

Adoption Date: 12-6-2019

Binghamton Auxiliary Services Corporation
TRAVEL POLICY

PURPOSE:

This policy identifies appropriate travel and business travel expenses incurred to carry out necessary, authorized, business of Binghamton Auxiliary Services Corporation (BASC).

BASC pays, or reimburses, travel related expenses that are ordinary, reasonable, not extravagant, and necessary to conduct official BASC business within the limitations set forth below. All expense reimbursements and business travel arrangements must comply with the BASC Travel Guidelines as well as prudent accounting practices. Exceptions to this policy must be approved by the Executive Director.

SCOPE:

Applicable to BASC employees, non-employees, and students for official business travel related expenses and reimbursements.

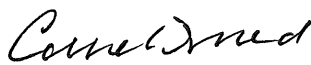
POLICY:

- I. Traveler Responsibilities
 - a. All travel must be pre-approved per BASC and NY State Travel Guidelines.
 - b. International Travel must be pre-approved a minimum of three months prior to travel.
 - c. Submit the completed and approved Travel Authorization and Expense claim within 30 days after return from the trip as prescribed in the Travel Guidelines.
 - d. Travelers are responsible for payment of any excess costs, additional expenses incurred for personal preference or convenience, or if travel is not pre-approved.
 - e. Travelers must maintain conduct in accordance with the NY State employee guidelines.
 - f. All students must maintain conduct in accordance with the Student Code of Conduct Agreement detailed in the BASC Travel Guidelines.
 - g. It is expected that individuals traveling on BASC business will take all steps to minimize risk to themselves and BASC. This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.
- II. Approving and Funding Authority Responsibilities
 - a. Ensure that travel is pre-approved.
 - b. Ensure all expenses are authorized, necessary, and supported by a BASC business/program purpose.
- III. Travel Purchases and Incidentals
 - a. Transportation
 - i. Air Travel
 1. Coach or any other discounted economy-class fare shall be used whenever ticketing restrictions are reasonable. This applies to all travel (domestic or international, or any combination thereof) regardless of the purpose or fund source in accordance with the BASC Travel Guidelines.

- ii. Vehicle (Personal or Rental)
 - 1. Drivers must possess a valid driver's license.
 - 2. When driving instead of flying, the traveler will be reimbursed for the lesser of the two expenses.
 - iii. Personal Vehicle
 - 1. Drivers are responsible for carrying and maintaining personal auto insurance.
 - 2. BASC will follow the NY State approved rate for mileage reimbursement. When two or more employees share a private vehicle, only the driver may claim reimbursement for mileage.
 - iv. Rental Vehicle
 - 1. When renting a vehicle, travelers are expected to utilize rental agencies with which the SUNY system or NY State has negotiated contracts.
- b. Lodging
 - i. Travelers may secure their own lodging in accordance with the BASC Travel Guidelines. Lodging rate may not exceed the NY State approved rate unless approved prior by the Executive Director.
 - c. Meals
 - i. The maximum daily allowance for meals is based on the NY State approved rate within the contiguous United States. Daily maximum allowance for meals when traveling to Hawaii, Alaska, U.S. Possessions or internationally is based on the standard per diem rate.
 - d. Incidentals
 - i. Incidental expenses are allowed after the first 24 hours and is based on the NY State approved rate.
- IV. Travel Less than 24 Hours
When the entire length of a trip is less than 24 hours, Internal Revenue Service (IRS) regulations state that meals and incidental expenses shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt. Meal reimbursements associated with trips without an overnight stay must be reported to the IRS as taxable income.
- V. International Travel
International Travel requires approval by the Executive Director. Lodging, meal, and incidental expenses will be based on the Federal per diem rate. Travelers are required to obtain travel insurance, per the BASC Travel Guidelines.
- VI. Travel For Students or Non-Employee Travel
Students and non-employee travelers are subject to the provisions of this policy and the Corporation Travel Guidelines.
- VII. Additional Approvals
Additional travel approvals may be required if travel is to a banned state or country. These approvals must be received prior to incurring travel expenses.

REFERENCE:

Binghamton NY State Travel Policy: An employee must complete a Request and Authorization for Travel (R&A) form for every trip whether they are in overnight status, or simply taking a day trip. R&As identify who is traveling, where they are going, what they are doing, when they leave and return, what expenses they expect to incur, the funding account and a complete list of all parties traveling. The traveler's supervisor, should approve an employee's travel and funding account before travel takes place. R&A's must be approved by the Executive Director or designee before the date of departure. The traveler is responsible for knowing and complying with all travel guidelines.



 Cornelia D. Mead
 Secretary

12/6/2019

 Date