Travel and Expense: Policy Reminders & Travel Program Updates

BU | Baylor University

- ➢ T&E Policies
  - ➢ Expense Reminders
- ➢ Introduction to Travel Program
- ➢ Booking Tool Demo

Baylor University

Travel and Expense Policies

The **Travel and Business Expense Policy** went into effect on October 1, 2022 and was updated on July 28, 2023.

The **Travel Card Policy** went into effect on October 1, 2022.

The **Purchasing Card Policy** went into effect on October 22, 2020 and is currently undergoing review.

BU | Baylor University

Expense Reminders

Business Mileage

When using a personal vehicle for authorized business travel, the university will reimburse travelers at the current IRS mileage rate for actual mileage incurred.

- Based on point-to-point mileage between destinations
- Actual business miles can also be documented with odometer readings
- 2024 rate: 67.0 cents/mile

Payment Methods and Reconciliation

➢ Employees are strongly encouraged to use a Travel Card when booking individual travel arrangements and during business travel.

➢ Travel expenses incurred using other forms of payment (i.e. personal credit card) will not be processed or reimbursed until the trip has been completed.

➢ Expense reports must be fully processed in Ignite Expense within 60 days of either the transaction date or trip end date, whichever is latest.

➢ Expense reports received by the Expense Auditor outside of the 60-day window will be reported to Payroll as taxable income.

International Purchases

- Purchases from international suppliers should not be placed on the Purchasing Card.

- Purchases for international travel can be placed on the Travel Card.
  - Airfare
  - Lodging
  - Transportation
  - Meals
  - Incidentals

- International conference registrations should always process via Ignite/PO.

Baylor University

Receipt Documentation

Expense Types Requiring Receipts

Always required for:

- Lodging
- For other travel expense types, receipt required if the amount exceeds $59
- Certain federal grants may require additional documentation

Receipt Must Contain

- Merchant information
- Date of transaction
- Itemization of goods / services
- Total amount paid
- Proof of payment

Individual Meals Options

1) Per Diem:
   - Location based
   - No receipt required

2) Actuals:
   - Daily average not to exceed $59
   - Receipt required if individual meal is greater than $59

BU | Baylor University

Collegiate Travel Planners (CTP)

Individual Travel

- Proven higher education experience
  - Over 160 University clients
- Provided a detailed implementation and training plan
- Assistance with traveler adoption
- Concur Travel booking tool

Group Travel

- Global presence and partnerships
- Operates and owns locations across North America, Australia, Europe and Asia
- Provides good duty of care and risk management support
- Dedicated group travel department to support Baylor International and study abroad group travel

Concur Booking Tool

- Seamless way to book and coordinate travel for employees and guests
- Employees have access through a secure link
- Traveler Profile driven system, allowing to save travel preferences for quick booking
- Access to university discounts with airlines, local hotels, and rental car agencies
- Access to CTP supplier discounts extended to Baylor travelers
- Ability to continue earning miles and points for frequent traveler programs
- Ability to track and use airline credits (unused tickets)
- Assign travel arrangers and assistants

Booking Process

Employee obtains authorization for travel occurrence

Traveler ensures Concur profile is up to date and books (flight, lodging, car rental) in Concur

Traveler uses Travel Card to pay for travel expenses and booking fee ($5/transaction in Concur)

Travel Card charges flow into Ignite Expenses for reconciliation

Rollout Timeline

Kickoff/Trainings	Unit
August 2023	Business Services Financial Services Campus Services Enrollment/Admissions
September 2023	Advancement Administration Marketing & Communications Human Resources
October 2023	Provost Academic Affairs OVPR Student Life
November 2023	School of Education School of Music School of Nursing

Kickoff/Trainings	Unit
December 2023	Libraries ITS
January 2024	Robbins College Truett Theological Seminary
February 2024	School of Social Work Honors College Engineering & Computer Science
March 2024	Law School Hankamer School of Business
April 2024	College of Arts & Sciences

Baylor University

Demo

Baylor University

Contact

Travel Policy, Training, or Troubleshooting Inquiries: Travel@baylor.edu

Card Applications or Purchase Inquiries: Purchasing_Card@baylor.edu

Payment or Expense Report Inquiries: Accounts_Payable@baylor.edu

Thank You!