

## Travel Policy

### THE COLLEGE'S COMMITMENT

Palmer College of Chiropractic (College) is committed to applying consistent standards and procedures to foster appropriate stewardship of its assets, cost-effective business practices and accurate financial reporting including practices regarding College business-related travel and the reimbursement of expenses associated with such travel.

### IRS COMPLIANCE

In keeping this commitment, the College takes reasonable steps to ensure all travel and entertainment expenditures meet the IRS definition of an “Accountable Plan.” Under the Accountable Plan, an employee may be reimbursed for expenses provided certain specified conditions are satisfied.

Accordingly, this Travel policy (Policy) establishes and enforces rules, processes and/or procedures necessary to fully comply with the requirements of the Accountable Plan. All business-related travel and other reimbursable expenses must be conducted and processed in accordance with relevant IRS Guidelines.

For detailed information regarding the Accountable Plan, refer to <https://www.irs.gov/>.

### SCOPE

This Policy applies to the entire College community, which is defined as including the Davenport campus (Palmer College Foundation, d/b/a Palmer College of Chiropractic), West campus (Palmer College of Chiropractic West) and Florida campus (Palmer College Foundation, Inc., d/b/a Palmer College of Chiropractic Florida) and any other person(s), groups, or organizations affiliated with any Palmer campus whose travel has been authorized by the College for business purposes.

### DEFINITIONS

For the purposes of this Policy, the following terms shall have the meanings specified below:

- > The term **“College”** refers to Palmer College of Chiropractic, including operations on the Davenport campus; Florida campus; and West campus.
- > The term **“College community”** refers to all students, faculty, staff (including administration), and any other person(s), groups, or organizations affiliated with any Palmer campus.

- > The term “**driving**” refers to operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.
- > The term “**texting**” or “**text messaging**” refers to reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, emailing, instant messaging, obtaining navigational information or engaging in any other form of electronic data retrieval or electronic data communication.
- > The term “**traveler**” refers to employees, students or third (3<sup>rd</sup>) parties authorized by the College to travel in order to conduct business on behalf of the College. Such business includes, but is not limited to travel between the College’s campuses to accomplish job responsibilities; presenting at conferences/workshops; or attending conferences/workshops for the purpose of professional development or training when approved in advance by the College.

## **ADMINISTRATIVE RULES**

### ***Must Obtain Authorization Prior to Travel***

Any traveler seeking reimbursement for authorized College business-related travel and/or entertainment expenses must obtain authorization in accordance with procedures in the Travel Procedures Manual, prior to travel for expenses to be reimbursed.

### ***Required Documentation***

Upon return from travel, a travel expense report must be completed at [www.conscursolutions.com](http://www.conscursolutions.com) and submitted electronically with all receipts in accordance with this Policy and associated rules, processes and/or procedures.

### ***Travelers’ Accountability***

Travelers are responsible to ensure travel expenses are for valid College business-related purposes; are in accordance with College policies, rules, processes and/or procedures; and are a prudent use of College funds.

Travelers are expected to choose the least costly method of transportation that meets the traveler's scheduling and business needs. Instances when travelers cannot book the lowest air, hotel and

rental car rates offered will be noted by the travel agent and included in an exception report to be reviewed by the Accounts Payable Department.

### ***Supervisors' Accountability***

Supervisors are responsible to:

1. Ensure travelers under their supervision are fully aware of the College's Travel Policy and reimbursement procedures;
2. Approve only reasonable, proper and necessary expenses on the Travel Request; and
3. Have authorization over the account being charged.

### ***Reimbursement for College Business Expenses***

Palmer reimburses travelers through Concur Expense for reasonable and necessary College business expenditures incurred while traveling for College business purposes. All College business travel requires prior approval and all College business expenditures must reflect the most efficient use of resources.

1. The College will reimburse travelers for only reasonable and necessary business expenses while traveling on authorized College business.
2. The College will reimburse travelers ONLY for expenses that comply with this Policy and associated processes and/or procedures, as well as applicable law.
3. Travelers who fail to comply with this Policy and associated processes and/or procedures may be subject to delay; withholding or nonpayment of requested reimbursement.

### ***Safety***

Travelers are to make all reasonable efforts to exercise safety and security measures when traveling that minimize risks to the traveler and the College.

## **STANDARD INSTITUTIONAL POLICY PROVISIONS**

Institutional policies are supplemented by provisions that are applicable to all institutional policies. It is the responsibility of all employees and students to know and comply with these standards.

- > [Standard Provisions Applicable to All Institutional Policies](#)

## **Additional Information**

### **ASSOCIATED POLICIES, PROCESSES AND/OR PROCEDURES**

This Policy is supplemented below. It is the responsibility of all employees and students to know and comply with policies and procedures as supplemented.

#### **POLICIES**

- > N/A

#### **PROCESSES AND/OR PROCEDURES**

- > [Non-Exempt Travel Pay Procedure](#)
- > [Travel Procedures Manual](#)

#### **FORMS/INSTRUCTIONS**

- > [Insurance Card – California](#)
- > [Insurance Card - Florida](#)
- > [Insurance Card – Iowa](#)

#### **OTHER RELATED INFORMATION**

- > N/A

## CONTACTS

> N/A

## HISTORY

Last Revised: ..... September 14, 2016

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