

Welch Center for Graduate and Professional Studies  
Master of Arts in Historic Preservation  
Oral-Defense Travel Arrangements and Reimbursement Policy

**Traveling by Air.** Goucher College's travel agent will make round-trip travel arrangements from your nearest airport to the location of the oral defense. Your tickets will be billed directly to the college. If you make ticket changes after booking, any additional cost will be your sole responsibility. Goucher College will not reimburse for tickets that are purchased by you. Contact Far Corners Travel to arrange your air travel as soon as you know the date and location of the defense. Travelers are strongly encouraged to use Southwest Airlines where possible, because of low fares, free baggage check and no cancellation fees. If use of Southwest Airlines is not possible, you will be booked on the most economical carrier that accommodates the oral-defense schedule. If you will be making additional stops outbound or inbound, please contact the director of the MAHP program to discuss how to arrange air transportation. 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.

**Traveling by Train.** Goucher College will reimburse you for round-trip coach tickets from your nearest station to the location of the oral defense. If you will be making additional stops outbound or inbound, Goucher College will pay only the amount equal to a round-trip ticket from your nearest station to the location of the oral defense. You must submit original, itemized receipts to be reimbursed. Coach accommodations must be used for trips shorter than 150 miles. Reserved seating accommodations may be used for longer trips or for overnight travel, when necessary.

**Traveling by Car.** Goucher College will reimburse you \$0.54 per mile (effective 1/1/16 as approved by the Controller's Office annually) from your home or place of business to the location of the oral defense and back. Please supply an itinerary from a maps and directions website in support of the mileage being claimed. Tolls and parking will be reimbursed at cost. You must submit original receipts for parking and toll reimbursement, and we do accept EZ Pass printouts as verification for toll reimbursement.

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.

**Traveling by Subway, Bus, or Cab.** Goucher College will reimburse you for travel by subway, bus, or cab from your house, place of business, or location of oral defense to the airport or train station. You must submit original receipts for cabs and inter-city buses for reimbursement.

**Overnight Accommodations.** Typically, Goucher College will pay for one night's lodging, standard room, in a mid-priced hotel or motel. If the oral defense is being held in Baltimore, please contact Katie Aman to arrange accommodations. Your room will be billed directly to the college. If the accommodations are held outside of Baltimore, please contact Far Corners Travel to arrange your accommodations. While every effort will be made to accommodate your hotel of choice, you will be booked into the best available mid-priced hotel or motel near the location of the oral defense. You will be reimbursed for overnight accommodations outside of Baltimore upon submission of original, itemized receipts. Goucher will pay for/reimburse you for room and room tax only. Hotel

cancellation fees are not reimbursable unless the charge was incurred due to circumstances beyond the traveler's control.

**Meals.** Goucher College will reimburse you a maximum of \$30.00 per day for food, upon submission of original, itemized receipts. Alcohol is not a reimbursable item.

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

**See Exhibit B for a complete list of non-reimbursable items.**

If you have any additional questions, please contact Katie Aman.

Contact information:

Far Corners Travel: 1-866-328-3360

Katie Aman: 410-337-6332 (1-800-697-4646), [Katie.aman@goucher.edu](mailto:Katie.aman@goucher.edu).

Richard Wagner, director, MAHP program: 410-337-6200 (general); 410-337-6473 (direct) (T); 410-728-1810 (M/W/Th/F); [rwagner@goucher.edu](mailto:rwagner@goucher.edu)

## **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.