



Inter-Campus Travel regarding hotel, travel and meals

Hotel Stay

Effective immediately there will be no Pace University reimbursement for hotel accommodations for travel between any Pace campuses/offices. Special circumstances will be considered and must be approved in advance. (See advance approval procedures below). If approval is granted, reservations at only middle-market hotels and standard rates are to be made. The following are University approved hotels:

Club Quarters Hotel (New York) *

Wall Street Location, 52 William Street, New York, NY 10005

Booking Link: www.clubquarters.com/pace

Member Services: 203-905-2100 or Memberservices@clubquarters.com (available 24hr/7days a week/UK as well)

Crowne Plaza White Plains (Westchester)*

66 Hale Avenue, White Plains, NY 10601

Telephone: 914-821-1366

[Crown Plaza WP/Pace Rates](#)

Comfort Inn, 20 Saw Mill River Rd., Hawthorne, NY, 10532, US

Booking Link: <https://www.choicehotels.com/new-york/hawthorne/comfort-inn-hotels/ny618/rates>

In addition to inter-campus travel, there will be no reimbursement for hotel stays when round-trip travel miles are 150 miles or less from the employee's home. In all cases, hotel reimbursement will require an itemized statement from the hotel and final payment settlement along with the credit card receipt. Hotel movie rentals will not be reimbursed.

* Further approval will be required if the above hotel accommodations are not available. Upgrades from middle-market hotels at standard rates will require advance approval.

Travel

Travel between Pace campuses/offices will be reimbursed for public transportation. When Pace shuttle service is not available from metro north stations, bus stops and other public transit depots to Pace campuses, the use of taxis will be reimbursed (only from home to mass transit station and from mass transit stations to the campus); use of car service or taxis between the employee's home and campus will not be reimbursed. Employees will be reimbursed the standard IRS mileage rate when using their personal vehicle for University business, when traveling from their homes to a campus/office that is not their designated home campus. Related parking fees will be reimbursed with a paid receipt. An employee's home campus is where 50% or more of office time is spent. If an employee does not spend 50% or more at one Pace campus/location, then one location should be selected as the designated consistent home campus. Special circumstances will need advance approval by the Vice President of Finance as noted below.

Meals

Reimbursement for business meals (breakfast, lunch and dinner) require a detailed business purpose description, with a list of attendees attached, when submitted through Chrome River. The receipts submitted should be itemized and include the details of the meal along with the credit card receipt. The business purpose and attendee list will require full documentation in order for reimbursement and/or to avoid a chargeback to the employee. There will be no reimbursement for attendees that are not supported by the documented business purpose of the meal. Please refer to meal policy guidelines that are specific to a College/School or Department of the University.

Business vs Personal

In all cases, personal expenses, when combined with business expenses, will require separation, as personal expenses are not reimbursable. This includes expenses for employees' family members, spouses, partners and others, accompanying an employee on business travel or included at business meals, unless the role of the additional attendee has a significant business purpose to the University. Significant business purpose will require advance approval (as noted below) and does not include incidental duties such as clerical, secretarial or of medical nature.

Approval in Advance

All matters not in conformance to the above policy (addressing special circumstances) will require approval in advance, which should be submitted to the Office of the Vice President/Controller, Joseph Capparelli (jcapparelli@pace.edu) or in his absence, to our Executive Vice President, Finance and Administration, Robert Almon (ralmon@pace.edu) through the Finance's Department's Business Representative, Joanne Costanza (jcostanza@pace.edu) or to Pat Carolan (pcarolan@pace.edu), in writing, at least a week prior to the travel arrangement. The request must contain a detailed explanation of the facts, including the reason for the hardship. Approvals will be granted on a case by case basis. Approvals for noncompliance to policy are considered exceptions and will not be typically granted.

Note that this policy supersedes previous Pace Policy relating to inter campus travel, hotel stay and meal reimbursements.

Other

Automatic exceptions will be granted in case of emergency circumstances and other hardship situations including, dangerous occurrences i.e. terrorist's attacks, severe weather conditions that jeopardize safety, and other such acts of God beyond the employee's reasonable control. In such cases pre-approval will not be required. All such matters will require subsequent documentation and explanation to be reported.