



TACSC

A CATHOLIC LEADERSHIP ORGANIZATION

TACSC Travel and Reimbursement Policies

TACSC reimburses travel and expenses related to our organization's development and programs. Expenses reimbursed when participating for TACSC are as follows:

- Auto Mileage reported to and from events/meetings
- Airline/bus travel to and from events/meetings
- Lodging related to overnight stays for events/meetings
- Rental cars or rideshare expenses to and from events/meetings
- Meals associated with TACSC business, entertainment or recognition

These expenses are to be reported on a monthly basis.

To report and claim expenses, employees must complete the approved TACSC Expense Form and/or TACSC Mileage form by the 5th of the following month. If not completed by the 5th of the following month, TACSC may take longer to distribute approved reimbursement funds in order to research the expenses.

Once completed, employees should submit forms to their direct supervisor for approval and reimbursement.

Expectations:

- The traveler will incur and report actual travel expenses in a responsible and ethical manner.
- The traveler will make choices that demonstrate good stewardship of university resources; spending decisions will not be extravagant or lavish.
- Travel expenses must be considered ordinary and necessary to accomplish the official business purpose of the trip.
- Travel expenses considered by the IRS to be taxable income to the traveler will not be reimbursed (limited exceptions may apply); refer to IRS Publication 463
- Transportation expenses will generally be reimbursed based on the most economical and commonly used mode of conveyance taking the most direct route, unless otherwise justified.
- Travel expenses will be reviewed and approved/denied in accordance with TACSC Policies

Receipts

- Submit itemized receipts for all airfare, car rentals, domestic U.S. lodging, and conference registration regardless of dollar amount, or any other single expense of \$75 or more. Some fund sources may require receipts regardless of dollar amount. For guidance on additional restrictions, contact your supervisor.
- A valid receipt contains payee's name, amount, date, place, identification of what was purchased and proof of payment.
- If you lost a business receipt and have exhausted all efforts to obtain a copy from the merchant, provide an explanation with your reimbursement request including the details of the purchase and your declaration that the amount claimed is the amount actually paid by you and that you have not and will not seek reimbursement from any other source. A copy of a credit card statement can substantiate that you made the purchase, but does not provide the details of what was purchased, so does not serve as a stand-alone receipt replacement.
- Auditors expect to see receipts to support the payment of a business expense; if a payment is not proven to be business related, it may be disallowed for reimbursement or reported as taxable. It is always in the traveler's best interest to keep records of expenses incurred and reimbursed.