Expense Policies and Timing Overview

Shelley Shearer
The revised *Travel, Entertainment and Business Expense Reimbursement Policy* was published in July! The most significant changes were:

- Focuses on “policy level” guidance

- Creation of a separate *Travel, Entertainment and Business Expense Reimbursement Manual*

- Extension of the policy to students who incur GW business expenses

- Limitation of business class travel on flights greater than 5 hours to travel outside of the continental United States.
• Guidance from Risk Management regarding Peer-to-Peer lodging

• Describes “Missing Receipt Affidavit” functionality recently activated within Concur

• New Cash Advance limits

• Expense approver responsible to ensure funds due to the university are repaid

• New appendix with examples of appropriate language for Business Purpose
P-Card Charges:

- Transactions remaining after 60 days will be reported as income on your W-2

Out of Pocket Charges:

- Out-of-pocket reimbursements greater than 60 days are not eligible for reimbursement.
- Can not be reimbursed prior to start date of travel or training unless booked using Concur Travel.

Submit expense reports no less frequently than on a monthly basis.
How to tell if you owe funds back:

View Summary:

Go to Print/Email GW Detailed Report and look at the bottom:
P-Cards should not be used for personal purchases.

- Should a personal purchase occur, reimburse GWU within ten business days, following the date of the purchase.
- Include a copy of the check with the report.

**Send Payment to:**

George Washington University,
Accounts Payable Lockbox
PO Box 826600,
Philadelphia, PA 19182-6600
• Preferred method is via an ATM withdrawal.
• Must be repaid within 30 days of return
• Only one advance at a time
• Anything greater than $2500 per month must come with authorizing memo.
• When requesting – request two weeks prior to the event.
• Make sure the advance is properly put on the report.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Vendor Name</th>
<th>City</th>
<th>R...</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>13614-CASH ADVANCE RETURN</td>
<td></td>
<td></td>
<td>No</td>
<td>$341.55</td>
</tr>
</tbody>
</table>

Using 13614 means the employee of this report will repay us $341.55.
Itemized detailed receipts are required for Concur expenses

- Missing receipts should be a rare occurrence
- Take pictures of your receipts whenever possible and send to receipt store.
- For items $35 and more the Missing Receipt Affidavit is available within Concur.
- For department required receipts under $35 the paper/electronic missing receipt form should be used.

Meals:

- Requires itemized receipts even when part of larger bill such as a hotel bill.
- List of attendees should be provided when meals are attended by two or more employees or business guests.
  - Attendance sheets are recommended for special events.
  - If it’s an “open” event, the flyer or announcement for the event needs to be included with the report.
How to tell if it’s a Pcard charge or an out of pocket charge:

If there is an orange PCard icon it’s on the Pcard.

If no icon this will result in the item paying out to you.

If someone else purchases your travel you will still receive an itinerary as an available expense on your Concur page. This is informational only.
• Beginning on Jan. 1, 2018, the standard mileage rates for the use of a car is 54.5 cents for every mile of business travel driven
  – 1 cent from the rate for 2017.
Invite Receipts@concur.com

- Be sure attendee emails are @gwu.edu and not @email.gwu.edu
- List will import into available expenses under the name of the meeting.
- Pull in to the meal line and it will fill in attendees.
  - Names can be corrected if needed.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Attendee Title</th>
<th>Company</th>
<th>Attendee Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calef, Corinne</td>
<td></td>
<td></td>
<td>Employee</td>
</tr>
<tr>
<td>Shelley Shearer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daniel Callum</td>
<td></td>
<td></td>
<td>Business Guest</td>
</tr>
<tr>
<td><a href="mailto:ccalef@gwu.edu">ccalef@gwu.edu</a></td>
<td></td>
<td></td>
<td>Employee</td>
</tr>
</tbody>
</table>
Questions

expense@gwu.edu

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shellshearer@gwu.edu
571-553-4261

https://ibuy.gwu.edu/travel-policies
Travel and Expense Highlights

Two Documents to Provide a Better Understanding

The Policy

The revised Travel, Entertainment and Business Expense Reimbursement Policy was published in July! The most significant changes were:

- Removal of guidance for specific expense types so that the document focuses on “policy level” guidance
- Creation of a separate Travel, Entertainment and Business Expense Reimbursement Manual to provide greater definition, examples, and guidance on specific expenses
- Limitation of business class travel on flights greater than 5 hours to travel outside of the continental United States. Such purchases are still subject to applicable approvals and/or sponsor restrictions.
- Extension of the policy to students who incur GW business expenses

The Manual

The goal of the new Manual is to provide greater clarity so that it will be easier for travelers to understand and comply with GW’s travel policy. It is an organic document which will be updated as new questions or issues arise or business practices evolve. Its content is incorporated by reference into and carries the same weight as the policy.

While there are only a few policy changes (as noted above), the Manual contains more guidance than was previously available in a single location. Listed below is a sampling of topics that have been updated or added. Please review the policy and the manual for a complete understanding of GW travel and expense directives.

- Incorporated recent guidance from Risk Management regarding Peer-to-Peer lodging
- Describes “Missing Receipt Affidavit” functionality recently activated within Concur
- New Cash Advance limits
- Expense approver responsible to ensure funds due to the university are repaid
- New appendix with examples of appropriate language for Business Purpose

Please reach out to us at expense@gwu.edu or travel@gwu.edu with suggestions, questions or concerns.

9/13/17
Appendix C: Characteristics of a Well Written Business Purpose

A well written business purpose should answer the following questions in order to relate the expense to university objectives.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Who the expense was for or who was in attendance.</td>
<td>Description of the item or service purchased.</td>
<td>The date of purchase or event; for trips spanning multiple dates, include the time period.</td>
<td>City, store, and/or vendor where the expense or item was purchased or incurred.</td>
<td>Explain in detail, why the expense is required to perform work on the award.</td>
</tr>
</tbody>
</table>

Business Purpose Examples

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Insufficient Business Purpose Description</th>
<th>Sufficient Business Purpose Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>Dinner at Clyde’s on 8/3/16 with donors Mr. and Mrs. Johnson to discuss new university programs.</td>
<td>Dinner at Clyde’s on 8/3/16 with donors Mr. and Mrs. Johnson to discuss new university programs.</td>
</tr>
<tr>
<td>Conference</td>
<td>Registration fee 5/25/16 International Chinese Statistical Association conference registration fee for faculty member, Dr. Smith.</td>
<td>5/25/16 International Chinese Statistical Association conference registration fee for faculty member, Dr. Smith.</td>
</tr>
<tr>
<td>Travel</td>
<td>Baggage fee for Dr. Smith’s travel to and from Boston, MA to attend American Bar Association conference 12/10/16 – 12/12/16.</td>
<td>Baggage fees for Dr. Smith’s travel to and from Boston, MA to attend American Bar Association conference 12/10/16 – 12/12/16.</td>
</tr>
<tr>
<td>Supplies</td>
<td>Office Supplies</td>
<td>Office stationary to keep up alumni, donor, and employee relations (e.g., thank you cards).</td>
</tr>
</tbody>
</table>

TOP REASONS REPORTS ARE RETURNED

Insufficient Business Purpose

- Instead of “Supplies” or “Lab Supplies” or “Bob Smith”
  - Dr. Smith recurring monthly supplies
  - Dr. Smith supplies for Presentation
  - Dr. Smith supplies for Project XYZ.
- Instead of “Business Meal” include the reason for the meal.
  - Met with Dr. Smith and Mr. Jones to discuss new university programs.

Requests for items which are not reimbursable without Dean or VP approval.

- Travel insurance
- Airline seat upgrades
- Business class airfare within the continental U.S.

Request for items which are not reimbursable under the policy.

- Entertainment expenses for individuals
- Out of pocket costs greater than 60 days past travel date.
- Out of pocket costs submitted prior to travel.