

TRAVEL AND BUSINESS EXPENSES PAID WITH SGC OR SGC-ADMINISTERED FUNDS

Policy Number: 500GS

Effective Date: 6/1/16

Revised Date: 6/26/17; 1/01/2020; 11/09/2020

Scope

This Policy on Travel and Business Expenses Paid with SGC or SGC-Administered Funds applies to faculty, staff, predoctoral researchers, summer scholars and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("The School").

Purpose

This policy describes the Institute's expectations and requirements for members to manage business-related expenses.

Each Covered Individual is expected to manage his or her expenses according to the following principles:

- *Each Covered Individual must achieve the business purpose of the expensed activity for which the individual is responsible by spending an amount **generally regarded as reasonable**.*
- *Each Covered Individual must serve as a **responsible steward** of a non-profit organization's funds.*

When incurring, submitting or processing expenses, Covered Individuals are expected to comply with this policy, to use his/her best judgment in interpreting and implementing this policy, and to protect the integrity and reputation of the School and SIMR.

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following policy as its own.

Policy

Permitted expenses

SGC will reimburse Covered Individuals for necessary, appropriate, and approved business-related travel costs and expenses for an amount generally regarded as reasonable for achieving the business purpose of the expense.

Prohibited actions

Except for honoraria, SIMR prohibits any Covered Individual from receiving a direct financial benefit from an outside party when SIMR has made a net payment for the travel needed to receive the benefit. SGC prohibits reimbursement for expenses that do not adhere to the rules in this policy.

Guidelines and procedures

Covered Individuals are responsible for behaving in a manner consistent with the spirit of this policy and adhering to the current guidelines and procedures associated with this policy.

Consequences of Non-compliance

A single instance of non-compliance or a pattern of non-compliance across multiple instances may result in disciplinary action to the Covered Individual and/or the Covered Individual's supervisor, up to and including termination.

Covered Individuals must comply with the rules in the following section.

Guidelines for Travel

1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 500FA "Business-Related Travel and Expenses"
B.	<i>What do these guidelines cover?</i>	Requirements and expectations for travel on behalf of the Stowers Group of Companies (SGC).
C.	<i>Who must comply with these guidelines?</i>	"Covered Individuals," defined as members of the SGC or individuals who make substantial use of an SGC organization's facilities.
D.	<i>What are the general expectations for Covered Individuals?</i>	<ul style="list-style-type: none">i. Covered Individuals must spend amounts that are generally regarded as reasonable for an appropriate business purpose.ii. Covered Individuals must serve as responsible stewards of SGC funds.

2. Eligible Travel Expenses

A.	<i>What expenses are eligible for reimbursement?</i>	Expenses related to travel with a business purpose.
B.	<i>What expenses are ineligible for reimbursement from SGC?</i>	<ul style="list-style-type: none">i. Any expenses for personal travelii. Any expenses for travel to benefit a for-profit organizationiii. Any expenses where the member is reimbursed for the same expenses by another partyiv. Any expenses related to an activity where the member receives more than \$500 in compensation from an outside party. For the purposes of determining eligibility for reimbursement, an honorarium is considered compensation.
C.	<i>What expenses are eligible for partial reimbursement?</i>	The business-related portion of expenses for trips with both business and personal purposes. Expenses exceeding those

	required to accomplish the business purpose of the trip will be the responsibility of the member.
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3. Airfare Reimbursement

A.	<i>What classes of airfare are reimbursable by default?</i>	Coach, Economy, Economy Plus
B.	<i>What classes of airfare are reimbursable with supervisor's approval?</i>	International Business Class, Domestic First Class (with supervisor's prior approval)
C.	<i>What classes of airfare are not reimbursable?</i>	International First Class
D.	<i>What air travel-related expenses are reimbursable?</i>	For members that travel for business purposes on a regular basis, one airline club per year (with supervisor's approval).

4. Lodging

A.	<i>What kinds of lodging are allowed?</i>	Standard business class accommodations such as hotels, homestays or rentals by owner.
B.	<i>What kinds of lodging are not allowed?</i>	Luxury accommodations, except for the official site of a conference attended by the Covered Individual.
C.	<i>What size of lodging is allowed?</i>	Appropriate for the business purpose. Additional space for personal guests is not reimbursable.
D.	<i>What duration of lodging is allowed?</i>	Appropriate for accomplishing the business purpose. Additional time for personal purposes is not reimbursable.

5. Ground Transport – Rental Cars

A.	<i>What types of rental cars are allowed?</i>	Rental cars that are appropriate for the size of the group traveling for the business purpose.
B.	<i>What types of rental cars are not allowed?</i>	Luxury or sports cars
C.	<i>Is gas for rental cars allowed?</i>	Yes.
D.	<i>Should insurance coverage for rental cars be purchased in the U.S.?</i>	No. SGC has corporate insurance for the United States.
E.	<i>Should insurance coverage for rentals</i>	Yes.

	<i>be purchased outside the U.S.?</i>	
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6. Ground Transport - Personal Cars

A.	<i>What use of a personal car is reimbursable?</i>	Use of a car for business travel in excess of the member's normal commute.
B.	<i>What mileage rate will be used for reimbursement?</i>	The current IRS rate.
C.	<i>What documentation is generally required for reimbursement?</i>	Documentation of mileage from an online calculator.
D.	<i>Which trips do not require documentation?</i>	The following trips do not require documentation and will be reimbursed based on the distances below. i. Between SIMR and the SSF (6.2 miles) ii. Between SIMR and Kansas City International Airport (26 miles) iii. Between SIMR and KUMC (3.4 miles) iv. Between SIMR and KU, Lawrence (46 miles) v. Between SIMR and UM-Columbia (127 miles)
E.	<i>What related expenses are reimbursable?</i>	Parking and toll fees
F.	<i>What related expenses are not reimbursable?</i>	Parking or traffic tickets

7. Ground Transport – Hired Cars

A.	<i>What hired cars are allowed?</i>	Taxis, airport shuttles, buses, Town Cars, and ride sharing services.
B.	<i>What hired cars are not allowed?</i>	Stretch limousines or other luxury cars.
C.	<i>How much tipping is reimbursable?</i>	Reasonable and customary amounts are reimbursable. Amounts above reasonable and customary amounts will be the responsibility of the member.

8. Booking Travel

A.	<i>How may travel be booked?</i>	Travel may be booked directly, through websites or travel agents.
B.	<i>Who is the Institute's preferred travel agent?</i>	AmTrav

9. Personal Meals During Travel

A.	<i>How much spending on personal meals is allowed?</i>	An average of \$100 per day, including taxes and gratuity.
B.	<i>What if I have a business meal while traveling?</i>	If the meal meets the definition of a business meal (as defined in Guidelines – Non-Travel, Business-Related Expenses) then the business meal spending limit of \$120 per person (inclusive of taxes and gratuity) applies. Business meals do not apply towards the average \$100 per day limit.
C.	<i>How should the check be paid when multiple Covered Individuals eat together?</i>	Either a single check paid by the most senior Covered Individual or separate checks paid by each Covered Individual in attendance.
D.	<i>What documentation is required for reimbursement?</i>	An itemized receipt with a note listing the attendees and business purpose. Assigning specific items to individuals is not necessary if the expense is reasonable. The approver of the expense report is responsible for ensuring the per meal per day guideline is adhered to.
E.	<i>What alcohol purchases are permitted?</i>	Reasonable amounts of alcohol consumed with meals. The supervisor is responsible for determining a reasonable amount. The member is responsible for the expense of any amount exceeding the supervisor's determination.

10. Miscellaneous Travel-Related Expenses

A.	<i>What travel-related expenses are allowed?</i>	<ul style="list-style-type: none"> i. Visas or other documentation required for travel ii. Computer or cell phone equipment <\$100 iii. Internet connection iv. Reasonable long distance, roaming and data charges v. Dry cleaning or laundry service for trips greater than one week
B.	<i>What travel-related expense are not allowed?</i>	<ul style="list-style-type: none"> i. Entertainment ii. Personal use items such as luggage, toiletries, medicines, cosmetics or toothpaste iii. Expenses for personal guests iv. Mini-bar items

11. Additional Requirements for Travel to High-Risk Areas

A.	<i>What areas are considered high risk?</i>	<ul style="list-style-type: none"> i. Areas with unusual health risks ii. Areas with poor access to medical care iii. Areas with a Level 3 or Level 4 Travel Advisory issued by the U.S. Department of State
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		iv. Countries included in the Sanctions List of the U.S. Department of the Treasury, Office of Foreign Assets Control
B.	<i>What approval is needed for travel to high-risk areas?</i>	Pre-approval by the Scientific Director, Executive Vice President of Administration, the Chief Operating Officer, and the Chief Financial Officer.
C.	<i>Who is responsible for determining the need for additional precautions?</i>	The Head of Research Regulation and Environmental Health and Safety will determine additional measures needed to comply with regulations and mitigate hazards. The Chief Financial Officer will determine what additional insurance or other coverage is needed.
D.	<i>Who is responsible for the cost of additional precautions?</i>	The Covered Individual's laboratory or department.

12. Loyalty Programs

A.	<i>Who can use frequent flyer or other loyalty points earned through business travel?</i>	Covered Individuals may use loyalty points for any purpose.
B.	<i>Who must pay for any fees related to membership or redemption?</i>	Covered Individuals.

13. Exceptions, Additional Guidelines and Questions

A.	<i>Who may approve exceptions to this policy?</i>	The Covered Individual's supervisor.
B.	<i>Who may provide additional guidelines for a group?</i>	The group's budget owner may provide additional guidelines. The group-specific guidelines must be at least as restrictive than these guidelines. The budget owner is responsible for managing compliance with group-specific guidelines.
C.	<i>Who may answer questions about this policy?</i>	The Covered Individual's supervisor.

Guidelines for Non-Travel, Business-Related Expenses

1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 500FA “Business-Related Travel and Expenses”
B.	<i>What do these guidelines cover?</i>	Requirements and expectations for non-travel related business expenses reimbursed by funds from or administered by the Stowers Group of Companies (SGC).
C.	<i>Who must comply with these guidelines?</i>	“Covered Individuals,” defined as members of the SGC or individuals who make substantial use of a SGC organization’s facilities.
D.	<i>What are the general expectations for Covered Individuals?</i>	<ul style="list-style-type: none">i. Covered Individuals must spend amounts that are generally regarded as reasonable for an appropriate business purpose.ii. Covered Individuals must serve as responsible stewards of SGC funds.

2. Business Meals

A.	<i>What meals are reimbursable?</i>	<p>Meals to discuss business with non-Covered Individuals who are:</p> <ul style="list-style-type: none">i. Visiting speakersii. Collaboratorsiii. Job candidatesiv. Possible or ongoing participant in a business relationship <p>Occasional off-site meals to discuss business with members and other Covered Individuals.</p>
B.	<i>What is spending limit per person?</i>	\$120 per person, including taxes and gratuity.
C.	<i>How must the check be paid when multiple Covered Individuals eat together?</i>	Either a single check paid by the most senior Covered Individual or separate checks paid by each Covered Individual in attendance.
D.	<i>When applying for reimbursement, can bills be split between accounts?</i>	Yes, if the entire and split amounts both comply with spending limits.

3. Snacks and Catering

A.	<i>What snacks and refreshments are allowed?</i>	Snacks and non-alcoholic refreshments consumed on-site or at a business-related function.
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B.	<i>What catering expenses are allowed?</i>	Catering for business meetings or team-building events.
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4. Team-Building

A.	<i>What are expectations for team-building events?</i>	Organizers are expected to ensure that the nature, frequency and cost of team-building events are consistent with the Institute's principles and expectations for reasonable and appropriate activities involving members of a non-profit organization.
B.	<i>What is the spending-limit for team-building?</i>	The aggregate expense for team-building should be appropriate for the nature of the group and generally less than \$350 per member per year. Team-building expenses include snacks, catering and team-building events.

5. Business Gifts

A.	<i>What gifts are reimbursable?</i>	<ul style="list-style-type: none"> i. Gifts with a value < \$25 when meeting with an individual for work-related purposes in a country where gifts are customary. ii. Gifts for meal hosts. Appropriate gifts with a retail value less than \$25 for the host of a business meal at a private individual's home.
B.	<i>What gifts are not reimbursable?</i>	<ul style="list-style-type: none"> i. Any gift over \$25 ii. Any gift that may be perceived as a luxury item iii. Any gift card

Guidelines for Corporate Credit Cards

1. Overview

A.	<i>What policy do these guidelines reference?</i>	Policy Number 500FA: Business-Related Travel and Expenses
B.	<i>What do these guidelines cover?</i>	Issuance and use of corporate credit cards to pay for business-related travel and expenses

2. Issuance

A.	<i>Who may be issued a corporate card?</i>	A Covered Individual who has a justified business need.
B.	<i>How is the business need assessed?</i>	All budget owners may request a corporate credit card. For other Covered Individuals, cards must be approved by the Covered Individual's budget owner.
C.	<i>What is required of the member to be issued a corporate card?</i>	Prior to being issued a corporate credit card, the Covered Individual must agree to the terms and conditions of the Credit Card Use Agreement.

3. Permitted Purchases

A.	<i>Can the card be used to purchase material to be received on the loading dock?</i>	All efforts should be made to utilize SGC purchasing systems/processes for those items being received on the loading dock. The use of corporate credit cards for this purpose, while permitted, should not be common practice. If necessary, a ServiceNow notification must be completed.
B.	<i>What business-related expenses are not permitted?</i>	Any purchase of material that has special receiving or regulatory requirements.

4. Additional Restrictions and Consequences

A.	<i>What departmental rules may apply?</i>	Budget owners may set additional rules on the use of corporate credit cards. For example, budget owners may require credit cards to be handed in after the completion of a business trip.
B.	<i>What happens if a Covered Individual uses the corporate card for a personal expense?</i>	For an isolated case of inadvertent use, the Covered Individual will be asked to reimburse the expense immediately. For cases where use for personal expenses is part of a repeated pattern or deemed to be intentional, the Covered Individual may be subject to disciplinary action.

5. Corporate Card Limits

A.	<i>How are credit and purchase limits set?</i>	Standard credit and purchase limits are set based on the level of the card holder. In exceptional circumstances, budget owners may ask their supervisor for a non-standard limit.
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B.	<i>What card limit will be provided to Covered Individuals?</i>	Level 1 - \$3,000 – General requests and infrequent travelers Level 2 - \$5,000 – Departmental cards and intermittent travelers Level 3 - \$10,000 – Frequent Travelers Level 4 - \$20,000 – Need based with approval
C.	<i>Who sets the level for a Covered Individuals' card limit?</i>	The budget owner for the Covered Individual sets the level for the card limit. Level 4 requires the additional approval of the Chief Financial Officer.

This policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This policy was last updated by the GSSIMR Board of Directors on November 09, 2020.

This policy will be reviewed by the GSSIMR Board of Directors in 2022.

SOP for Expense Reimbursement

Action	Member	Preparer	Other
Notify the Institute of trips		File travel notification in advance or up to 14 days after the trip.	
Pay for expenses	Use preferred payment method for expenses. In order of preference: 1. SGC Credit Card 2. Personal Credit Card 3. Personal Check (discouraged but permissible) 4. Cash (discouraged but permissible) Any reimbursements that are not on an SGC credit card will only be processed after the completion of expensed travel.		
Document expenses	Provide documentation for any expense >\$50. For meals >\$50, the documentation must include an itemized receipt, a list of attendees and a statement of the business purpose. Budget owners may choose to require additional documentation from members of their group.	Attach documentation to expense report.	
Report reimbursement for travel expenses	Report reimbursement from a third-party for expenses paid for by the Institute.	Submit check or arrange for wire transfer for travel reimbursement.	
Decide on disposition of honoraria	Direct to a personal account or discretionary budget.	Submit check or arrange for electronic transfer for donations to discretionary fund.	Accounting issues gift receipt for donations to discretionary budget.
Submit expense report	Provide necessary information and documentation.	Submit expense report no later than 14 days after the trip.	
Review expense report			Supervisor reviews report and exceptions.