includes lodging, laundry, telephone etc. **Do not** include meals/tips; enter your meal expenses under the expense category of 'Meals/Tips'.

25. **Meals/Tips** - Enter the amount paid for meals. This includes meals during your move to your new location, meal expenses during your temporary living period and any househunting trips. No reimbursement for alcohol may be included.
26. **Pre-Move Househunting** - Enter the amount of your pre-move househunting expenses. This includes airfare, rental car, lodging **do not** include meals/tips, enter your meal expenses under the expense category of 'Meals/Tips'.
27. **Other** - Indicate the amount spent for other moving expenses not specified in another category. Please explain.
28. **Total** - Enter the total amount spent in each expense category in the total column on the right side of the page.
29. **Total Expenses** - Add together the expenses in the total column and enter the grand total in the shaded box.
30. **B. Expense Summary Section**
 - a. Total Expenses - Enter the total expenses from shaded box in the first section.
 - b. Reimbursement Allowance - Enter the total allowable limit for this employee. This is the amount agreed upon in the employment offer.
 - c. Partial Reimbursement - Indicate the amount to be paid toward the reimbursement allowance.
 - d. Balance Due Employee - Indicate the amount to be paid to the employee. If the total expenses exceed the employees reimbursement allowance enter the lesser of the two amounts.
 - e. Department Name - Enter the name of the employee's department.
 - f. Employee's Signature - The employee signs here.
 - g. Department Head's Approval - The department head, or one level of supervision above the employee, signs here.
 - h. Person Completing the Form - Enter the name of the individual completing the form and his/her RIT extension.
31. **Account to Charge** - Enter the complete RIT 24-digit account number that the moving expenses will be charged to. Indicate the amount to be charged to this account line.

Additional Information

1. Attach original receipts, taped to one side of an 8 1/2 x 11 sheet of paper to the Employee Moving Expense Reimbursement.
2. Return the completed form to the RIT Payroll Department (Eastman Building, 6th floor).
3. The reimbursement of expenses will be included in the employee's next available paycheck.
4. Employee Moving Expense Reimbursement Forms may be ordered from Mail and Reprographics.
5. If you have any questions about completing the form, please call the Payroll Department at Ext.2418.
6. A copy of the RIT Travel Policy and Procedure manual may be found on the RIT Controller's Office web page at <http://finweb@rit.edu/Controller>.

October 2000

INSTRUCTIONS FOR COMPLETING THE RIT TRAVEL EXPENSE REPORT FORM

1. **No. _____**—Each travel expense report has a preprinted number for reference purposes. Please refer to this number on the Invoice Payment Form when requesting a travel advance or prepayment.
2. **Traveler's Name**- Enter the full name of the traveler and employee number.
3. **Traveled To**—Enter the destination of the traveler.
4. **Date and Time of Departure**—Enter the date and time that the traveler left on the business trip.
5. **Date and Time of Return**—Enter the date and time that the traveler returned from the business trip.
6. **Purpose of Trip**—Indicate the business reason for the trip.
7. **Traveled With**—Enter names of individuals the traveler traveled with.
8. **Foreign Exchange Applicable?**—Indicate if foreign exchange is applicable. If it is, indicate currency and rate at the time of the trip (not at the time the form is completed). For trips with duration of one week or less, it is permissible to calculate an average currency rate. For assistance with currency conversions, visit www.oanda.com. If you are traveling to more than one country, indicate applicable rates on a separate page and attach to the travel expense report.
9. **A. Expenses Section**—Various expense categories are listed in this column.
10. **Date/Day**—Indicate the date that corresponds to the first travel day (Day 1), indicate the date that corresponds to the second travel day (Day 2), etc.
11. **Expense Category**—Enter the expense in the appropriate expense type by day.
12. **Miles Driven**—Enter the total number of miles driven for each day. Enter the total miles driven in the total column.
13. **Mileage Reimbursement Rate**—Multiply the total miles driven by the current reimbursement rate. (The reimbursement rate changes periodically based upon the IRS Business Mileage rate. Call Accounting at extension 5-2375 for the current rate or visit the Controller's Office web page at <http://finweb@rit.edu/Controller>. Enter the reimbursement amount in the total column.
14. **Airfare**—Enter the amount paid for airfare. When tickets are purchased from a RIT designated travel agency using the BTA or GTA account, the amount should be included in Section C. If airline tickets were purchased elsewhere, include a memo of explanation and comparative pricing information.
15. **Auto Rental through Lodging**—Enter the amount spent in each category by day.
16. **Meals**—Include only those meals purchased for RIT travelers. Other meals should be included on the hospitality line and explained fully in the Hospitality Record Section of the form. Receipts are not required if the expenditure is less than \$40/day and less than \$20 per meal, but should be obtained if possible. Receipts are required if expenditures exceed these limits. Do not include alcohol on this line. Alcohol should be indicated separately on the "alcohol" line below. Include tips paid for meals.
17. **Alcohol**—Indicate the amount spent on alcoholic beverages. Alcohol is a reimbursable expense (except for NTID employees). This amount will be charged to a separate "government non-reimbursable" expense object code. If the travel is being charged to a federal or state grant, alcohol expenses will be charged to the traveler's operating account budget, not to the grant account. See number 29 below.
18. **Other**—Indicate the amount spent for other business travel related expenses not specified in another category (i.e. ATM charges for NTID employees).
19. **Telephone/Fax**—Indicate amount spent for telephone calls, e-mail charges and faxes. If amounts are included in hotel bill, reduce lodging expenses by the amount of the telephone expenses. Employees will be reimbursed for one personal call per day.
20. **Supplies/Sundries**—Indicate amount paid for supplies/sundry items (i.e., paper overhead transparencies, diskettes, & copy charges.
21. **Tips**—Indicate tips paid for baggage handling, etc. Do not include tips for meals (see # 16 above).

22. **Hospitality**—Enter the amount spent on hospitality (meals for non-RIT travelers) by day. Provide details in the Business Hospitality Record Section.
23. **Total**—Enter the total amount spent in each expense category in the total column on the right side of the page.
24. **Total Expenses**—Add together the expenses in the total column and enter the grand total in the shaded box.
25. **B. Business Hospitality Record Section**—Provide details of hospitality expenses including persons attended and business purpose.
26. **C. Advances/Prepaid Information Section**—Enter all prepaid expenses including travel advances. Advances include amounts received from RIT Accounts Payable for out of pocket expenditures, payments made to the hotel prior to the trip, etc. Include the check number on the form. Prepaid expenses include airline tickets charged to the RIT BTA or GTA account, conference registration fees, etc. charged to the RIT Procurement Card.
27. **Total Advances/Prepaid**—Enter the total of all advance and prepayment amounts in the shaded box.
28. **D. Expense Summary Section**
 - a. Total Expenses—Enter the total expenses from shaded box in the first section.
 - b. Total Advances/Prepayments—Enter the total advances/prepaid amounts from the shaded box in section C.
 - c. Balance Due RIT— If total advances/prepayments exceed total expenses, this amount is due to RIT from the traveler. Complete a Deposit ID Form and take with excess cash to the Cashier’s Office. Attach a copy of the Deposit ID Form to the Travel Expense Form and send to Accounting for processing.
 - d. Balance Due Traveler—If the total expenses exceed the total advances/prepaid amounts, this amount is due to the traveler from RIT.
 - e. Department Name—Enter the name of the traveler’s department.
 - f. Traveler’s Signature—The traveler signs here.
 - g. Department Head’s Approval—The department head, or one level of supervision above the traveler, signs here.
 - h. Person Completing the Form—Enter the name of the individual completing the form and his/her RIT extension.
29. **Account to Charge (line 1)**—Enter the complete RIT 24-digit account number that the travel expenses will be charged to. Indicate the amount to be charged to this account line. If there are no government unreimbursable charges, this amount will be the same as the “Bal Due Traveler” amount in box 4. If there are expenditures for alcohol, see 30. below.
30. **Charge Alcohol to (line 2)**—If you have expenditures for alcohol, enter the complete RIT 24-digit account number that should be charged (object code 79050 appears in the third segment). Indicate the amount to be charged to this account line. The amount on this line plus the amount on line 28 should equal the amount in the Expense Summary in box 4 , “Bal Due Traveler”.

Additional Information

31. If you are traveling more than seven (7) days, complete a second Travel Expense Report. Indicate the number from the first Travel Expense Report above the number on the second report.
32. Tax Exempt Forms—RIT is exempt from sales tax in New York State. Please present a tax-exempt form when making purchases, including restaurant meals. Many other states recognize RIT’s tax exempt status. Call the Controller’s Office at extension 2383 to obtain copies of the Sales Tax Exempt Form for New York or to inquire about RIT’s tax-exempt status in the state that you will be traveling to.
33. Attach original receipts, taped to one side of an 8 1/2 x 11 sheet of paper to the Travel Expense Report, including airline tickets. Refer to Accounting Control Bulletin #4 including Amendment #1 for additional information regarding receipts. Indicate the Travel Expense Report number on the top right hand corner of each page.
34. Return the completed form to the RIT Accounting Department (Eastman Building, 6th floor) within two weeks of returning from the trip. If there is an amount due to the traveler from RIT, a check will be prepared and mailed to the traveler’s home within 5-7 business days.
35. Travel Expense Report forms may be ordered from The Hub.
36. If you have any questions about completing the form, please call Accounting-Travel at 475-2375.



Rochester Institute of Technology

DIRECT DEPOSIT AUTHORIZATION FORM—ACCOUNTS PAYABLE

Name: _____ **Social Security #:** _____
 (Please Print)

RIT Department: _____ **RIT Extension:** _____

Fill out all pertinent information. IF YOU ARE SETTING UP A NEW DIRECT DEPOSIT, YOU MUST ATTACH A CHECK MARKED "VOID".

A. To Set Up A New Direct Deposit: *(Attach a blank check marked 'VOID')*

Bank Name	
Account Number	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

B. To Change a Current Direct Deposit: *(Attach a blank check marked "VOID" for the new account)*

Old Bank Name		New Bank Name	
Account Number		Account Number	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

C. To Cancel a Direct Deposit: *(Note: Do not close your account until you have notified all payors who deposit directly into you account.)*

Bank Name		Bank Name	
Account Number		Account Number	
Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Type of Account	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

Please Read Carefully:

I hereby authorize the Rochester Institute of Technology to make the deposits/changes as indicated above. RIT is also authorized to draw drafts to adjust any OVER-Deposit(s) which is made to my account. I will not hold my bank liable for any erroneous deposits or adjustments by RIT

Signature: _____ **Date** _____

Accounting Use only:

Date Received: _____ **Date Entered in AP:** _____ **Entered By:** _____

Major Metropolitan Cities

When traveling to one of the cities on the list below and internationally, you may be reimbursed for meal expenses up to \$54.00 per day. Receipts are required.

AZ	Phoenix/Scottsdale
	Sedona
CA	Barstow/Ontario/Victorville
	Los Angeles
	Monterey
	Napa
	Oakland
	Palm Springs
	Sacramento
	San Diego
	San Francisco
	Santa Barbara
	Santa Monica
	Santa Rosa
	Sunnyvale/Palo Alto/San Jose
	Tahoe City
	Truckee
	Yosemite National Park
CO	Aspen
	Telluride
	Vail
CT	Bridgeport/Danbury
	Lakeville/Salisbury
	New Haven
	New London/Groton
	Putnam/Danielson/Storrs/Mansfield
DC	District of Columbia
FL	Boca Raton, Palm Beach
	Key West
	Miami
	Naples
ID	Coeur d'Alene
	Sun Valley/Ketchum
IL	Chicago
LA	New Orleans

MA	Andover
	Boston/Cambridge
	Burlington/Woburn
	Hyannis
	Martha's Vineyard
	Nantucket
	Pittsfield
MD	Annapolis
	Baltimore City
	Ocean City
	Washington DC Metro Area
MN	Minneapolis/St. Paul
MO	St. Louis
NM	Santa Fe
	Taos
NV	Las Vegas
	Stateline, Carson City
NY	Manhattan (includes Brooklyn, the Bronx and Staten Island)
	Queens
	Riverhead/Melville/Stony Brook
	White Plains/New Rochelle
PA	Bucks County
	Montgomery County
	Philadelphia
RI	Jamestown/Middletown/Newport
TX	Dallas
	Houston (L.B. Johnson Space Center)
UT	Park City
VA	Loudoun County
	Norfolk/Portsmouth
	Washington DC Metro Area
VT	Manchester
	Stowe
WA	Bremerton
	Port Angeles/Port Townsend
	Seattle
	Tacoma
WI	Wisconsin Dells