



Expense Policy Addendum Effective January 15, 2019

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 of Schools** except when **mandatory University-wide** meetings are held and **no video conference** 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 only*).

Please be advised that travel between Westchester campuses (to/from Valhalla/Pleasantville/White Plains), and travel between New York City campuses (to/from Midtown/Downtown) will no longer be reimbursed for employees at all levels.

Staff members (such as members of Facilities, Security, ITS, and other) who routinely travel between campuses (inter-campus travel) will continue to be reimbursed for such travel. These employees will include the details of the required travels when providing documentation for reimbursement. Each division will submit an approved listing of personnel that meets the criteria noted below to Regina Beatty (rbeatty@pace.edu) who will monitor and update the listing with division heads as needed.

The criteria for the inter-campus travel exception only 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.

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

Meal Reimbursement

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

Business meal (meals with individuals from outside the University with the direct intent and ability to assist with the University's mission) reimbursement will require the names of individuals entertained for the meal, the company they represent, and the business reason for the meal along with the expectation of the benefit to the University. The benefit to the University will be evaluated and may be subject to future reimbursement restriction.



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 the Office of the Vice President/Controller, Joseph Capparelli (jcapparelli@pace.edu) and Regina Beatty (rbeatty@pace.edu).

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**. The University will not reimburse for alcohol.

Hotel and Meal Reimbursement during Outside University Conferences and Training

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. 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*).

To obtain full benefit of attending conferences, administration supports staying at the conference hotel. Alternate hotel stays will require pre-approval from the Dean/VP of the division based on business need.

The University's daily meal allowance is an accommodation to reimburse employees for reasonable meal costs when away from their home residence. Any expense in excess of the meal allowance will be the responsibility of the employee. Meal reimbursements during outside conferences and training will be reimbursed based on a **pro-rated daily meal allowance based on the actual days away from home** as indicated below:

- Domestic conference daily meal allowance (inclusive of tax and tip) is \$64 per day with prorated meal allowances of \$14-breakfast, \$18-lunch, and \$32-dinner per day.
- International conference daily meal allowance (inclusive of tax and tip) is \$75 per day with a prorated meal allowance of \$16-breakfast, \$20-lunch, and \$39-dinner per day.

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 therefore an employee will be required to travel the night before the conference, the meal allowance reimbursement will be \$32 or \$39 (for domestic and international travel, respectively) for **the day of travel**. In addition, the daily meal



allowance will be prorated for other non-full day stays. Therefore if the conference is concluded at lunchtime then the prorated meal allowance would be \$32 or \$36 (for domestic and international travel, respectively) for breakfast and lunch only.

The reimbursements for full-day conference schedules will be the lower of the actual cost or the meal allowance. Employees may be reimbursed up to the maximum daily allowance (\$64 or \$75 for domestic and international travel, respectively), for dinner only when the amounts for breakfast or lunch have not been utilized on full conference days. For example, on a full conference day where the conference center does not provide meals and the employee chooses not to be reimbursed for breakfast and/or lunch, the dinner allowance amount available for reimbursement would be the lower of actual cost of dinner or \$64 or \$75 (for domestic and international travel, respectively). The above reimbursement will either not apply when all meals are provided by the conference center or when only certain meals are provided, the daily meal allowance will be prorated accordingly. Therefore conference center agendas will be required with any meal reimbursement during conference trainings.

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 when the total meal cost is in excess of the allowance. 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.

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.

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 faculty or staff member whereas they will be out of the office for more than two weeks*) will be permitted with approval from Dean/VP.



Gift Cards

The purchase of gift cards will be limited to the following divisions – Human Resources, OPAIR, Student Organizations, 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) prior to purchase.

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*).