Guidelines for Business Travel

The Office of Alumnae Relations adheres to the following guidelines for faculty and staff traveling on OAR business. These guidelines have been developed in conjunction with the Smith College Travel and Entertainment Expense Policy and any questions regarding reimbursement or travel expenses should be directed to the Alumnae Association Executive Director.

General Reimbursement Policy

The OAR requires a detailed accounting of expenses, including receipts for all expenditures, incurred by the staff/faculty traveler. Submitting a detailed accounting to the OAR for reimbursement payments on the appropriate form expedites the reimbursement and prevents confusion around taxable income with the IRS.

Please keep detailed records and receipts. Note the date, time, place and business purpose on all receipts and be sure to request receipts for all expenditures. Keep a copy of your final expense reimbursement sheet for your own records.

Please fill out an Expense Reimbursement Report to submit your expenses and receipts within 30 days of travel to:
Office of Alumnae Relations
c/o Annie Croteau
33 Elm Street
Northampton, MA 01063
All reimbursements are made by check issued by Smith College.

Making Travel Arrangements

Arrangements for OAR travel should be made with the OAR approved travel agent, Easthampton Travel, (413) 529-9599, (800) 789-7949, fax: (413) 529-9281, ETRAVEL@easthamptontravel.net unless other arrangements are approved by OAR. Please let them know you are traveling as a Faculty Speaker for the OAR and she will bill us directly.

Easthampton Travel will make all travel arrangements under the following guidelines:

- Air/rail/bus travel at the lowest possible fares, which may include traveling economy class, layovers, etc. Tickets will be billed directly to the OAR

- Hotel reservations at a designated moderately-priced hotel for the staff/faculty member

- Rental car reservations—economy class car
Reimbursement Guidelines

Automotive
Staff/faculty who use their own automobile for trips involving OAR business will be reimbursed on a per mile basis. Please indicate mileage on the Expense Reimbursement Form.

Toll payments and garage parking, up to $20/day, are reimbursable with a receipt.

Motor vehicle violations—parking tickets, speeding citations, towing fees—are the responsibility of the employee.

Insurance
All College/OAR employees are covered in case of accidental death or dismemberment while traveling on OAR/College business. The beneficiaries of this insurance policy are the same as those designated by the employee under the College's group life insurance plan.

When driving a personal vehicle on OAR business, please note the following:

- The college's insurance coverage protects OAR/College employees against suit for bodily injury or property damage, but does not provide personal protection for the staff member;
- A staff member should maintain sufficient insurance for personal protection against bodily injury or property damage suit;
- The OAR carries no collision insurance to cover damage to a staff member's car.

Rental Car
Easthampton Travel will make reservations at a designated rental car agency for staff/faculty traveling on official OAR business. Include the receipt with reimbursement form.

Please check to make sure your driver's license is valid and correct.

The College/OAR discourages the purchase of Collision Damage Waiver (CDW) insurance for rental vehicles. Please report all damage claims to the OAR.

Air/Bus/Rail Travel
Easthampton Travel will make all travel arrangements for travel by air, rail or bus for faculty/staff traveling on official OAR business and tickets will be billed directly to the OAR.

The OAR will reimburse parking at the airport/rail/bus terminal with a receipt.

The OAR will reimburse shuttle expenses (i.e., Valley Transporter, taxi cab) to the air/rail/bus terminal with a receipt.
The OAR will reimburse mileage of your personal vehicle to and from the air/rail/bus terminal from the staff/faculty member’s address or from the campus, whichever distance is shorter.

**Meals and Entertainment**
The OAR will pay **actual** expenses up to $75 per day to cover the cost of meals while traveling on OAR business. The staff/faculty member must detail expenses and attach original receipts for all expenses.

**Accommodations**
Easthampton Travel will make hotel reservations at designated moderately priced hotels in a single room for the staff/faculty member traveling on OAR business. Staff/faculty traveling with a companion will be asked to pay the difference in price between a single and a double room. See Reimbursement Rates at-a-Glance
[http://www.smith.edu/controller/PDF_files/Reimbursement%20Rates1112.pdf](http://www.smith.edu/controller/PDF_files/Reimbursement%20Rates1112.pdf)

**Gratuities**
The OAR will reimburse cash gratuities at a reasonable rate. For gratuities added to meal expense, the reimbursable rate is 15%.

**Non-Reimbursable Expenses (partial listing)**
Alcoholic beverages except in conjunction with a business meal (defined as including individuals other than employees of the College/OAR). To receive reimbursement, you must submit a summary of those present and what business was conducted.  
Dependent care  
Dry cleaning and laundry expenses (reimbursable only on trips longer than 5 days)  
Home care  
Movies or games  
Newspapers and magazines  
Personal care  
Pet care

For more detailed information, please refer to the Smith College Travel and entertainment Expense Policy, on the Controller’s website
[http://www.smith.edu/controller/TravelPolicy.htm](http://www.smith.edu/controller/TravelPolicy.htm)