



## TRAVEL

**AIRFARE** Policy 2.95 – Tickets must be purchased through Emory approved travel agencies. To date, only Southwest Airlines is an exception.

**PERSONAL VEHICLE USE** Policy 2.99 – Mileage reports must be submitted for personal vehicle use. Include a Google or MapQuest or similar map showing actual trip mileage. The purchase of gas alone will not be reimbursed.

**HOTEL BILL ITEMIZATION** – Hotel bills that include anything other than the room charge and associated taxes and fees need to be itemized. Parking and meals, for example, should have a separate expense line.



## FOOD / CELEBRATIONS

**MEALS NOT RELATED TO TRAVEL** Policy 2.106 - Clearly describe the meal or catered event and its business purpose. Explanations such as “research”, “business meeting” or “lunch meeting” are NOT sufficient explanations of business purposes. **Meals with other Emory employees are generally not reimbursable.** Meals with Emory colleagues should be considered a personal expense unless one of the following is true:

- a) a non-Emory employee is also present and business is being conducted;
- b) the meal is in honor of an Emory employee's significant professional achievement;
- c) business being conducted among Emory employees is such that it cannot be done in the office or another time. (An explanation of the reason why the meeting could not take place in the office must accompany the reimbursement/expense request); or
- d) rare or atypical instances where, with approval of a supervisor, employees may work during normal meal breaks with other employees, e.g., working lunches.

**ATTENDEES** Policy 2.106 - If the number of attendees is under ten, a list of names and affiliation (alumnus, recruit, etc.) is required. Use the “Attendees” link in the expense report. If ten or more, list the (estimated) number in attendance.

**CELEBRATORY EVENTS** Policy 2.5 – Appropriate use of University funds for celebratory events is restricted to work-related achievements with the exception of holiday or team building events. Birthdays may be celebrated monthly for all staff whose birthdays fall in that month; individual celebrations are unallowable unless personally funded.

**GIFT CARDS** Policy 2.121 & 2.5 – Gift cards should NOT be purchased with a p-card or corporate card. Emory’s preferred method of purchase is Emory Express. When gift cards *in any denomination* are given to employees, student employees included, the purchase must be reported by the purchaser through the gift reporting system.



## OTHER

**BUSINESS PURPOSE** Policy 2.109 - Documentation of a clear business purpose is required so an approver, reviewer and /or auditor will reasonably conclude and agree that the expenditure is an appropriate business expense. Spell out program or event names approvers outside Campus Life won't know what the acronym stands for.

**RECEIPT REQUIREMENTS** Policy 2.94 & 2.111– All receipts for corporate card expenses \$75 and over and personal expenses over \$25 must be attached. Meals over \$75 must include the itemized receipt. If a receipt is not available, check the “No Receipt” box.

**EXPENSE CATEGORY** – Compass will assign an expense category based on merchant name, but it is not always the best option. If a more appropriate expense category is available, please correct it while the expense is still in the wallet. Do not use expense types with the description starting with HC.