

# UNIVERSITY OF VERMONT AND STATE AGRICULTURAL COLLEGE

## BOARD OF TRUSTEES

### TRUSTEE EXPENSE REIMBURSEMENT POLICY AND GUIDELINES

#### Policy Statement

Any business meal, travel, or amenity expense for which a University of Vermont and State Agricultural College Trustee (hereafter “Trustee”)<sup>1</sup> seeks University coverage, whether in the form of an advance or reimbursement, must be authorized through normal channels and have a University business-related purpose. Expense advance or reimbursement requests must be filed promptly with the Board of Trustees Office. Questions as to whether an expense is authorized and constitutes a business expense reimbursable under this policy will be resolved by the Board Chair in consultation with the General Counsel, unless referred by the Chair or Counsel to the Board Executive Committee.<sup>2</sup> It is the intent of the Board to compensate Trustees reasonably for Trustee expenses while exercising fiscal constraint with University funds.

#### Guidelines

Trustees will have access to the resources specified in the Board of Trustees’ policy on [Trustee Access to University Resources](#). Routine travel expenses associated with Committee and Board meetings are thus authorized. Extraordinary expenses, meaning any expense that is not incurred in connection with travel to and from regular Committee or Board meetings, must be approved in advance by the Board Chair through the Board of Trustees Office.

1. The following reimbursement guidelines will apply:

#### **I. Transportation.**

- A. Personal Automobile:** Reimbursement will be made at the established University mileage rate, plus tolls and parking. Original, itemized receipts are required, as well as a copy of a map that outlines the route taken and displays exact mileage. The current mileage rate for reimbursement can be found on the University’s [Travel & Expense Reimbursement](#) webpage.

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<sup>1</sup> Trusteeship covers Committee as well as Board matters, and those of the State Agricultural College Board and University of Vermont Board as well as the full Board.

<sup>2</sup> Questions involving the Board Chair shall be resolved by the Board Executive Committee in consultation with the General Counsel.

1. If a private auto is used in lieu of commercial air transportation, the lesser of coach economy class airfare or auto mileage will be reimbursed. No reimbursement will be made for lodging en route.
2. The owner of the vehicle is responsible for automobile liability coverage. The University's insurance does not apply to privately owned vehicles.
3. The University will not reimburse for gas or repairs to personal vehicles while being used on University business because a portion of the mileage reimbursement is intended to defray the insurance cost to the individual.
4. Traffic violations for motor vehicles are not reimbursable.

**B. Airfare:** Reimbursement will be made at coach/economy class airfare and requires itemized receipts. If no hard copy receipt is issued for an e-ticket, a copy of the e-mail receipt including itinerary, passenger's name, cost, and transaction date will suffice. Reasonable baggage expenses are allowable. Use of private airplanes is permitted, although reimbursement is limited to an amount commensurate with coach class airfare on a commercial air carrier for the same or substantially similar route. Trustees are asked to seek the lowest possible fares through use of advance booking.

**C. Rental Cars:** Rental cars may be used when necessary and economically reasonable compared to other modes of transportation. Reimbursement for rental charges should be the net of any discounts and generally not exceed the cost of midsize cars. Trustees will be responsible for the cost difference for rentals of premium, luxury, or four-wheel drive vehicles. The cost of a rental vehicle should not exceed what it would have cost if coach airfare, including ground transportation to and from the airports, had been purchased. The difference between vehicle rental and airfare rate will not be reimbursed. The collision damage waiver should be purchased when renting a vehicle for University business. Original, itemized receipts for rental cars, tolls, parking and gasoline purchased are required for reimbursement. Traffic violations are not considered reimbursable costs. All violations, including parking tickets and speeding tickets, will be the responsibility of the driver, not the University.

**D. Taxis:** Taxi fare is reimbursable with original, itemized receipts. Gratuities for taxis must be reasonable and do not require receipts.

## **II. Lodging**

Lodging, trustee meal and self-serve parking expenses may be charged to the University. The University does not reimburse for valet parking unless there are no other parking options. Original, itemized receipts are required for reimbursement. Hotel

accommodations are booked through the Board of Trustees Office to take advantage of contract rates with UVM preferred vendors.

### **III. Meals**

Requests for reimbursement for all business meals (whether incurred in connection with routine meetings or otherwise) must contain the following documentation:

- a. Business purpose
- b. Location
- c. Persons in attendance
- d. Date
- e. Original, itemized receipt (including meals for multiple trustees paid by one trustee)

Gratuities for meals must be limited to 15-20% and will not be reimbursed for a greater amount. Any business meal or hospitality that includes alcohol expenses must be appropriately documented to ensure that the expense is charged to an allowable account, such as a discretionary gift account. To be eligible for reimbursement, alcohol may only be furnished by a licensed provider.

### **IV. Conference Expenses**

The Board may, from time to time, wish to invite Trustees to attend Trustee development or other educational conferences designed to improve the efficacy of the Board or the knowledge base of Trustees in service to the University. These opportunities will be authorized through the Board Chair in consultation with the Executive Committee.

2. Requests for reimbursement of entertainment or travel expenses associated with a Trustee spouse, partner, or guest, must be approved in advance and will generally only be authorized in relation to social or fundraising occasions where the Trustee is invited or encouraged to have a spouse, partner, or guest attend. However, a double hotel accommodation (as compared to a single) will be reimbursed.
3. Travel reimbursement forms are available at each regularly scheduled board meeting and at annual retreats. Additional forms for expenses incurred for off-cycle meetings may be requested through the Board of Trustees Office. Requests for reimbursement must be submitted within ten (10) business days of travel, accompanied by original, itemized receipts.
4. Only the Board Chair is authorized to make exceptions to this Policy and its Guidelines.

As approved the Board of Trustees: *February 23, 2008*

Approved as amended by the Board of Trustees: *February 5, 2011*