



## Expense Reimbursement Policy Summary

ECPI University will reimburse faculty and staff for reasonable and appropriate business and/or business travel expenses (expenses incurred while on assignments away from their primary work location), as outlined in this policy summary.

Faculty and staff **MUST submit for pre-approval in SAP Concur Request** for any travel involving air, rail, hotel or conference expenses. The request must be approved before booking or incurring business travel expenses. For routine "day trips" the employee is not required to use the *Request* module in SAP Concur. Manager pre-approval, however is still required.

Once a request is approved, travel should be booked using *SAP Concur Travel*. Once the trip has concluded, expense reimbursements, along with appropriate documentation, must be submitted through *SAP Concur Expense*, **within 30 days** of incurring the expense(s).

Expense reimbursements will follow the normal payroll schedule. Expense reimbursement requests submitted and **final** approved by the payroll cutoff dates of the **13<sup>th</sup>** and **28<sup>th</sup>** of each month will be paid on the **20<sup>th</sup>** and **5<sup>th</sup>** of the month, respectively. Reimbursements will be deposited, or checks will be processed, in accordance with the bank account information provided in UltiPro.

### **Reasonable and Appropriate Business Expenses Include:**

- **Professional Development/Training/Conferences**  
Faculty and staff who have received prior approval through *SAP Concur Request* from their Campus President or University Administration for Professional Development/Training or to attend a conference will be reimbursed for registration fees, with documentation of payment.
- **Faculty Transcript Fees**  
ECPI University pays the fee to academic institutions to order official transcripts for our Faculty. In cases where the academic institution requires former students to order their transcripts directly, Faculty will be reimbursed for any fees incurred, with documentation of payment.
- **Tuition Reimbursement**  
Faculty approved for Tuition Reimbursement-Advanced Degrees will be reimbursed in accordance with University Policy, with documentation of their tuition payment and grade report at the end of each semester completed.
- **Local Travel During the Work Day**  
Faculty and staff whose positions require, or who have received prior approval from their Campus President or University Administration, will be reimbursed for authorized local travel during the workday at the current IRS mileage rate<sup>1</sup> in lieu of actual expenses for gasoline, oil, repairs, insurance, etc. **However**, expense reimbursement is not intended for the normal commute to and from work.<sup>2</sup> When your authorized local travel for the University originates from home, subtract your normal commute from the total miles.

### **Reasonable and Appropriate Business Expenses Do Not Include:**

Expense reimbursement is **not** intended for the purchase of office supplies or equipment. These expenses, once approved, are to be submitted for procurement through the University's Purchasing Department.

As noted above, expense reimbursement is **not** intended for the normal commute to and from work<sup>2</sup>. However, clinical nursing faculty using their personal vehicle to travel to clinical site assignments in excess of 25 miles from their starting location (home or work) will be provided a travel stipend for that term's assignment.

**Reasonable and Appropriate Business Travel Expenses (work assignments away from the primary work location) Include:**

- **Mileage**

Faculty and staff who have received prior approval through *SAP Concur Request* from their Campus President or University Administration to use their personal vehicles for business travel to work assignments away from their primary work location will be reimbursed at the current IRS mileage rate<sup>1</sup> in lieu of actual expenses for gasoline, oil, repairs, insurance, etc.

Business mileage does not include the normal commute to and from work.<sup>2</sup> When your business travel originates from home, subtract your normal commute from the total miles associated with the trip.

- **Ground Transportation**

Faculty and staff will be reimbursed for ordinary and reasonably priced ground transportation, including buses, shuttles, taxis, Uber/Lyft and other car services while on work assignments away from their primary work location. This includes travel to and from airports or railroad stations and between the employee's hotel and business-related locations. Faculty and staff must choose the least expensive method of transportation that reasonably meets their scheduling and business needs.

- **Meals**

In most cases, when business travel is to the Virginia Beach Campus for meetings or conferences, or at other professional conferences, meals are provided/included. In the event meals are not provided/included, ECPI University will reimburse faculty and staff for the reasonable cost of their own meals while away from their primary work location up to a per diem maximum tied to the [GSA](#) rate for meals (breakfast/lunch/dinner) as applicable. Employees may include the expense of reasonable gratuities of up to 20% of the total pre-tax charge, with documentation of payment. Itemized receipts are required.

- **Baggage Fees**

Airline fees for checked baggage are reimbursable for an employee's first bag of personal belongings when the employee is traveling for longer than three days. Airline fees for checked baggage are also reimbursable for any bags that are primarily transporting ECPI University equipment or materials rather than personal belongings.

- **Miscellaneous Expenses**

- Internet service fees while traveling away from the primary work location when services are needed for business use.
- Tolls and parking while traveling to work assignments away from the primary work location.

**Reasonable and Appropriate Business Travel Expenses Do Not Include:**

Business travel expenses for air travel, rental cars and lodging are **not eligible** for expense reimbursement under this policy and must be booked through *SAP Concur Travel*. ECPI University reserves the right to deny any faculty and staff expense reimbursement requests for air travel, rental car and lodging expenses not properly approved through *SAP Concur Request* and booked through *SAP Concur Travel*.

ECPI University **will not** reimburse faculty and staff for their spouse's expenses, if traveling with them, or for hotel movies or other personal entertainment expenses incurred while traveling on business.

**Administration of This Policy**

The complete Expense Reimbursement Policy can be found in the Faculty and Staff Manual. Any questions about this policy should be directed to Human Resources Department. Abuse of the Expense Reimbursement

Policy, including falsifying expenses to reflect costs not incurred by the employee, may be grounds for disciplinary action up to and including termination of employment.

Any questions about **SAP Concur** or ECPI University's expense reimbursement procedures, should be directed to the Accounting Department.

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<sup>1</sup> This rate follows the IRS Privately Owned Vehicles (POV) mileage reimbursement rate.

<sup>2</sup> Under IRS Reg. § 1.262-1(b) (5), costs of commuting to the place of business or employment are personal expenses.