

Cornish College of the Arts

Travel and Expense Guidelines and Policy

Revised September 2019

Cornish College of the Arts

Travel and Recruitment Policy and Guidelines

TRAVEL

This document contains the policy and guidelines for any employee of Cornish College of the Arts traveling on college business. This document supersedes any and all others related to travel and entertainment reimbursement issued in the past.

It is the goal of this document to address as many aspects of travel as possible. It applies to expenses incurred by students, faculty, department chairs, staff, and anyone involved in new-student recruitment activities for Cornish College of the Arts. Situations will arise not covered in this document; travelers are encouraged to use common sense in those situations and whenever possible ask the finance office or (if recruiting) the Admissions office for assistance.

All employees traveling should be familiar with this policy. Lack of knowledge will not be acceptable when reviewing reimbursement requests. Updated copies will be provided annually or as warranted by changes to the policy. Again, travelers are responsible for knowing all the policies and guidelines in this document.

A. General Procedures and Responsibilities

While traveling, staff are expected to exercise prudence, common sense and good judgement regarding expenses. Personal safety, the need to fulfill commitments and saving money should be balanced in each and every travel and expense related decision made. A good rule of thumb is to consider Cornish funds, your funds, and ask yourself – in this situation, would I spend my own money in this way?

All travel expenses are expected to conform to the policy and guidelines in this document. Any expense falling outside the guidelines must be pre-approved by the finance office or the Director or Associate Director of Admission.

Forms and Reports

The forms to become familiar with include:

- Cash Reimbursement Form
- CCA trip summary
- Lost Receipt Memo
- 2019 Mileage Reimbursement Form

For Recruitment Trips only:

High School Visit Evaluation form
Off-Campus Event Evaluation form

For persons traveling with a Cornish purchasing card, you should carefully retain all receipts. Each expense on your American Express statement should have a matching receipt. If you have lost a receipt, fill out a Lost Receipt Memo. All other receipts should be uploaded into the American Express system or turned in to the Finance office. For those using the Corporate Platinum card receipts should be turned in to the finance office as instructed.

For reimbursement of cash or personal credit card expenses and/or mileage a Cash Reimbursement Form must be submitted with receipts for all expenses. This form should be submitted within 7 days of returning from the trip! *Requests for reimbursement of expenses more than 30 days old will not be honored.*

Any and all necessary forms for the accounting of travel expenses are to be submitted within seven (7) days of the end of the trip. Reports involving work performed, (i.e. High School Visit Evaluations, Event Evaluations and Prospect cards) should accompany these forms. In all cases, expenses submitted for reimbursement must conform to the travel policy and be substantiated as indicated. Failure to submit requests for reimbursement in a timely fashion will result in delayed payment or no payment.

Any traveler may receive a cash advance. For Admission related travel, a cash advance should be requested through the Director of Admission or Admission Office Coordinator *a minimum of two weeks* in advance of the trip. For other employees a cash advance must be approved by the finance office. You will not receive a cash advance if you hold a p-card or corporate platinum card.

At the conclusion of the trip the cash advance must be fully accounted for on a Cash Reimbursement Form. Each expenditure of the advance must be documented with a receipt and listed on the form. Any unused portion of the cash advance must be returned with the completed Cash Reimbursement Form. For admissions travelers you should return to the Director of Admission or the Admission Office Coordinator within the aforementioned seven (7) days. Other travelers should return this form to the finance office. **NO ADDITIONAL ADVANCES WILL BE ISSUED UNTIL PREVIOUS ADVANCES ARE CLEARED.** Requests for travel advances must be submitted to the by Monday, 12:00 noon, **TWO WEEKS PRIOR** to trip to ensure receipt of a check by the Wednesday afternoon prior to your trip.

All expenses must be documented by receipts. Failure to submit receipts may result in no reimbursement for those expenses or a delay in reimbursement. Receipts should be attached to the Cash Reimbursement Form or uploaded to American Express account as outlined above.

Forms completed incorrectly will be returned to the traveler for completion.

B. Transportation : AIR

All travelers are responsible for the scheduling of their own flights. Flights should be scheduled a minimum of three weeks in advance whenever possible to insure the best rates possible, though in today's airline ticket market fares vary widely. Use good judgment and consult with the Director of Admission or Finance office if you are unsure when to buy a ticket.

Travelers are encouraged to research the booking option that will insure the lowest rate possible. A good starting place is using "Google Flights". Websites like Kayak, Orbitz and Expedia are also excellent research tools. It's a good practice to verify the best fare you find on one of these sites with the airlines own site (and include the booking fees Orbitz and Expedia charge in the total price of the ticket). Check multiple airlines and try to book direct on their site if you can to avoid booking fees with these other services. American Express Global Travel website is also available but there is a service fee for this service. (you are not required to use this travel agent).

Choose flights carefully to insure you will arrive at the event we are committed to on time. In some cases, this may mean choosing a slightly more expensive flight and/or it may mean flying a day early and incurring the cost of an extra night in a hotel. See the Director of Admission for guidance / approval.

Change fees. Changes made to airline tickets after they are purchased have become much more expensive. Make sure you fully understand the starting and ending times of the event(s) you are attending *before* buying tickets. Fees for changes to tickets made for personal reasons are not reimbursable. They should be paid for in cash or with your own credit card. Examples of reasons to change a ticket that would be reimbursed: The Director of Admission asks you to stay longer and do another event or school visit or your VP or President ask you to change your flight to accommodate an event. Change fees should be approved otherwise it will be considered personal and you will be responsible for the cost.

Air tickets issued to an Alumni Representative, faculty, Department Chair, Admission Counselor or staff shall be used only by that individual. In such cases where itineraries or flights have been changed or canceled, unused airline tickets should be returned directly to the Finance office or Director of Admission. Most air reservations are non-refundable under all circumstances except verified illness. In case of illness, a physician's note will be required to insure refund of unused tickets. When all or part of an airline ticket is lost by a Traveler, contact the Finance office or Director of Admission.

Receipts for all airline tickets purchased must be submitted with your expense reports at the conclusion of the trip. In the case of trips scheduled several months in advance, the ticket may be reimbursed prior to the trip by submitting the receipt to the Finance office or Director of

Admission for recruitment activities.

C. Transportation: RENTAL CARS

Rent the size of car appropriate to the trip you are making. Travelers are encouraged to reserve cars in advance to ensure the best rate(s). The normal rental for College travel is a compact car. Typically, they are large enough for one traveler and their personal and work-related luggage. If you will be traveling a longer distance, say between two cities, will have additional College staff with you, or a particularly large supply of College materials, you may want to rent a mid-size car. If your trip is short, say one or two days in one city, please consider saving a few dollars renting a sub-compact or economy size car.

The College will not pay for upgrades to a larger or fancier car. If the rental company offers it for free, that's fine. Even when you accept a free upgrade please keep these additional costs in mind – extra gas expense and the extra expense for repairs to a larger more expensive vehicle should you become involved in an accident or damage the vehicle.

Tolls and parking fees will be reimbursed with appropriate receipts. Parking tickets, traffic fines and court costs are *not* reimbursable whether driving your vehicle, a College vehicle or a rented vehicle.

Cornish College of the Arts maintains an insurance policy that provides full coverage for rented vehicles. Under no circumstances should any traveler purchase insurance from the rental car company. The insurance covers only Cornish College employees. If you are traveling with a family member or friend, any and all costs related to that extra driver are not reimbursable, including, but not limited to, extra driver fees and insurance if you choose to purchase it.

To be covered under Cornish's insurance policy when renting cars, all travelers must have a valid Washington State Driver's License. To be included on Cornish's insurance policy, contact the Director of Admission.

Websites such as Orbitz and Expedia are excellent research tools but always verify the best rate you find on one of these sites with the company's own site.

College travelers who have a Cornish College purchasing card should research and book the most affordable rental car and pay for it with their College card. This is most likely to insure a low rate and the credit card provides additional insurance.

D. Transportation : PERSONAL AUTOMOBILE

When appropriate, you may use your personal vehicle for recruitment travel. The reimbursement rate is tied to the Federal Reimbursement Rate and it varies year to year. For 2019 the rate is \$0.58 per mile.

When calculating mileage, round the figure up to the next full percentage point (i.e. \$12.765 becomes \$12.77). This reimbursement is to cover all expenses of using your personal vehicle, including gasoline for the trip(s), maintenance, car washes and insurance. Traffic fines and court costs are not reimbursable whether driving your vehicle, a College vehicle or a rented vehicle.

Reimbursement will not be made for unauthorized trips or for travel incurred for personal entertainment.

Tolls and parking fees will be reimbursed with appropriate receipts. Airport parking fees will be reimbursed with proper receipts.

E. Transportation: OTHER GROUND TRANSPORTATION SERVICES

Business-related expenses associated with the use of taxi, Uber, Lyft, or public transit is allowed between the hotel, airport or terminal and place of business. Receipts must be submitted for reimbursement.

Travelers are encouraged to take hotel shuttles when provided (most are offered free or at a nominal charge). Airport Shuttle Services (i.e. Shuttle Express) are also allowed and encouraged when convenient.

F. Meals:

The guideline for daily meal expenses for all travelers is (on average) \$50.00 a day for each day of business travel when traveling away from home overnight. Meal expenses, including tip, must be documented by receipts. Failure to submit receipts for meals can be interpreted by the IRS as income to the employee should you be audited; it is for your own protection to submit receipts for meals. Individuals traveling on Cornish business for only the day (not staying overnight for business purposes) will be reimbursed up to \$15.00 for lunch, with receipt.

Meal expenses for luncheons or meetings of local, civic, professional or service organizations will be reimbursed when attended at the request of the Director of Admission.

Cornish College of the Arts will not to reimburse travelers for alcoholic beverages (unless prior approval is given).

To document costs in higher priced cities, use the GSA.gov link as a guideline:
<https://www.gsa.gov/portal/content/104877>

G. Lodging

Like airline tickets and rental cars, it is each traveler's responsibility to book hotel/motels for

their trips. Travelers should book accommodations at moderately priced hotels that are safe, convenient and appropriate for the work being done. Prices and necessary locations will vary widely depending upon the trip.

To determine lodging rates/per diem (by city), please utilize the Per Diem Rate Calculator issued and updated annually by [GSA.gov](http://www.gsa.gov) (<http://www.gsa.gov/portal/category/100120>).

Watch for parking fees at in-city hotels and please consider this in the per night cost of the hotel you are considering. In the instance that a national conference or recruitment event is held in a particular hotel, or that special rates have been procured for a specific hotel, the individual(s) should reserve a room in that hotel.

Research and compare lodging rates online using sites such as Google Hotel Finder, hotels.com, Orbitz and Expedia. It is worth the time to double-check rates and availability on the hotel's own site, but compared to flights and cars, I find there is less variance in rate. Do be aware that when booking through websites such as Expedia, you are pre-paying for the room at the time you reserve it and cancellations can be very difficult to make and may not include a full refund! This alone may be reason enough to book directly with the hotel if you feel you may have to change or cancel your reservation for any reason! Also, the online reservation confirmation form is your receipt. Print and save it; the hotel typically cannot generate one for you at the end of your stay.

It is the traveler's responsibility to cancel all reservations should a trip change. Failure to do so and incurring charge for a room not used may not be reimbursable, i.e. the traveler will be personally responsible for paying those fees.

Receipts for each night's lodging must be attached to the Travel and Entertainment Expense Statement.

Travelers should not pay for the room of another traveler without the prior approval.

H. Miscellaneous

Tips – the suggested tipping amount is 15% for restaurant service, 10% for transportation by taxi or shuttle. Tips which are given as part of meals or transportation should be noted on the receipt and reported as indicated on the Travel and Entertainment Expense Statement. Tips on meals, transportation, airline curbside attendants and bellhops are the only reimbursable tips. Cash tips to bellhops and the like should be noted on a slip of paper and attached to the Travel and Entertainment Expense Statement.

Photocopies - Photocopies of business related forms are reimbursable. Please attach appropriate receipts to expense reports.

I. Not reimbursable

- Expenses for any period of time-off for personal reasons.
- Unauthorized trips, entertainment, gifts or donations.
- Personal amusements such as movies, theater, museums, pool, etc.
- Traffic fines and court costs for personal and rental automobiles.
- Gasoline, repairs, maintenance, car washes and insurance on personal cars.
- Items of personal nature such as toiletries, clothing, shoes, haircuts, magazines, cigarettes, newspapers, etc.
- Food or drink from hotel mini-bars
- Laundry expenses
- Expenses for spouses/guests accompanying a traveler in a non-business capacity.
- Cancellation or Change fees for changes to flights or hotels made for personal reasons.
- The cost of personal travel and flight insurance.
- The purchase of Collision Damage Waivers and Personal Accident Insurance for rental automobiles.
- GPS options in rental cars.
- Personal entertainment expenses in hotels/motels (i.e., pay movie channel).
- Entertainment of admission staff from other colleges.
- Any expense not actually incurred by the traveler. This is a form of fraud and can result in disciplinary action, up to and including termination of employment at Cornish College of the Arts.

GENERAL

- You are expected to complete all paper work thoroughly and on time (examples are provided for reference). All evaluation and expense forms should be submitted together. There will be no exceptions as this is considered a part of the traveler's job.
- Event Evaluation Forms are the responsibility of the attending Cornish Representative. All areas should be filled out completely. Make sure you have all the expense information before you submit each form.
- Student Audition and Portfolio evaluations should be filled out before leaving the event so your impression is clear and accurate.
- All questions regarding recruitment should be addressed to the Admission Office.
- Gifts are not reimbursable.
- If you stay in a private home while traveling, it is acceptable to take your hosts out for a moderately priced dinner. Dinner receipts and appropriate notation of expenses should be detailed on your expense report.
- When you are running low on recruitment materials, let us know. We usually will have more on hand. It is not cost effective for you to make copies yourself.
- Receipts for copying submitted for reimbursement should include a description of what, why and how many.

Important Numbers to have on hand when traveling on Cornish Business:

Cornish Fax number 206.720.1011

Cornish toll free number

800.726.ARTS

Sharron Starling, Director of

Admission 206.726.5017

206-437-8314 – cell

sstarling@cornish.edu

Randy Wood

Admission Office Coordinator 206-726-5110

rwood@cornish.edu

Finance Office

206-726-2037 (Jared)

206-726-5022 (Sheena)

finance@cornish.edu