



Caltech Travel Policy

Summary

The California Institute of Technology (Caltech or Institute) recognizes and appreciates the efforts of those traveling on its business. Travelers should understand the Institute's travel process, be comfortable while traveling and receive timely reimbursement. At the same time, travel costs must be incurred in accordance with the guidelines under which the Institute operates.

This policy is intended to:

- Ensure clear and consistent understanding of policies and procedures.
- Ensure compliance with state and federal regulations.
- Ensure equitable consideration to both the traveler and the Institute.
- Provide guidelines covering Institute travel and other business expenses, as well as the documentation required for substantiation.

Applicability and Authority

This procedure applies to all Caltech departments and supersedes any practices in existence prior to its effective date

Definition

Travel is defined as being away from your base of work for at least 24 hours and requiring overnight accommodation. Such expenses should be submitted on a travel expense report. Expenses incurred going to and from local meetings or conferences and that do not require an airline ticket or overnight stay are considered local events. Such expenses should be submitted using a payment request coded as "reimbursement".

Policy/Procedures

Permitted Expenses Guidance

The Institute will incur or reimburse expenses that are: 1) reasonable and necessary; 2) for an Institute business purpose; and 3) documented, approved and submitted properly. This policy applies to all expenses incurred for Institute purpose regardless of the account to which the expenditures are budgeted or recorded, the type of funding supporting such expenses, or whether incurred locally or during Institute travel.

The Procurement Card (P-Card) is the preferred method of payment for all travel related expenses. P-Card users are encouraged to use the card to pay for all expenses related to the Institute travel except where the card is not accepted. Please refer to the [P-Card policy](#) for P-Card use and guidelines. It is impossible to list every type of business expense that is allowable or unallowable. However, Appendices A and B include lists of specific examples of common allowable and unallowable expenses. Institute employees should review these examples before incurring travel expenses, and should also seek to see if their department/division imposes any additional or more restrictive requirements for authorizing or approving travel, entertainment or business expense reimbursements.

Department travel coordinators may charge travel expenses for department travelers on one P-Card provided that separate transactions are used for each traveler to facilitate expense reporting and audit requirements.

Any exceptions to this policy may need to be approved in advance by the appropriate Division Administrator or Department head with concurrence from the Travel Department.

Responsibilities

Institute

It is the responsibility of the Institute to provide a travel policy that has been reviewed and approved by Academic and Administrative executive leadership and supported by legal review of the Office of General Counsel (OGC). The Institute also has the responsibility to ensure that sponsored project travel meets all contractual requirements.

Traveler

The traveler should spend Institute funds prudently. The Institute will pay business travel expenses only if they are reasonable, supportive of Institute activities and in accordance with this policy. Individuals who incur business expenses should neither gain nor lose personal funds as a result of their travel.

The traveler is responsible for the submission of all forms related to his/her travel. The traveler may delegate responsibility for preparation of the forms to an associate (delegate) but will always retain accountability for travel expenses.

Traveler without P-Card

If a traveler chooses not to obtain the P-Card for Travel, they will need to travel at their own expense and then be reimbursed after the trip. Advances may be granted only for meals and incidental expenses via [CardQuest](#) system under the expense type of per diem.

Approver

The supervisor fiscally responsible for the organizational unit, to which expenses will be charged, has primary responsibility for reviewing and approving all such expenses so that only appropriate expenses are paid from Institute funds in accordance with this policy. All approvers will be expected to review attached receipts for accuracy. Approvers may, at their discretion, approve, reject or return the report to the traveler/preparer for correction or additional information. It is the responsibility of the traveler, preparer and approver to ensure that all costs are appropriate, comply with Institute and sponsored policies prior submission for payment. No one may authorize reimbursement of his/her own expenses, or approve expenses for Caltech employees to whom they report. No employee can approve the travel of the employee's spouse or family member.

Preferred Travel Agency

Travelers are encouraged to utilize the current [Caltech Preferred Travel Agency](#), Corporate Travel Planners (CTP), to avail themselves of any pre-negotiated airline discounts and to assist in emergency situations. Travelers who book trips either directly with airlines or online websites are responsible for working with those suppliers to resolve open issues.

Areas Requiring Special Consideration

Travel on Sponsored Research

Since most trips are funded (either directly or indirectly through an allocation of overhead) by Federal or private grants, the Institute has elected to use approved Federal standards, including those of the Internal Revenue Service and the Office of Management and Budget, as a practical guide for its travelers. Before incurring expenses that may be charged to sponsored projects, review the general sponsored project travel expense requirements and limitations set forth on the [Office of Sponsored Research \(OSR\) website](#) and consult the appropriate Sponsored Project Administrator.

Payments to Nonresident Aliens

Payments, including but not limited to gifts, honoraria, meals, entertainment and travel expenses, to nonresident aliens require special procedures. Before incurring any expenses that involve payments to nonresident aliens, Institute employees should review the policy by calling (626) 395-2674 or visiting https://procurement.caltech.edu/documents/138-taxreportingandwithholding_foreignpayees.pdf

Fly America Act

Per 49 CFR 40118, known as the “Fly America Act,” effective November 13, 1998, U.S. flag air carriers must be used for travel under projects funded by Federal grants and contracts.

Exceptions to this requirement are circumstances where:

- The use of an U.S. carrier would extend travel time (including delay at origin) by 24 hours or more.
- The costs of transportation are reimbursed in full by a third party, such as a foreign government, or an international agency.
- U.S. carriers do not offer nonstop or direct service between origin and destination (in which case a U.S. carrier must be used on each portion of the route where service is provided, unless such action increases the number of aircraft changes by two or more, extends travel time by six hours or more, or requires a connecting time of four hours or more at an overseas connecting point).

Some foreign air carriers have entered in to agreements granting the right to U.S. carriers to purchase and sell blocks of tickets on a foreign carrier. These agreements are termed Code Sharing and comply with the Fly America Act, Provided that the ticket receipt or electronic record shows the two-letter code and flight number of the U.S. flag air carrier. Please visit state department [link](#) on code share countries.

www.gsa.gov/portal/content/103191?utm_source=OGP&utm_medium=print-radio&utm_term=openskies&utm_campaign=shortcuts

The ‘basic rule’ for foreign travel funded by federal awards is contained in the Fly America Act. That Act requires the use of U.S. flag air carriers or code-sharing arrangements with U.S. flag air carriers when foreign travel is to be charged to a federal award. As is the case with many federal regulations, there are exceptions to the ‘basic rule’. The following list includes the major exceptions:

1. European Union flag air carriers can be used for travel to the European Union.
2. Swiss airlines can be used for travel to Switzerland.

3. Japanese airlines can be used for travel to Japan.
4. Australian airlines can be used for travel to Australia.
5. In addition to travel to the European Union countries, European Union flag air carriers can be used for travel to any point outside the United States that is regularly served by the European Union airline.
6. Foreign flag air carriers can be used if travel by a U.S. flag air carrier or code shared airline is not “available”. The Fly America Act contains very specific definitions as to when a U.S. flag air carrier is “unavailable.” (It is important to note that determining “availability” does not depend on the ticket price. A lower fare by a foreign air carrier does not make travel on U.S. flag air carrier “unavailable.” In addition, the preference of the traveler does not play a part in determining availability.)

Please visit the state department website for a complete list of available European Union air carriers.
<http://www.state.gov/p/eur/rt/eu/>

Certification

When non-Fly America Act compliant travel is charged to federal funds, a justification citing an allowable exception is required. The traveler is required to sign Caltech’s certification form. If an allowable exception is unavailable, the cost may not be charged to federal funds. In such cases, the charge should be to non-federal funds and the expenditure type “Travel Foreign – Unallocable” is used.

When non-Fly America Act compliant travel is charged to other funding sources, the costs are expensed to the expenditure type “Travel Foreign – Unallocable”. Using “unallocable” for all non-Fly America Act compliant travel ensures that such costs are not included in the calculation of the Institute’s Facilities & Administrative rate.

Travel-Non US Carrier is used for unallowable airfares per the federal guidelines, but allowable by non-federal sponsors. This e-type should be used when, 1) the airfare did not comply with Fly America Act or country was not under the Open Skies Agreement, and 2) airfare to be charged to a non-federal sponsored account. For more information related to coding airfares please visit http://researchadministration.caltech.edu/documents/582-e-type_faqs.pdf

Please refer to Appendix C Use of Foreign-Flag Air Carriers on Travel.

Taxability

The Institute’s travel expense reimbursement program meets the Internal Revenue Service (IRS) Publication 463 definition of an accountable plan. As a result, expenses and reimbursements that conform to this policy are not reported as taxable income to the individual.

Under the accountable plan, travel advances and reimbursement of expenses must meet three requirements:

- Advances and reimbursements must be made for business expenses only and must be reasonably related to the expenses the employer is expected to incur.
- Travelers must provide a statement substantiating the amount, dates, use, and business purpose of expenses within a reasonable time (NOT TO EXCEED 30 DAYS) after the expenses are incurred. Receipts must be attached to the statement.
- Employees must return any advance amounts in excess of substantiated expenses within 30 days after completion of the trip

- Cardholders not submitting an expense report in a timely manner may result in some or all of the following actions:
 - Notice to authorizer/approver
 - Retraining
 - 30-day suspension of P-Card
 - P-Card revocation

Expenses which may be tax reportable may not be processed on a travel report such as medical insurance, tuition etc. For taxability related questions please e-mail suppliermgmtstaff@ad.caltech.edu

Frequent Flyer Program

It is recommended that all Caltech travel is paid for using a Caltech issued credit card. However, if a traveler chooses to use personal funds, he/she may personally retain the rewards for frequent flyer plans or other bonuses that may accrue from business travel. However, in no case may the traveler choose a reservation at a higher cost in order to accumulate additional plan credits. The Institute will not purchase frequent flyer miles from travelers or reimburse them for tickets or upgrades purchased with frequent flyer miles. A free upgrade due to the application of frequent flyer miles must be noted on the expense report filed for the respective trip to demonstrate that the Institute did not pay for the upgrade.

Entertainment

Entertainment is NOT reimbursable on Federal Projects.

The Institute will reimburse entertainment expenses incurred in connection with Institute business, if charged to any non-federal project (unless prohibited by sponsor), that are appropriately documented by the employee. Entertainment expenses include costs for meals, amusement, diversion or social activities, including outings to night clubs, theaters, or sporting events, when a business discussion takes place during, immediately before, or immediately after the event.

It is imperative that these and any related alcohol costs be segregated using the Expenditure Type "Entertainment", so that they may be easily identified on the accounting records and excluded from any calculation of direct or indirect costs.

Documentation must include:

- Date of the entertainment
- Names of all individuals
- Business purpose or the business benefit gained or expected to be gained
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You generally cannot claim for reimbursement the cost of entertainment for your spouse or for the spouse of a customer. However, you may claim these costs if you can show that you had a clear business purpose, rather than a personal or social purpose, for providing the entertainment.

Example: IRS Publication 463, Chapter 2, Associated Test

You entertain a prospective new hire. The cost is an ordinary and necessary business expense and is allowed under the entertainment rules. The candidate's spouse joins you because it is impractical to entertain the prospect without the spouse. You can deduct the cost of the candidate's spouse as an

ordinary and necessary business expense. If your spouse joins the party because the candidate's spouse is present, the cost of the entertainment for your spouse is also an ordinary and necessary business expense.

Personal Travel Component

At times a traveler may wish to combine personal activity in conjunction with a business trip. The Institute accommodates such activity provided that the related time and expenses are those of the individual, and the business objective for the travel is unaffected.

In submitting a trip's expense report, the traveler is responsible for identifying any activity of a personal nature that was included. The traveler should note the incremental costs resulting from personal activity and adjust for these costs accordingly.

Incremental costs are not always clear. A Saturday night stay over, for example, can result in airfare savings rather than add to a trip's cost. This savings can offset the additional lodging and meal expenses incurred. However, reimbursement of personal expenses is limited to those costs that would normally be reimbursed under business travel (e.g., lodging, meals, transportation) as long as the aggregate does not exceed the savings incurred by extending the original business travel increment. Please consult with the Travel Department on specific questions.

Spouse or Other Dependent Expense

Expenses incurred for accompanying spouse, family, or others are considered personal in nature, except on the infrequent occasions when attendance of a spouse at an event furthers the business interests of the Institute. In these cases, the Division Administrator or Vice President for Business and Finance should authorize the spouse's travel in writing in advance. This written approval must be submitted with the Travel Expense Report or Payment Request Form and must document the business purpose served by the spouse's attendance at the meeting or function.

IRS Publication 535 requires that amounts paid by an employer for spousal travel expenses are included in the employee's W-2 as taxable wages unless the spouse's presence on the trip serves a bona fide business purpose. Departments should consult the Institute Accounts Payable Manager – Supplier, Tax & Small Business Liaison by calling (626) 395-2674 prior to making commitments to reimburse for spousal travel, as the reimbursement may be taxable to the employee.

Guidance and Requirements Pertaining to Specific Types of Expenses

Use of CardQuest

CardQuest is Caltech's online travel and expense system from Concur Technologies Incorporated. The Institute recommends use of the travel booking portal within CardQuest to assist with air, rail, hotel, and car rental arrangements. Information regarding the travel booking portal and procedures for making arrangements are available on the [Procurement Department's Travel website](#).

Prepayments

Prepayments to a supplier can be requested to cover such items as program registration and airfare ticketing. If the supplier accepts credit card, an Institute P-Card should be used. A traveler without a P-Card should pursue prepayment through a division/department travel arranger's P-Card. Prepayments that are included on the Payment Request usage list may be submitted using a Payment Request Form if the

supplier does not accept P-Card or a travel arranger's P-Card is not available for use. The Payment Request form and usage list are available at <https://procurement.caltech.edu/forms>.

Cash Advances

Cash advances can only be obtained to cover official business expenses and as a rule are provided to Caltech employees and students only. Cash advances are used for meals, tips, taxis, and other incidental out of pocket expenses where a P-Card is not an available payment option. Cash Advances can be acquired using two methods:

1. Cardholder pulling cash from an ATM for their trip (cash pulled via an ATM can only be used by that cardholder). Cash cannot be pulled for another traveler. With approval, a traveler with an Institute P-Card may have a cash advance feature available on their card to add this feature please contact P-Card Services. The Institute will accept the cash advance fees assessed as a reasonable trip expense. Individuals that do not abide by these rules may have the cash option removed from their profile.
2. Per Diem request issued in [CardQuest](#) via a Per Diem (expense type) -Advances must be requested by travelers (or their delegates), approved and routed to P-Card team for final approval and processing. A report for per diem (only) can be created in CardQuest and submitted before a trip takes place. Advances will be issued as a check made payable to the traveler via mail or Direct Deposit.

If any cash advance has not been accounted for within 30 days after the traveler has returned, the Institute may report the outstanding balance of any travel advance on his or her IRS Form W-2 (Wage and Tax Statement). No additional cash advances will be granted if there are outstanding advances in excess of 30 days, unless there is approval by a responsible Campus official above the reporting level of the traveler.

Allowable

- Advance of meals and incidentals per diem, and local transportation (taxis, shuttles, etc.)
- Payment to suppliers when the P-Card is not an accepted form of payment (conference registrations, some lodging)

NOT Allowable

- Payment to traveler for any reimbursements
- Payment to suppliers who do accept P-Card as form of payment

Air Travel

The preferred method for making a reservation for air travel is through the travel booking portal within CardQuest

Federal regulation (OMB Circular A-21, J-48 C) prohibits the charging of business or first class air travel to sponsored projects. When any travel relates to a Federal account (relating to the United States government and its agencies), the excess in cost over the coach fare must be charged to a non-sponsored account. It is imperative that the excess costs be segregated by using the Expenditure Type, "Travel-domestic-Unallocable" or "Travel-foreign- Unallocable", as applicable, so that they may be easily identified on the accounting records and excluded from the Institute's Indirect Cost calculation.

Domestic

The Institute allows economy and coach classes for domestic air travel. Air travel should be purchased at the lowest available standard coach/economy airfare. Economy Plus purchases or upgrades are

unallowable on Federal Funded projects, except under very specific conditions. If an upgrade is purchased, make sure the difference of the upgrade is charged to a non-federal account.

FAR (Federal Acquisition Regulation) 31.205-46, as it pertains to travel costs, states that airfare costs in excess of the lowest customary standard, coach, or equivalent priced airfare offered to the contractor during normal business hours are unallowable except when such accommodations require circuitous routing, require travel during unreasonable hours, excessively prolong travel, result in increased cost that would offset transportation savings, are not reasonably adequate for the physical or medical needs of the traveler, or are not reasonably available to meet mission requirements. However, in order for airfare costs in excess of the above standard airfare to be allowable, the applicable condition(s) set forth above must be documented and justified.

Business and first class travel may be allowed only if charged to any non-federal project (unless prohibited by sponsor). Business and first class airfare must use the Expenditure Type “Travel-Domestic-Unallocable” affording deduction from the Institute’s Indirect Cost calculations. Such exceptions require a written justification approved by a responsible campus official above the reporting level of the traveler. Business and first class are NOT allowed on Federal funded projects, except under very specific conditions.

Foreign

The Institute allows business class for foreign travel if charged to any non-federal project (unless prohibited by sponsor). First class travel may be allowed with written justification approved by a responsible campus official above the reporting level of the traveler. Business and first class airfare must use the Expenditure Type “Travel Foreign-Unallocable” affording deduction from the Institute’s Indirect Cost calculations. Business and first class are NOT allowed on Federal funded projects, except under very specific conditions.

Exceptions

Exceptions to airfare class are accepted, if flight scheduling otherwise available would

- Require travel during unreasonable hours.
- Excessively prolong travel.
- Greatly increase the duration of the flight.
- Not reasonably accommodate a traveler’s medical needs.

Ground Travel

Publicly available ground transportation such as shuttles, buses, and vans (including Institute shuttle transport), taxis, car services, rail and public transit systems should be considered as a timely and cost efficient means of transportation, and used as an option to commercial car rental when appropriate.

Car Rentals and Automobiles

The preferred method for making a reservation for car rentals is through the travel booking portal within [CardQuest](#)

Rental vehicles are appropriate to meet the business needs of a trip as a cost or time effective alternative to publicly available ground transportation. In general, a compact or midsize vehicle is authorized except where three or more travelers are involved, in which case a full-size vehicle is authorized.

Travelers who deliberately abuse rental cars may be held responsible for damages, such as off roading of vehicles and negligent or illegal activity.

Car Rental and Automobile Insurance

Travelers are encouraged to use an Institute preferred car rental company and reference the agreement number found on the [Car Rental Agreement](#). Using a preferred car rental company affords primary liability and comprehensive/collision (CDW/LDW) coverage at no cost to the Institute. The Institute's insurance covers the vehicle rented for business purposes for domestic travel on an excess basis.

Travelers are required to cite the Caltech agreement number when making a reservation, and be prepared to provide a Driver's License and Caltech identification at vehicle pickup. These agreements are limited to faculty, staff, students (over 21 years), and volunteers registered through Human Resources traveling on Institute business. Institute consultants and contractors should rent independently to avoid implied department or Institute liability.

When using a preferred rental car company:

- Travelers should decline any optional insurance coverage offered
- The cost of optional insurance coverage taken is not a reimbursable travel expense

When using a non-preferred rental car company, travelers are required to:

- Provide an explanation on the receipt stating the business reason a non-preferred rental car company was used
- Accept insurance coverage for liability and comprehensive/collision damage (LDW)
- Decline any other coverage for personal effects in the car (PAI). Excess coverage such as PAI is not a reimbursable travel expense
- When using rental car companies for business purposes, travelers are required to add all drivers to the insurance.

Foreign Rental Vehicles

On Institute business, only established, well known car rentals companies should be used. Drivers should be familiar with prevailing license and driving rules in electing to rent a vehicle.

On foreign travel, if not automatically included, the traveler should accept optional liability and CDW/LDW insurance coverage at the minimum limits offered. The cost of this coverage is a reimbursable travel expense. Theft Protection on foreign rentals will only be reimbursed if it is mandated by the country to accept.

Personal Vehicles

Travelers may use a privately owned vehicle (POV) for local business transportation where it is time and cost effective when compared to publicly available ground transportation. Travelers may not use their POV to transport or deliver any equipment. Reimbursement is provided at the prevailing IRS standard mileage rate, which can be found at <https://procurement.caltech.edu/departments/purchasinghome/mileagerates>. This reimbursement applies to the cost of fuel, maintenance, and insurance. Parking charges and tolls are reimbursable.

A POV can be used in instances where scheduled rail or airline service is not a practical option or where use of a POV is approved by the traveler's department. Reimbursement may not exceed the cost of economy airfare and reasonable ground transportation otherwise available.

Mileage to and from an individual's regular place of work and residence is not reimbursable. Round trip mileage is reimbursable to an airport, for example, where a traveler drives him/herself or is delivered or

picked up by a family member in connection with business travel, as this offsets the cost of ground transportation charges otherwise incurred.

The Institute does not provide automobile liability and comprehensive/collision insurance protection for loss or damage to a privately owned vehicle used for business travel. It is the responsibility of a traveler using a privately owned vehicle to carry adequate insurance coverage as required by California Vehicle Code Section 16020, which requires that every driver and every owner shall at all times be able to establish financial responsibility and shall at all times carry in the vehicle evidence of the form of financial responsibility in effect for the vehicles. When driving a privately owned vehicle on Institute business, the individual's insurance coverage for that vehicle is primary in the case of damage to property and/or injury to persons.

Accidents

Institute employees involved in an accident while driving on official Institute business must report the accident immediately to the local police department, and notify the rental car company immediately.

Passenger vans, van rentals and charter buses

Use and/or rental of 12 and 15 passenger vans driven by a Caltech employee for Institute business is prohibited. An insured, third-party chauffeur service provider must be used. Rentals of buses for group events and chauffeur services must have a Purchase Order. Van rentals, for the purpose of transportation of equipment, are prohibited; such expenses need to be arranged with a bonded transport company.

Lodging

The preferred method for making a reservation for hotel rooms is through the travel booking portal within [CardQuest](#)

Lodging is reimbursed based on the actual cost of the lodging. Where lodging is not hosted, accommodations in a standard hotel room are authorized. Travelers are encouraged to utilize the Caltech preferred Travel Agency to avail themselves of any pre-negotiated lodging discounts. Reservations are often guaranteed to assure lodging for late arrivals, and travelers are required to cancel reservations in a timely manner to prevent "no show" charges. An itemized receipt for charges must accompany any request for reimbursement of expenses.

For taxability reasons 'long term rentals' to third parties cannot be processed on a Payment Request, they must be processed on a Purchase Order.

In order to avoid tax implications, travelers who are staying in a private residence should seek prepayment through Purchasing rather than paying the private residence directly.

Hosted Lodging

On occasion, a sponsor, colleague or relative may host a traveler. In these instances, the traveler may compensate the host with a gift as appropriate, provided that the cost of such gift is within sponsor guidelines. Under IRS regulations, a receipt must be submitted for any such gift over \$25. Only one gift per stay may be provided. In no circumstances may payment be made to the host for lodging.

Meal Expenses

Meals and incidental expenses (M&IE) are reported using either actual expenses or per diem. A traveler may not be reimbursed both actual expense and per diem during a single trip.

Terms are defined as:

- Meals - expenses for breakfast, lunch, dinner and related tips and taxes
- Incidental expenses - fees and tips given to porters, baggage carriers, bellhops, hotel maids, stewards, etc.
- Actual expenses - payment of authorized actual expenses incurred
- Per diem – is a daily payment instead of reimbursement for actual expenses

Per Diem

For a trip to qualify for per diem, a trip must have an overnight stay. Day of departure and last day of trip is calculated utilizing a clock with applicable M&IE rate.

If meals are provided as part of the registration for a conference, Federal Travel Regulation (FTR) requires the traveler to deduct those meals from their per diem. These adjustments can be made in [CardQuest](#) via Travel Allowance Expense and Adjustments tab. The per diem webpage provides links to the daily per diem rates and appropriate deductions that are applicable to all Continental US destinations. To view which rate applies to the city or cities included in your trip

<https://procurement.caltech.edu/departments/purchasinghome/perdiem>.

To view M&IE per diem adjustments if breakfast, lunch and dinner is provided please visit the Meals and Incidental Expenses (M&IE) Breakdown chart on the following website:

http://www.gsa.gov/portal/content/101518?utm_source=OGP&utm_medium=print-radio&utm_term=mie&utm_campaign=shortcuts

To view adjustments for foreign and outside the continental United States (OCONUS) visit

<http://www.gsa.gov/portal/ext/public/site/FTR/file/Chapter301pAppB.html/category/21868/#wp1102166>

The Institute uses FTR to calculate per diem. Federal per diem rates are calculated by three different organizations: Department of State, Department of Defense, and the General Services Administration. Current approved rates can be found at:

Domestic Per Diem link

http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts

Foreign Per Diem link

http://aoprals.state.gov/content.asp?content_id=184&menu_id=78

Currency Exchange Conversion

<http://www.oanda.com/currency/converter/>

Telephone and Internet

Telephone

Travelers will be reimbursed for business phone calls that are reasonable and necessary for conducting business.

Internet

Travelers will be reimbursed for internet connections or Wi-Fi for the purpose of administrating work-related e-mail or logging on to the Caltech servers to work. The traveler should be aware of long distance or other access charges involved and make prudent decisions about the time and duration of these calls.

Required Documentation, Approval and Submission of Expenses

Receipts

If electronic receipts are not available, all receipts will need to be scanned and attached to the expense report within [CardQuest](#). Receipts may also be sent to your Receipt Store. Receipts, preferably in detail format, such as an itemized hotel folio or an airline passenger ticket coupon, are required regardless of dollar amount in support of incurred expense activity for the following items: airfare, car rental, lodging and registration. Receipts are required for other individual miscellaneous expense of \$75 or more.

Approval

The grant manager (as defined by each department/division) fiscally responsible for the organizational unit to which expenses will be charged has primary responsibility for reviewing and approving all such expenses so that only appropriate expenses are paid from Caltech funds in accordance with this policy. No one may authorize reimbursement of his/her own expenses, or approve expenses for Caltech employees to whom they report. No employee can approve the travel of the employee's spouse or family member.

Submission

Expense reports must be submitted in U.S. dollars with an explanation of foreign receipts and their conversion pursuant to the following:

- For those transactions that are paid for by credit card, use the rate of exchange and USD equivalent that appear on your credit card statement
- For those transactions in which currencies are exchanged, use the actual rate of exchange that occurred (keep a copy of the receipt)
- It is recommended travelers request to be billed in the local currency at point of purchase, where reasonably possible

A TRAVELER IS REQUIRED TO SUBMIT AN EXPENSE REPORT WITHIN 30 BUSINESS DAYS FOLLOWING A TRIP. AN EXPENSE REPORT RESULTING IN AN AMOUNT DUE INSTITUTE MUST INCLUDE A PERSONAL CHECK AND/OR SPONSOR REIMBURSEMENT. PLEASE INCLUDE THE TRIP NAME AND TRAVELER NAME WHEN SENDING IN THE CHECK.

Non-Employees

Please visit the following site for [non-employee travel](#).

Relocation

Relocations will be handled by the Specialty Team via a [Payment Request form](#).

Forms

<https://procurement.caltech.edu/forms>

Website Addresses for This Policy

Please visit the Caltech Business and Finance webpage for [Caltech Institute Policies](#)

Contacts

For Questions Regarding	e-mail address	Phone number
Sponsored funds	sponsoredresearch@caltech.edu	626-395-2882
Payment Services	paymentservices_all@caltech.edu	626-395-8900
P-Card	pcardservices@ad.caltech.edu	626-395-8900
Tax	suppliermgmtstaff@ad.caltech.edu	626-395-2674
Travel	travelstaff@ad.caltech.edu	626-395-8900

P-CAT Contacts

https://procurement.caltech.edu/documents/182-cq_contacts.pdf

Appendices

Appendix A	Examples of Allowable Travel and Entertainment Expenses
Appendix B	Examples of Unallowable Travel and Entertainment Expenses
Appendix C	Use of Foreign-Flag Air Carriers on Travel

Who Approved This Policy

Monica Marquez	Associate Director of Purchasing Services
Tina Lowenthal	Director of Purchasing Services

Exceptions

Any exceptions that require a deviation from this procedure shall be reviewed and approved by the Director of Procurement Services and coordinated with the Procurement and Payment Services business units.

Appendix A: Examples of Allowable Travel and Entertainment Expenses

Item	Explanation
Business office expenses	Fax, copy services, telegrams/telexes, etc.
Car rental insurance (domestic)	Purchased for domestic travel (only if our contracted vendors (Hertz, Enterprise, National) are not available). LDW only.
Car rental insurance (foreign)	CDW/LDW insurance coverage should be accepted at the minimum limits offered.
Gasoline	Only if mileage allowance is not claimed
*GPS	Allowed for rental cars on foreign travel. On Domestic travel a GPS system will only be allowable if it is the traveler's first trip to that location.
Ground transportation	Including taxi and public transportation fares, mileage for personal vehicles (calculated at the rate per mile established by the IRS), parking fees, and tolls
*Hotel health club fees	Excluding massages or other spa services
Laundry/dry cleaning	During trips longer than four calendar days
Meals and entertainment	While on university business
Miscellaneous	Room service, luggage storage fees, and valet parking fees
Overnight delivery/postage	If required as part of the project and trip
Parking and tolls	
Theft Protection for foreign rentals	Will only be reimbursed if it is mandated by a country to accept.
Tips	When actual costs are used
Visa/passport consulate fees	Please note costs for immigration visas (those with no end date) are not allowable costs to federal awards. Only costs for short term visas (with end dates) may be charged to federal awards.
Vaccination	Includes other medical costs when required for travel to specific destinations. (if not covered by traveler's health plan)

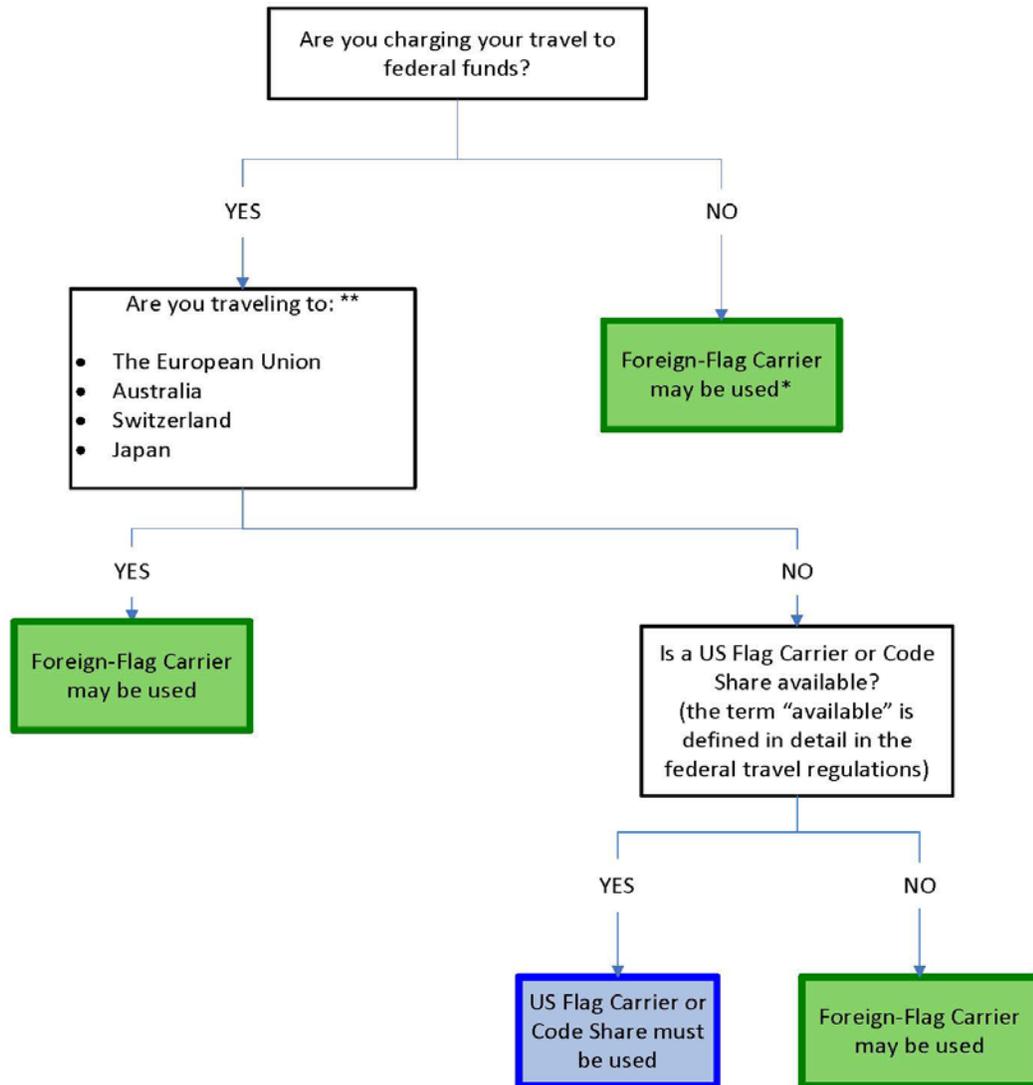
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Appendix B: Examples of Unallowable Travel and Entertainment Expenses

Item	Explanation
Airline club membership fees	
Alcohol	Under federal grants and contracts
Child Care	
Dues in private clubs	At the discretion of the division
Gas	For your personal vehicle
In room-movie and mini-bar charges	
Insurance costs, including baggage, flight and life insurance	Medical insurance will be reimbursed to a traveler if the country they are flying to requires or recommends it, this information can be found on the State Department website
Laundry service	For travel of fewer than four days
Lost baggage	
Living allowance	Should be processed on Payment Request form
Loss or theft	Of advance funds, personal funds or property
Massage, saunas, spa services	
Medical Services	Medical services such as vaccinations should be processed on a Payment Request form
Parking tickets for traffic	
Personal automobile repairs	
Personal credit card annual fees	
Personal grooming services	Such as barbers, hairdressers and shoe shines
Pet care	
Penalties and fees	Incurred because a traveler violated airline, rail, and transportation ticketing, hotel or reservation rules
Recreational Activities/Entertainment	Amusement, diversion, social activities including tickets to shows or sports events, rentals. Should be process on a Payment Request form

Appendix C: Use of Foreign-Flag Air Carriers on Travel

Use of Foreign-Flag Air Carriers on Travel



*** unless specifically prohibited by the fund source**
****Does not apply to travel supported with Department of Defense (DOD) funds**
*****City Pair Program is only open to government employees**

10/12/12