

## PACE UNIVERSITY

Office of Finance & Administration

Expense Policy Addendum Effective July 1, 2022

### **TRAVEL REIMBURSEMENT BETWEEN UNIVERSITY LOCATIONS**

There will be no employee reimbursement for travel between University locations (all New York City Locations, White Plains, Pleasantville, Valhalla) for staff at the level of **Vice President and above and Deans** except when **mandatory University-wide** meetings are held and **no video conference or Zoom functionality** is available (*inclusive of Board of Trustee Meetings, Board of Trustee Committee Meetings, Operations Committee for non-members, Faculty Council Meetings, and Administrative Staff Council Meetings only*).

Please be advised that travel between Westchester campuses (to/from Valhalla / Pleasantville / White Plains) is **not** reimbursable for employees at all levels.\*

\* **Exception (s):** *The criteria for the inter-campus travel exception includes staff members that require routinely and timely travel between campuses and/or offices to expedite and facilitate their daily work responsibilities which can only be accomplished in person (eg, members of Facilities, Security, and ITS). These employees will include the details of the required travels when providing documentation for reimbursement. All other exceptions will require pre-approval by Regina Beatty ([rbeatty@pace.edu](mailto:rbeatty@pace.edu)) on a case-by-case basis only when in-person attendance is required.*

**PLEASE NOTE:** Zoom should continue to be utilized over campus-based meetings when applicable.

All other travel policy matters remain the same as previously issued.

### **MEAL REIMBURSEMENT**

#### **Faculty/Staff**

There will be no reimbursement for meals (breakfast, lunch or dinner), coffee, or snacks that include **only** University personnel (*inclusive of staff and/or faculty*).

#### **Students**

Meals with students (*staff or faculty with students*) will only be reimbursed on a case-by-case basis and will be subject to pre-approval from Regina Beatty ([rbeatty@pace.edu](mailto:rbeatty@pace.edu)).

#### **Business Meals**

Business meals are defined as meals with individuals from outside the University with the direct intent and ability to assist with the University's mission. In order to be reimbursed for a business meal, the following information must be submitted:

- Names of individuals entertained for the meal
- The company they represent
- Business reason for the meal along with the expectation of the benefit to the University

Please be advised that an **itemized receipt** must be submitted to receive reimbursement and the gratuity is to be limited to a **maximum of 20%**. **The University does not pay for or reimburse for alcoholic beverages.** *Please note the benefit to the University will be evaluated and may be subject to future reimbursement restriction.*

#### **Special Events (Faculty/Staff)**

Recognizing that departments may hold staff and/or faculty events (inclusive of meetings, retreats, holiday celebrations, and gatherings), one full meal will be reimbursed **twice per fiscal year**. The reimbursement will be capped at a maximum amount of **\$35 per person per event** and will be dependent on the availability of funding.

For current COVID-19 dining guidance protocol, please visit <https://www.pace.edu/return-campus/staff>.

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### **CONFERENCES**

Currently, conference travel (domestic and international) is permitted but is subject to change based on COVID policy guidelines. Please note that preference should still be given to virtual conferences. **All conference requests will be dependent on the availability of funding.**

Please note that any supplies purchased pertaining to COVID protocol (*including but not limited to masks, hand sanitizer, testing kits*) are not reimbursable.

#### **Hotel Reimbursement during Outside University Conferences**

Hotel room charges during approved conferences that require overnight stay will only be reimbursed at the lower of; the rate received from the conference hotel or the rate from an alternate hotel (requires pre-approval from the Dean/VP based on business need). Please note the following:

- There will be no reimbursement for travel from an alternative hotel site to the conference hotel nor will there be any reimbursement for meals or other incidentals incurred at the alternative hotel site when such meals are included as part of the conference.
- There will be no reimbursement of any additional hotel charges for any time or stay outside the required conference agenda (early arrival or later departure costs or any additional day stays).

#### **Meal Reimbursement during Outside University Conferences**

The University's daily meal allowance is an accommodation to reimburse employees for reasonable meal costs\* when away from their home residence. **The University's policy includes a per diem meal allowance of a maximum \$75 per day for domestic travel and \$85 per day for international travel (inclusive of tax and tip)\*\*.** Any expense in excess of the meal allowance will be the responsibility of the employee.

Please be advised that an **itemized receipt** must be submitted to receive reimbursement and the gratuity is to be limited to a **maximum of 20%**. The University does not pay for or reimburse for alcoholic beverages.

*\* Reasonable meal costs do not include those meals provided by the conference center. The conference center agenda will be required as part of all reimbursement requests.*

*\*\* The daily meal allowance will be prorated on the day of travel, depending on the time of day that travel begins. For example, if a conference is for the next day and an employee is required to travel the night before the conference, the meal allowance reimbursement will be \$37.50 or \$42.50 (for domestic and international travel, respectively) for the day of travel.*

**Example 1:** A staff is attending a conference in Boise, Idaho. Since this is considered domestic travel, they would be eligible to spend up to a maximum of \$75 a day on meals (breakfast, lunch, dinner, and snacks). Please note that this per diem meal allowance includes both tax and tip.

**Example 2:** A faculty is attending an international conference in Paris, France. On Day 1, they spend a total of 60 euros (or \$64 USD) on meals, of which the full \$64 is reimbursable since it is under the maximum of \$85 per day. On Day 2, they spend 95 euros on meals (or \$100 USD), of which their reimbursement would be limited to the international per diem meal allowance of \$85.

*Please note that the meal allowance will be updated each calendar year based on the average rates determined by the GSA for domestic and international travel.*

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### Please refer to the current University guidelines below:

Employees will continue to provide **itemized receipts** for all meal reimbursements. It is the University's policy not to reimburse for alcohol and therefore accountability can only be supported by the review of meal receipt details. If supporting documentation is not attached to the Chrome River expense report, there will be no reimbursement and the employee will be required to submit repayment to the University.

An employee should only charge their Pace credit card up to the respective meal allowance limit. Amounts that exceed the meal allowance should be paid by the employee using other means (personal credit card or cash). Amounts charged on a Pace credit card in excess of a meal allowance will require repayment to the University. The Accounts Payable Department will monitor recurring meal charges in excess of meal allowances and continued non-adherence to the policy may result in non-reimbursement of future expenses and Pace credit card use limitations.

### **GIFTS**

There will be **no reimbursement** for gifts made to faculty, staff, students, or outside constituencies/vendors of the University. Gifts related to condolences (*e.g. death of an immediate family member, illness of a faculty or staff member that is currently employed by the university whereas they will be out of the office for more than two weeks*) will be permitted with approval from Dean/VP and will be limited to a **maximum of \$85**.

**Example 1:** A staff's mother passed away and the department wants to send condolence flowers with a cost of \$70 (flowers \$55 plus shipping of \$15). This expense is fully reimbursable since it did not exceed the maximum of \$85.

**Example 2:** A faculty's spouse passed away and the department wants to send a condolence fruit basket with a cost of \$95 (\$75 for the basket plus a \$20 shipping charge). The reimbursement would be limited to the maximum of \$85 allowed under this policy.

### **GIFT CARDS**

The purchase of gift cards will be limited to the following divisions -- Human Resources, OPAIR, Student Organizations, Honors College, and Enrollment Management. Gift cards purchased should be for the face value only (maximum card value of \$50) and should not have an activation fee (excludes all MasterCard, American Express, and Visa gift cards). Gift cards can **only** be purchased after the individual has been identified and must be reconciled within 10-days after the purchase has been made. **Any exceptions to this policy must receive prior approval from Regina Beatty ([rbeatty@pace.edu](mailto:rbeatty@pace.edu)) prior to purchase.**

### **PACE CORPORATE CARDS**

Pace Corporate Cards will only be issued to individuals who have recurring university business expenses whereas a purchase order cannot be used to pay for the expense. Cardholders will be required to follow the Business Cardholder guidelines as defined on the F&A website.

**PLEASE NOTE:** If an employee is a Pace Credit Card Holder, all Pace University business expenses should be charged to this card. Personal card use should be limited and only used with the permission of *Regina Beatty* ([rbeatty@pace.edu](mailto:rbeatty@pace.edu)).

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### **CELL PHONE**

Effective January 15, 2019, Pace University will **no longer pay or reimburse** employees for cellular services plans on iPads or laptop computers. Employees may add a hotspot to their University-issued cell phone which will provide the same level of functionality, and must be approved by a direct supervisor and approved by the Dean or area VP.

**Cell phones will only be issued to personnel on a case by case basis when certain eligibility requirements are met:**

*1) All Deans and VPs; 2) 24/7 access employees whose day to day responsibilities require routine response to urgent University business at any time of the day or night; 3) Employees whose job requires routine field work and the need to communicate real-time with the office to give or receive direction, or 4) Other business cases proposed and justified by a direct supervisor and approved by the Dean or area VP.*

For all **eligible** employees who prefer to use their own cellular plan, the University will reimburse the lesser of the monthly charge or up to a **maximum of \$55/per month and up to an additional \$25 fixed for each approved travel occurrence when the employee travels internationally**. The employee's cellular statement will be required to be submitted for reimbursement. The \$55/per month amount and additional \$25 fixed international reimbursement are based on charges that would be included on the University's cellular plan. Employees who do not meet the above criteria will not be reimbursed for any personal cellular or Wi-Fi charges. **Eligible employees who use their own phone will not be reimbursed for the purchase of new cell phones, cell phone repairs, or any cell phone accessories (including but not limited to cases/covers, screen protectors, insurance).**

### **PROFESSIONAL BUSINESS EXPENSES**

The following professional business expenses will not be reimbursable:

- Individual subscriptions to newspapers
- Individual subscriptions to trade journals

**Individual professional fees (eg, professional licensures, continuing and professional education/training) will be evaluated on case-by-case basis and will be subject to the availability of funds.**

Please note that there are university subscriptions that all Pace employees are eligible to access free of charge. Please visit [www.pace.edu/Library](http://www.pace.edu/Library) for details.

### **CONSULTANTS**

All new outside consultancy agreements (defined as someone who is employed externally, whose expertise is provided on a temporary basis, for a fee) **over \$5,000** will need to complete the **new Consultant Pre-approval Template** (found on the F&A website) a minimum of 10 days prior to the need to engage with the new consultant.

More timing may be required if the originating unit has not provided the requested information or addressed the areas noted before submission to VP/Controller Joe Capparelli ([jcapparelli@pace.edu](mailto:jcapparelli@pace.edu)). In addition, submission requires sign-off by the respective department head at minimum.

**PLEASE NOTE:** Outside consultants do not include guest speakers or lecturers compensated by an honorarium for a university speaking engagement.

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### **RELOCATION POLICY**

Please refer to the current relocation policy guidelines for new faculty and staff hires:

Under the Tax Cuts and Jobs Act of 2017, all moving expenses incurred on or after January 1, 2018, whether reimbursed to an individual or paid to a vendor on behalf of an individual, are taxable income to the individual.

- **Direct Payments to Vendors**

For direct payments to vendors (such as moving companies) a purchase order should be done and the invoice should be submitted to AP with the PO# for processing. Payments paid directly to a vendor will be included as non-cash taxable income in the employee's pay. Taxes will be withheld accordingly and reported on the employee's Form W-2.

- **Reimbursements to Employees**

Authorized reimbursements are paid to an employee for moving expenses paid from the employee's personal funds. A request for reimbursement should be submitted by the approving budget representative through Payroll (Help Desk Ticket) including the following supporting documentation:

1) actual bill paid to the moving company (receipt), and 2) copy of offer letter stating amount of relocation expenses to be reimbursed.

Taxes will be withheld accordingly and reported on the employee's Form W-2.