



Welch Center for Graduate and Professional Studies Travel and Reimbursement Policy for Advanced Placement Summer Institute (APSI) Instructors

Goucher College is a non-profit educational institution, and we request that you travel to and from the campus by the most economical means of transportation available.

**Please complete all travel arrangements at least 30 days
in advance to obtain the most economical rate possible.
To receive reimbursement, a travel expense reimbursement form and
all original, itemized receipts must be received by
Mimi Jakobe within 45 days of your trip.**

Travel arrangements for faculty or Welch Center invitees are provided by *Far Corners Travel*. All requests should be made through this agency. The college will be billed directly by *Far Corners Travel*. **Any changes in air travel, which involve an additional cost, will be the sole responsibility of the faculty member or invitee.** When reaching *Far Corners Travel*, any agent will be able to assist you. Please identify yourself as a representative of the Goucher College Welch Center for Graduate and Professional Studies and let them know that Shelley Johnson, Teachers' Institute director, is the Goucher contact. The phone numbers for *Far Corners Travel* are 410-337-7700 or 1-866-328-3360. Their office hours are Monday-Friday, 9:00 a.m.-5:00 p.m. eastern time.

Travel by Air

If you live more than 200 miles from campus, you are invited to travel by air. Baltimore-Washington International Airport (BWI) is served by most domestic air carriers and is located approximately 25 miles from Goucher College. The cost of airfare should not exceed regular coach fares. Travelers are strongly encouraged to use Southwest Airlines where possible, because of low fares, free baggage check and no cancellation fees. Reasonable add-on airline expenses are reimbursable (examples: checked baggage fee and excess baggage fee) The following expenses are not reimbursable: upgraded seating, Early Bird check-in, flight insurance, and airline cancellation fees not caused due to circumstances beyond the traveler's control. Advanced seat selection is reimbursable for international travel only.

Ground Transportation

We strongly encourage you to use Super Shuttle for your travel to and from local airports. You will be reimbursed for your ground transportation when the trip has concluded, provided you complete and submit a travel expense reimbursement form and all original, itemized receipts.

Travel by Automobile

If you live outside the Baltimore Metropolitan area, but within a 300-mile radius of campus, you will be reimbursed .54 cents per mile (effective 1/1/16 as approved by the Controller's Office annually) provided such total does not exceed equivalent coach airfare or other reasonable available transportation. The use of a rental car is not allowed. You will be reimbursed for your travel when the trip has concluded, provided you complete and submit a travel expense reimbursement form and an itinerary from a maps and directions website in support of the calculation.

Costs for repairs or damages to a traveler's private automobile while traveling on College business are considered the personal expenses of the owner. No reimbursement will be made for parking or traffic violation fines; such fines are the individual's responsibility. Full reimbursement for the use of a personal vehicle is made through the standard mileage allowance.

Accommodations

Instructors staying at the Sheraton Baltimore North Hotel at times other than those of their scheduled APSI, should call 410-321-7400 to make a reservation. When calling the Sheraton, ask for the front desk to make a reservation at the Goucher College rate. ***Goucher will reimburse you for room and room tax charges only.*** Guests will be responsible for their own incidental charges, and will need to supply a credit card upon check-in.

Instructors, who live 50 miles or more from Goucher College and wish to stay at the Sheraton, should contact Shelley Johnson to secure a reservation in our room block.

Omissions. Any omissions in this policy will be governed by the guidelines as outlined in the Goucher College Travel Policy.

See Exhibit B for non-reimbursable items.

Exhibit B - Non-reimbursable Items

Non-Reimbursable Items for Federal Grants

Certain items may not be reimbursed with federal grant funds according to the Uniform Guidance and/or OMB A-21 Circular, Section J. These items include:

- Alcoholic beverages
- Entertainment costs
- Goods or services for personal use
- First class accommodations on commercial airlines
- Passports and Visa expediting fees

Miscellaneous Non-Reimbursable Items

Incidentals, such as personal recreation, movies, snacks, or any other expenditure that are not directly related to, or necessary for, the performance of the travel assignment will not be reimbursed. This includes personal travel while on college business and travel expenses for family members. The following is a list to be used as a guide and is not an all-inclusive list of miscellaneous non-reimbursable items:

- Air phone usage (unless documented with an appropriate business purpose)
- Annual fees for personal credit cards
- ATM fees, unless associated with foreign currency exchange
- Babysitting services
- Barber and hairdresser fees
- Clothing or toiletry items
- Contributions to public officials or candidates to public office
- Credit card (personal) delinquency fees or finance charges
- Doctor's bills, prescriptions, and other medical services
- Exercise facility fees
- Expenses related to vacation or personal days taken before, during or after a business trip
- Golf fees (unless associated with business entertainment)
- Frequent flyer award ticket fees
- Insurance - domestic car rental, optional travel or baggage insurance
- Kennel costs
- Late fees
- Laundry services, when travel is 4 business days or less
- Valet services
- Loss or theft of personal funds or property
- Luggage and briefcases
- Magazines, books, newspapers, or other personal reading materials

- Medicine
- Membership dues, including airline club dues and country club dues unless authorized by the appropriate authority and required for business use
- Movies
- Mini-bar charges for alcoholic beverages, food, and non-alcoholic drinks (unless in lieu of a meal)
- Personal automobile service or repairs
- Personal entertainment, including sports events
- Pet or house sitting fees
- Recreation
- Satellite radio and other automobile subscriptions (XM radio, ON-Star, etc.)
- Saunas, massages, manicures and pedicures
- Shoe shines
- Shower gifts, engagement gifts, birthday gifts, and congratulations on personal related achievement, whether in the form of a gift or meal
- Souvenirs or personal gifts
- Traffic fines, court costs, or parking violations
- Transportation from home to office, or office to home
- Upgrades for air, hotel, or rental car or unused room reservations not properly canceled
- U.S. Travelers' check fees

Employees are expected to use their wireless phone for personal communication while on travel. If the employee does not have a wireless phone or service is limited, one personal telephone call home per day is reimbursed to a maximum of \$10.00.

Early Departure Fee/No-Show Fee

If your itinerary has changed, please inform Shelley Johnson at least three full business days in advance of the hotel check-in. In case of a no-show, the hotel charges Goucher a fee equal to the cost of one night's lodging. We would like to avoid these unnecessary charges.

Meals

Goucher will reimburse up to \$30 per day for meals purchased while traveling to and from the campus. To be reimbursed, please submit all original, itemized receipts. Lunch will be provided daily. For faculty staying at the Sheraton, dinner on Monday-Thursday will either be provided on campus or a modest stipend will be allowed. More details to follow

Please forward a copy of your travel itinerary to:

Shelley Johnson

Goucher College Welch Center for Graduate and Professional Studies
1021 Dulaney Valley Road, Baltimore, MD 21204
410-337-6475 or 1-800-697-4646
Fax: 410-337-6085
shelley.johnson@goucher.edu

Please submit all receipts and expense forms to:

Mimi Jakobe

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1021 Dulaney Valley Road, Baltimore, MD 21204
410-337-6138 or 1-800-697-4646
Fax: 410-337-6085
mjakobe@goucher.edu