Travel Procedures Document

In accordance with Rice’s Travel Policy
(to conform with Policy No. 806 revised April, 2007)

Payment Solutions
Revised October, 2007
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1. PURPOSE

This procedures guide is designed to assist you in completing a travel envelope/statement that complies with the Travel Policy (Policy # 806) as revised April 2007.

The overarching principles are that any transaction, whether a purchase or a reimbursement, should be:

(1) necessary for Rice to accomplish its mission of teaching, research and public service;
(2) reasonable and allowable;
(3) for the benefit of Rice, not for personal use or benefit of an individual; and
(4) in accordance with tax laws, government regulations, and donor stipulations.

It is impossible for these procedures to specify every possible transaction that is appropriate or every one that is inappropriate. It is the responsibility of each traveler and each approver to make sound and reasoned judgments as to whether a transaction is in accordance with these principles.

Please contact Payment Solutions by sending an email to payment@rice.edu or by calling ext. 6700 with questions.

2. OVERVIEW

Rice University will pay University faculty, staff, students and guests traveling on University business for necessary and reasonable travel expenses. The Travel Policy #806 is designed to comply with applicable Internal Revenue Service (IRS) rules. IRS rules require business travel to be documented in a timely manner. Undocumented or untimely submission of business expenses may require Rice to report these expenses as taxable income. Travel expenses should be submitted and approved no later than thirty (30) calendar days after the return from a business trip.

Each department should ensure that expenditures for travel are reasonable and appropriate for an educational institution and that the least costly method of transportation is paid by Rice. Payment procedures must follow the rules of funding agencies whenever their funds are used for University travel. Rice travelers are responsible for making travel arrangements that comply with the Travel Policy #806. Upon completion of the trip, the traveler is responsible for preparing a timely, complete and factually correct travel envelope/statement.

3. TRAVELER’S RESPONSIBILITIES

The traveler is responsible for:

- Obtaining and saving true and accurate original detailed receipts (see Section 7);
- Providing all required receipts to the preparer of the travel envelope/statement;
- Verifying the expenditure amounts recorded on the final travel envelope/statement are accurate;
- Verifying that only costs allowed by University policy have been included on the final travel envelope/statement;
- Signing the travel envelope/statement;
- Ensuring that a complete and accurate travel envelope/statement is submitted within 30 days after completion of the trip. Note: Frequent late submission of travel envelopes/statements will be reported to the traveler’s department depending on the
timing and may be reported as taxable income per IRS regulations;
The department is responsible for maintaining the physical travel
envelopes/statements ensuring that any exceptions to the Travel Policy are noted;
Providing currency translation documentation for receipts in foreign currency.

NOTE: Should the traveler who uses the PCard not submit an on-line travel
envelope/statement within 30 days, automatic e-mail reminders will be sent to the traveler and
their one-over approver and Dean/VP depending upon the age of the uncleared travel. If travel
envelopes/statements are not received timely PCard privileges may be terminated.

4. EXPENSE LIMITS & GUIDELINES
Travelers are expected to plan for travel in advance. If a weekend stay results in a
lower total cost, including additional lodging and meals, the University will pay the
traveler for the additional lodging and meal costs. The traveler must document the
savings calculation for the approver’s review.

Specifics Limits & Guidelines:

<table>
<thead>
<tr>
<th>Class/Exception (see guidelines above at 4A)</th>
<th>Approvals (3)</th>
<th>Documentation Required</th>
<th>Account Code (1)</th>
<th>Fund Restrictions (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Business</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| A. Medical                                | Dept. Head/Chair or Dean/VP | - Doctor’s statement  
- Copy of approval 
- Cost of coach | 72351             |                       |
| B. Scheduled flight segment > 6 hours and particular circumstances are warranted | Dept. Head/Chair or Dean/VP | - Itinerary showing scheduled departure and arrival information  
- Cost of coach  
- Copy of approval | 72352             | - generally not allowed on federal funds |
| C. Any other circumstances                | President     | - Copy of approval  
- Cost of coach | 72352             | - generally not allowed on federal funds |
| **First Class**                           |              |                        |                  |                       |
| D. Business class not offered on ANY carrier with reasonable schedules to the destination | President | Same as A or B above and a statement attesting that no business class seats were available | 72351 (medical only) or 72352 (non-medical) | - generally allowed on federal funds only if medical condition applies |
(1) Costs in excess of the lowest available coach class fare must be segregated and charged to the applicable account code regardless of the funding source and documented at the time travel arrangements are made.

(2) Allowability on a specific R fund is subject to award terms and conditions. Please refer to award documents. Research Accounting (rchacctg@rice.edu) is available to provide information and discuss exceptions on a case-by-case basis.

(3) Business or first class travel by the Deans and Vice Provosts and others who report to the Provost must be approved by the Provost. Business or first class travel by anyone who reports directly to the President must be approved by the President.

| B. Alcoholic Beverages | Are NOT an allowable sponsored agreement expenditure.  
|                       | Are allowable on non-sponsored agreement funds when appropriate to the circumstances.  
|                       | Must be separately identified (including tax/tip) and charged to one of the following account codes:  
|                       | • 70880 alcoholic beverages  
|                       | • 70885 combined alcohol and entertainment |

| C. Auto Mileage Reimbursement | Reimbursement rates are set at the current Internal Revenue Service (IRS) rate. The Controller’s Office will notify departments annually of the mileage rates. Rates can also be found on the Payment Solutions website.  
|                              | For mileage in lieu of airfare/car rental see Section 6, Automobile Related.  
|                              | Contact the Research Accounting Office for awards that require reimbursement at a different rate.  
|                              | Mileage reimbursements may be requested for round trips in excess of five miles. |

| D. Auto Rentals | Parties of 1-3 people should not exceed rental rates for compact or intermediate class vehicles.  
|                 | For parties of 4 or more OR for travel including transport of a large volume of equipment, larger vehicles may be rented. |

| E. Auto Rental Insurance (from car rental companies) | Within the U.S. and Canada, property damage and liability insurance SHOULD NOT be purchased by a Rice traveler. The University WILL NOT reimburse for these charges.  
|                                                      | If a traveler uses a Purchasing Card (PCard) Master Card will provide primary collision/loss coverage of up to $50,000 per incident on vehicles with a gross weight of less than 6,000 pounds when they are rented for 31 consecutive days or less. Coverage is also provided for the time the vehicle is being repaired ("Loss of Use" charges). All claims must be reported to Master Card within 30 days. Contact Master Card at 1.800.MC.ASSIST to obtain a claim form.  
|                                                      | For travel outside the U.S. and Canada, property damage and liability insurance SHOULD be purchased from the auto rental company. In addition, Rice has a foreign auto liability policy that is in excess of the coverage purchased from the auto rental |
company. The University will reimburse the traveler for the cost of the insurance.

- **NOTE:** For travelers within the U.S., rental car companies will bill accident related charges to the credit card used to rent the vehicle. (See **Section F** below for details regarding the University insurance coverage.)

**F. Auto Rental Insurance (Rice’s Liability & Collision Coverage)**

- Rice has an automobile insurance policy in effect for rented, leased, owned or agency loaned vehicles (within the United States & Canada). This policy will cover vehicles in excess of 6,000 pounds, including trucks, trailers, pick-ups and full sized vans mounted on a truck chassis.
- If the traveler has an accident while driving a rented or leased car while on Rice business, the traveler should immediately contact **Rice’s Risk Manager in the Office of the Vice-President for Investments and Treasurer** at 713.348.4751. Submit any correspondence received from the rental car company including the vehicle damage report and the invoice for damage to the vehicle to Rice’s Risk Manager for review and processing.
- **NOTE:** If the employee is driving his/her own auto on Rice business and an accident occurs, the employee’s personal liability coverage is the primary source of payment. The University DOES NOT carry insurance for any physical damage to employee-owned vehicles.

**G. Baggage (Excess)**

- Charges for excess baggage will be paid only for the shipment of University materials.

**H. Business Travel Accident Insurance**

- Rice provides insurance coverage for faculty, employees and students traveling on behalf of the University.
- An accidental death benefit of $50,000 for all employees and of $20,000 for all students is provided while on University business.
- Covers both domestic and foreign business travel.
- **NOTE:** The University WILL NOT reimburse travelers for the purchase of additional coverage including flight insurance.

**I. Gratuities (tips)**

- Tips for meals, taxis and so forth should be included with the corresponding charge. The total amount including the tip determines whether a receipt is required. Tips should exceed 20% only in unusual circumstances.
- Other tips, such as baggage handling and special services, should be modest and must be itemized by category.

**J. Lodging Expenses**

- Reimbursement is given for the cost of a room for one person (single occupancy).
- If a non-Rice individual (such as a spouse/partner) is traveling with an employee, the difference in rates between single and double occupancy is considered a personal expense and will not be reimbursed. If there is no difference in the rate, please note this on the receipt.
- On the travel envelope/statement, the costs of meals charged to the hotel bill can be entered separately from the lodging cost and in the appropriate category of expense. If any meal costs appear on the hotel bill,
these charges must be deducted and reported as personal expenses if per diem rates will be used for the trip. Otherwise, actual costs for meals for the entirety of the trip must be used and per diem rates will not be allowed.

- All reimbursable line items on the hotel bill other than room charges and related taxes (e.g., room service, restaurant charges) must be supported by itemized receipts and/or explanations as to the business nature of the expense.
- For international travel, lodging costs will be reimbursed up to the U.S. Department of State’s “Maximum Travel Per Diem Allowances for Foreign Areas.” These rates can be found on the [Payment Solutions website](http://www.paysolutions.org).

### K. Meal Expenses
- Reimbursement is for either the actual cost of meals and tips or the government established meal and incidental expense per diem rate, unless limited by an external funding source. Co-mingling of per diem amounts and actual meal costs is not permitted.
- Meal costs for spouses/partners will not be reimbursed.
- For international travel, meal costs will be reimbursed up to the U.S. Department of State’s “Maximum Travel Per Diem Allowances for Foreign Areas”. These rates can be found on the [Payment Solutions website](http://www.paysolutions.org).
- When student-athletes receive meals (and/or per diem) while participating in athletic activities, NCAA rules apply.

### L. Meeting/Conference Fees
- Registration fees, costs for presentations and similarly approved costs will be reimbursed.

### M. One-day Travel
- In accordance with IRS guidelines, meals will NOT be paid for a single day’s travel unless the meal is part of a conference program.

### N. Parking Fees
- Off-campus parking fees are reimbursable if they are incurred while conducting business for Rice. Parking fines and tickets are not reimbursable.
- Rice employees may not be reimbursed for Rice parking fees, fines or tickets.
- For travel lasting longer than 2-3 days, the airport remote parking lot should normally be used.

### O. Personal and Other Expenses
- Expenses such as newspapers, magazines, hotel movies, personal entertainment and passport fees will not be reimbursed. Fees for expediting passports for Rice business travel can be reimbursed. Reasonable laundry expenses may be reimbursed for business trips exceeding one week or in emergency cases.

### P. Taxis and other Ground Transportation Costs
- Reasonable charges for taxis, airport limousines, and other forms of ground transportation will be paid.

### Q. Spousal Travel/Employee
- Spousal travel is normally a personal expense. If charges for a spouse are submitted on the travel envelope/statement, they must be reported as personal unless prior written approval was obtained.

### R. Spousal Travel/Recruitment
- Spousal travel may be reimbursed if the travel is in connection with the recruitment process.

### S. Phone and Internet Charges
- When reasonable charges are incurred for business purposes, these expenses may be reimbursed.
5. TEXAS HOTEL OCCUPANCY TAX EXEMPTION
Currently, the State of Texas hotel occupancy tax rate is 6%. As an educational organization, Rice is exempt from paying this tax on lodging expenses incurred for official University business. In addition to the state taxes, cities and some counties can levy local hotel taxes, at varying rates. Educational organizations, including Rice, must pay these local taxes. To claim this state tax exemption, the hotel guest must supply the hotel with a signed "Texas Hotel Occupancy Tax Exemption Certificate".

6. APPROVER AND APPROVER'S RESPONSIBILITIES
Travel envelopes/statements must be approved within 30 calendar days after the conclusion of the trip by:

- The Principal Investigator (PI), or designee, if sponsored agreement funds are being charged, AND
- The appropriate person as noted in the following chart. Note: The approver may never report to the individual for whom the expense is incurred, nor may the approver attend the event.

<table>
<thead>
<tr>
<th>Traveler</th>
<th>Approver:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department travelers including Principal Investigators</td>
<td>Department Chair/Head or designee*</td>
</tr>
<tr>
<td>Department Chair/Head or Director</td>
<td>Dean or Division Head or designee*</td>
</tr>
<tr>
<td>Deans and Administrators reporting to the Provost</td>
<td>Provost or designee*</td>
</tr>
<tr>
<td>Provost, Vice Presidents and Administrators reporting to the President</td>
<td>President or designee*</td>
</tr>
<tr>
<td>Vice-President for Investments and Treasurer</td>
<td>Controller</td>
</tr>
<tr>
<td>President’s Office</td>
<td>Vice-President for Investments and Treasurer or designee*</td>
</tr>
</tbody>
</table>

*Defined on the Rice University signature authorization form.

Approval of a travel envelope/statement indicates that the approver has checked for the items listed below:

General Procedures require the following:
- All original detailed receipts (receipts for single expenses greater than $75 and ALL lodging receipts which support amounts on the travel envelope/statement) are included. The approver should look at each receipt to ensure the amounts are properly reported. See Section 7 for further details;
- When appropriate, business meeting/entertainment expense information, including names of attendees and their business affiliation along with a clearly stated business purpose; this generally includes the business topics discussed. A supplemental business meeting/entertainment expense statement must be included to support the expenses listed. See Section 8 for further details;
- The traveler has signed the statement, and, if research funds are involved, that the principal investigator has signed the statement as well;
- Expenses are reimbursed only one time;
- Proper account coding is shown;
- Any exceptions to the Travel Policy are noted;
- By signing the travel envelope/statement, that the approver has read the University’s Travel Policy (Policy # 806) and is familiar with its requirements and his/her
responsibilities in approving such statements; and

- The rate charged for hotel accommodations is moderately priced and based upon single occupancy. **If international travel is involved, ensure that no more than the maximum rates established by the U.S. Department of State** are charged and that documentation for currency translation is provided.

**Lodging** (See Section 4, Item J for further details)
- Lodging charges are shown separately from meal charges, including room service, which may appear on the hotel summary.
- Line items on hotel bills other than room and tax (e.g., room service, restaurant charges) are supported by itemized receipts or explanations as to the business nature of the expense.

**Meals** (See Section 4, Item K for further details)
- If meal expenses are charged and an overnight stay is involved with the trip; receipts are adequate to determine the number of meals served and whether alcoholic beverages were served.
- Costs of meals are reasonable and appropriate for an educational institution.
- The gratuity paid related to meal service is reasonable.
- Per diem rates are established based on the federal fiscal year (October 1 – September 30) and vary by city. Be sure to use the correct rate schedule for the dates of travel. Per diem amounts must be pro-rated for partial travel days and/or for meals provided as a part of a registration fee. The federal government provides a breakdown of the domestic per diem rate to assist in making this allocation (see www.gsa.gov/mie). For international travel, a reasonable allocation is 20%/30%/50% of the daily rate for breakfast/lunch/dinner, respectively.

**Airfare** (See Section 4, Item A for further details)
- For “ticketless” travel, the original copy of the airline’s confirmation notice is included with the travel envelope/statement. In other cases, ensure that the passenger receipt coupon portion of the airline ticket is included with the travel envelope/statement. Travel agent itineraries or charge card receipts alone are not adequate documentation.
- The airfare expense is for an economy class fare unless an exception has been approved and documented.
- Use of U.S. flag carriers is required for all international travel charged to a federal award unless certain exceptions are met. See the Controller’s Office Web site for additional information on the regulations, including code sharing arrangements. Documentation of an exception which allows use of a non-U.S. flag carrier on a federal award must be done at the time travel arrangements are made. Such documentation must be included with the support for the travel expenditures.

**Auto Rental** (See Section 4, Item D for further details)
- For parties of 3 or less, auto rental expenses do not exceed the rate for a compact or intermediate sized vehicle.
- For domestic travel there were no auto rental agency insurance charges.

**Automobile Related** (See Section 4, Item C for further details)
- Number of miles charged is reasonable and that the IRS rate for mileage reimbursement in effect at the time of travel is used. The Controller’s Office publishes the rate annually and it is available on the Payment Solutions website.
- Parking expenses are reasonable (See Section 4, Item N for further details).
- Actual gas receipts may be reimbursed in lieu of automobile mileage provided the reimbursement for gas is less than the mileage reimbursement.
In the event mileage is requested in lieu of airfare, documentation of the total cost of each alternative must be provided. Total costs include airfare, transportation to and from each airport, parking or mileage and parking charges to the destination. Reimbursement will be made for the lower of actual expenses or the least costly alternative.

Other Expenses (See Section 4, Item O for further details)
- No personal charges are included. Occasionally in the event they are included, these charges must be included in the personal item accounting section in order to reimburse the University (i.e., laundry, movies, newspapers and magazines).
- The nature of any other allowable expenses is clearly indicated on the travel envelope/statement.

7. REQUIRED RECEIPTS FOR TRAVEL REIMBURSEMENT

Original detailed receipts are required in accordance with the limits set by the IRS. Those limits currently require receipts for expenses greater than $75.00.

For expenses greater than $75 and all lodging expenses, the following applies:

<table>
<thead>
<tr>
<th>Description</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation Receipts (air, bus, rail, helicopter, boat, etc.)</td>
<td>- Original passenger receipts or coupons are required,&lt;br&gt;- Itineraries or credit card receipts are NOT acceptable as receipts, and&lt;br&gt;- For “ticketless” travel, the original copy of the airline’s confirmation notice is acceptable.</td>
</tr>
<tr>
<td>Auto Rental Receipts</td>
<td>- Original agreements and invoices must be submitted.</td>
</tr>
<tr>
<td>Lodging</td>
<td>- Original receipts must be submitted (including business purpose explanation(s) for all line items other than room and tax (e.g., room service, meals charged to the room).</td>
</tr>
<tr>
<td>Meals</td>
<td>- Original itemized receipts must be submitted.</td>
</tr>
<tr>
<td>Parking, Taxis and All Other Related Expenses</td>
<td>- Original receipts must be submitted.</td>
</tr>
</tbody>
</table>

On an exception basis, reimbursement(s) may be made even though the receipt is not available. In such instances, it is necessary to complete a Missing Receipt Affidavit which must be signed by the traveler and approved by the Department Chair/Head. This form is available from Payment Solutions.

8. BUSINESS MEETING/ENTERTAINMENT COSTS INCURRED DURING TRAVEL

When business meetings or entertainment is conducted during Rice travel, business meeting/entertainment expense information must be included with the travel envelope/statement.

For information regarding business meeting/entertainment expenses, please see the Business Meeting/Entertainment Expense Policy (Policy # 811) and the Business Meeting & Entertainment Expense Procedures Document.
9. **SHARED EXPENSES**

Where expenses are being shared with external organizations, a photocopy of the receipts will be acceptable documentation IF:

- The traveler also submits a copy of the travel envelope/statement submitted to the other group(s) responsible for shared reimbursement, **OR**
- The traveler submits a common travel envelope/statement that will be submitted to both Rice and the other group showing all expenses charged to both organizations.

Occasionally Rice pays travel expenses either directly to the vendor or to the traveler for which the traveler or Rice is later reimbursed by another source (ex: A Rice faculty member is invited to speak at another university. Rice pays for the travel expenses and is later reimbursed by the other university for the total travel expenses). If/when these situations arise, the original travel expenses should only be paid by Rice IF the travel is directly related to University business. These travel expenses should not be paid for from sponsored agreement funds (RXXXXX). By not using sponsored agreement funds for these reimbursable expenses, the University avoids inappropriate billing to the federal government and other sponsoring agencies for these "clearing" costs.

- If an outside party subsidizes all or part of Rice travel, the reimbursement should be coded to account 72362 and can be included on the travel envelope/statement.

10. **TRAVEL ADVANCES AND THIRD PARTY EXPENSES**

A. **Travel Advances**

In general, the University does not provide travel money prior to a trip (travel advance). The University’s purchasing card (see the University’s Travel Policy, Policy # 806, Section 6) is available to most faculty and staff and should be used for expenses incurred on the trip.

**Travel advances for expenses will be given only for:**

- International travel;
- Student travel related to University business;
- Group travel; or
- Exceptional circumstances.

When requesting a travel advance, it is necessary that the trip destination and travel dates be included with the payment request.

**Reconciliation of Travel advances are due within 30 days of the completion of the trip.** Any unused money from a travel advance must be repaid to the University at the same time the completed travel envelope/statement is submitted. Departments should monitor travel advances to ensure they are cleared on a timely basis when the travel statement is processed.

**NOTE:** When a travel advance is encumbered and cleared with a travel envelope/statement, an email should be sent to payment@rice.edu with the traveler’s name and travel envelope or statement number to release the travel encumbrance.

**Travel Advance Restrictions**

- An advance for one trip may **NOT** be used to pay for expenses of another trip;
- An individual will not receive an additional advance if he/she has any non-reconciled advances pending (i.e. a travel statement has not been turned in for a previous travel advance and/or unused travel advances have not been repaid to the University); and
- An advance should be requested no earlier than 15 business days in advance of the trip. If an advance is submitted earlier, the payment will not be generated until the check run closest to this three week timeframe.

B. Third Party Expenses

Registration Fees
Registration fees for conferences, seminars, etc. may be paid in advance of the trip with the University purchasing card. This charge can be included with the travel envelope/statement. For more details regarding the purchasing card reallocation of these fees, please contact Payment Solutions.

Other Expenses
If Rice sponsors a conference and special arrangements are needed, please contact Payment Solutions.

For all other pre-paid travel expenses, the traveler should use his/her purchasing card. Reimbursement to the traveler will be based on the approved travel envelope/statement.

11. TRAVEL EXPENSE PAYMENTS FOR NON-RICE TRAVELERS

Non-Rice travelers may submit travel envelopes/statements to receive reimbursement for travel related expenses although this method is not required. A non-Rice traveler may be paid per diem or by reimbursement of original detailed receipts.

Non-Rice travelers are:
- Speakers
- Consultants
- Job Applicants
- Other guests

Payment for non Rice travel expenses
Whether the payment is directly billed by a travel vendor or is a reimbursement directly to the traveler, the processing requirements are the same. The only difference is the documentation submitted for payment. A travel vendor will usually submit an invoice while a reimbursement request may be submitted by a check request, memo or letter all of which are examples of acceptable documents. Original receipts should substantiate the payment request. When submitting the payment request to Payment Solutions, department personnel are required to perform the following steps:

- Review the payment request for accuracy.
- Code the document with the correct fund/org/account. See Section 12 for account codes.
- Include a brief description of the business purpose for the visit. It is crucial that the recorded purpose indicate the business relationship in sufficient detail so that an independent party can understand the business connection.
- Approve the request for payment by having an authorized signer within the department sign the document.
Note: First class airfare will normally not be reimbursed. See table above at Section 4, Item A for more details.

Payment of travel expenses to foreign visitors (non-resident aliens), can be a complex process, and there are several important steps the hosting department must take in order for a foreign national to receive payment. It is very important for the hosting department to contact the following departments well in advance of the visitor’s arrival:

- The Office of International Students and Scholars at ext. 6095 so that the necessary steps and procedures may be taken to arrange for the proper visa, and
- The Payroll Office (assistant manager) at ext. 3444 if an honorarium or other fee will be paid so that the necessary forms may be completed to ensure that the visitor receives prompt payment.

Payment of travel expenses from research funds must be in compliance with the specific grant/contract restrictions. Contact the Office of Sponsored Research or the Research Accounting Office for more information.

RELOCATION
Payment of relocation related travel expenses is governed by the relocation guidelines. Due to tax reporting requirements, the University PCard should NOT be used.

Due to the tax reporting requirements for relocation, all of these reimbursements must be sent to the Disbursements area of the Controller’s Office (to the attention of the Disbursements Manager or the Assistant Controller - Disbursements) before they will be paid.

12. ACCOUNT CODING DETAILS
Some account codes designated for travel expenses include:

<table>
<thead>
<tr>
<th>Description</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Fees &amp; Conferences</td>
<td>72365</td>
</tr>
<tr>
<td>Travel: Rice Employees/Students Only</td>
<td>72360</td>
</tr>
<tr>
<td>Travel Outside US/Canada</td>
<td>72350</td>
</tr>
<tr>
<td>Travel: Faculty Prospects</td>
<td>72380</td>
</tr>
<tr>
<td>Travel: Student Prospects</td>
<td>72390</td>
</tr>
<tr>
<td>Travel: Speakers &amp; Guests</td>
<td>72410</td>
</tr>
<tr>
<td>Travel: Third Party Reimbursement</td>
<td>72362</td>
</tr>
<tr>
<td>Travel: Airfare</td>
<td>72341</td>
</tr>
<tr>
<td>Travel: Ground Transportation</td>
<td>72342</td>
</tr>
<tr>
<td>Travel: Meals</td>
<td>72343</td>
</tr>
<tr>
<td>Travel: Hotels</td>
<td>72344</td>
</tr>
<tr>
<td>Travel: Coach Class Exception - Medical</td>
<td>72351</td>
</tr>
<tr>
<td>Travel: Coach Class Exception – Non - Medical</td>
<td>72352</td>
</tr>
<tr>
<td>Relocation – Faculty/Staff</td>
<td>71640</td>
</tr>
<tr>
<td>Relocation – Paid to Vendor</td>
<td>71645</td>
</tr>
<tr>
<td>Alcohol</td>
<td>70880</td>
</tr>
<tr>
<td>Combined Alcohol/Entertainment</td>
<td>70885</td>
</tr>
</tbody>
</table>
Please direct questions and comments regarding this document to Payment Solutions ext. 6700.

Purchasing, Travel and Business Meeting and Entertainment Policies and Procedures can be found on the Payment Solutions website payment@rice.edu.

Travel Statements/Envelopes are located in Payment Solutions, Allen Center, B12.