

Tufts University Travel & Business Expense Guidelines

Travel Category	Guidance
Alcohol	Alcohol can never be charged to a federal grant.
Advances	Cash advances can be obtained utilizing a university issued Tufts Corporate MasterCard and accessing ATM's worldwide.
Business Class Air	UNALLOWABLE: except as follows: Business class allowed on segmented flights lasting (8) hours or longer.
Hotel Internet	Daily hotel internet charges will be reimbursed if such charges are used to conduct business for/or with the university.
Laundry	UNALLOWABLE: except as follows: Laundry/Dry Cleaning will be reimbursed for trips lasting more than 5 days. Please note when using foreign per diems laundry expenses are included.
Lodging/Hotel Costs	Policy allows for reimbursement of actual reasonable expenses with itemized receipt/folio.
Meals	Policy allows for reimbursement of actual reasonable expenses. Alcohol is never allowed on a federal grant with a meal. Per Diems are allowed for meals and incidentals as per IRS regulations.
Mileage	Mileage expense incurred for use of personal auto for university business, i.e., intercampus travel, will be reimbursed at the allowable federal rate as per IRS regulations. Travel on non-business days, such as weekends and holidays, is fully eligible for mileage reimbursement. Mileage costs that total less than \$50 can also be reimbursed via petty cash slip redeemed at the Bursar's window.
Parking Fines/Tickets	UNALLOWABLE use of university funds
Personal Expenses/Entertainment	UNALLOWABLE: Examples include childcare costs, fitness center fees and in-room movies. Note: This is not an all-inclusive list.
Rental Cars	Rental car expense is allowable. Collision Damage Waiver (CDW) protection is provided free of charge when rental is charged to the Tufts Corporate MasterCard. Renter must decline all insurance and charge rental to the Tufts Corporate MasterCard. When renting vehicles internationally, employees should accept all insurance and will be reimbursed.
Spousal	Must be approved by Dean, VP, or above, in advance of trip. Expenses may cause taxable compensation for employee.
Tips, e.g. housekeeping, bellhops	Approvals as required by school on e-Expense system. Not reimbursable when using per diems.
Visa Fees	Allowable: When required for the specific trip.

Business Category	Guidance
Alcohol	
Alcohol	Alcohol can never be charged to a federal grant.
Events/Parties	
Birthdays, Births, Weddings	UNALLOWABLE use of university funds.
Holiday, e.g. Christmas	The number of events per school/department should be reasonable. Costs for events should be appropriate and within budget. BFO approval or above required.
Farewell/Resignation/Retirement	University funds can be utilized minimally – e.g. for cake and coffee. Departments should consider length of service. BFO approval or above required
Gifts	
Gifts: Birthdays/Births; Wedding; Other personal events	UNALLOWABLE use of university funds.
Gifts: Deaths, serious illness or accidents	University funds for flowers or other " in lieu of gifts" allowable only if for death, serious illness or accident of employee or immediate family member of employee as defined in the Human Resources policy..
Gifts: Gift Certificates/Cards	Allowable for established recognition programs – e.g. school or department outstanding performance award. Cash, gift certificates and gift cards are taxable as per IRS regulations and must be handled through payroll.
Gifts: Holidays (Christmas)	UNALLOWABLE use of university funds
Gifts: Retirement	Department should consider length of service. Suggest personal contributions for gift.
Gifts: Students - personal	UNALLOWABLE use of university funds.
Meals/Food	
Department Meetings for Business Purposes	Meals provided to employees at meetings which are held for the convenience of the employer are allowable as per IRS regulations.
Local Travel Meals (i.e., travel between campus)	UNALLOWABLE use of university fund as per IRS regulations.
Meals for Employees Only (non-business meetings)	UNALLOWABLE use of university funds.
Other Expenses	
Childcare	UNALLOWABLE use of university funds
Mileage	Mileage expense incurred for use of personal auto for university business, i.e., intercampus travel, will be reimbursed at the allowable federal rate as per IRS regulations. Travel on non-business days, such as weekends and holidays, is fully eligible for mileage reimbursement. Mileage costs that total less than \$50 can also be reimbursed via petty cash slip redeemed at the Bursar's window.
Moving/Recruiting Expenses	As an exception, the university may agree to provide a new employee with funds to help defray the costs associated with relocation to Tufts. If the payment of qualified expenses is made directly by Tufts it is not taxable. Visit the HR site for additional information. Visit the Purchasing site for preferred Movers.
Parking Permits	UNALLOWABLE as an employee's primary parking; allowable if an employee's job requires a second permit for another Tufts campus.
Parking Fines/Tickets	UNALLOWABLE use of university funds