

RIT Global Deliver Corporation **Travel Policy**

Travel policies pertaining to RIT Global Delivery Corporation (GDC)-approved business travel are summarized below. It is the traveler's responsibility to obtain the necessary authorizations, check the current travel warning and alert lists, and to read and abide by the information contained below or in any travel warnings or travel alerts. Travelers are also advised to read the U.S. Department of State's "[Tips for Traveling Abroad](#)".

All official GDC travel shall be properly authorized, reported, and reimbursed. Under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by GDC unless otherwise noted in this Policy. It is the traveler's responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in this Policy.

Travel Procedures – General

Air Travel

Designated Travel Agencies - Make transportation arrangements for air or rail travel and reservations for hotel and car rentals through one of RIT's designated travel agencies listed below. Refer to the Controller's Office web page for detailed information regarding designated travel agencies.

TZELL Travel Service

2820 Dewey Avenue
Rochester, NY 14616-4628
Web Site: www.Travelleaders.com/roc

585-663-8660

Toll Free: 1-800-842-0941
After hours: 1-800-569-0282
Fax: 1-585-663-5155

Town & Country Travel

732 Pittsford-Victor Road
Pittsford, NY 14534
Email: teresa@towncountrytravel.com
dj@towncountrytravel.com

585-381-2850

After hours: 1-866-966-2850
Fax: 1-585-381-1987

Van Zile Travel Service

3540 Winton Road
Rochester, NY 14623
Email: rit@vanzile.com
Web site: www.vanzile.com

585-244-1100

Emergency Service: 1-877-443-5766

Only economy class, or discounted class airfare, shall be used. Air travel expenses shall be reimbursed based on the most commonly traveled route consistent with the authorized purpose of the trip. You may be eligible for "premium economy" seating, if available, and the cost does not exceed 35% of the standard economy class fare. Premium economy seating may only be considered on international flight segments with a scheduled flight duration that is greater than 6 hours and 30 minutes. Air carrier and route selection will be based on price and efficiency of travel, not airline reward programs.

Any itinerary for extracurricular leisure travel to gateway cities en route to your GDC destination must be approved prior to making reservations. Any other vicinity travel throughout the duration of the assignment must be approved by the Manager for Global Initiatives prior to making reservations.

Please contact the Global Programs Specialist to book your travel as far in advance as possible. While some restrictions or penalties may apply, advance reservations secure the lowest fares. If a rare occasion should arise that requires you to make your own travel reservations please do not do so without first receiving written permission from GDC. Contact the Global Programs Specialist, Donika Demiri, as soon as your travel dates and destination are known at dxdcms@rit.edu or phone: (585)475-7113.

1. Taxis and Shuttle Services

For short-term travel assignments (21 days, or less) GDC will reimburse you for expenses for taxis or shuttle services for travel from the airport to your hotel, between official business-related appointments, or between hotels and official business-related appointments. Receipts must be obtained and submitted for reimbursement for all such transportation expenses.

For intermediate-term travel assignments (greater than 21 day, but less than 14 weeks) GDC uses only a “supplemental stipend” for any additional expenses associated with travel – excluding airfare and housing – including all transportation expenses (ex. mileage, taxi and shuttle services). The supplemental stipend amount will be calculated as 7% of the salary for the assignment. Supplemental wages are subject to income tax withholding at a 25% rate.

For long-term travel assignments (greater than 14 weeks) GDC does not provide reimbursements for all transportation expenses (ex. mileage, taxis, shuttle services, etc.).

2. Lodging:

Lodging may be handled in a variety of ways depending on the duration of the assignment and the location. Generally, for short-term travel assignments (21 days, or less) GDC will reimburse you for approved lodging expenses at a hotel in close proximity to the GDC global partner university. You are required to pay for your hotel expenses upon check-out and you will be reimbursed for all approved expenses upon the completion of your travel expense report.

For travel assignments lasting more than 21 days you may be offered either a monthly housing allowance or you will be placed in suitable housing provided by the GDC global partner university.

3. Meals

GDC uses only a “per Diem” method for meal reimbursement for international travel lasting 21 days or less. Generally, meals will be reimbursed at the rate of \$78.00 per day, but this amount will be adjusted for hospitality (any meals provided by the hotel and/or partner university), as well as the time of departure and return. For example, if your flight departs mid-morning, a deduction will be made for dinner. Refer to the table below on how deductions will be calculated:

Basis of Per Diem Calculation	
Breakfast	\$13.00

Lunch	\$21.00
Dinner	\$44.00
Total	\$78.00
Adjustments for Time of Departure/Return	

For intermediate-term travel assignments (greater than 21 day, but less than 14 weeks) GDC uses only a “supplemental stipend” for any additional expenses associated with travel – excluding airfare and housing – including per diem during travel or in country. The supplemental stipend amount will be calculated as 7% of the salary for the assignment. Supplemental income is taxable but rates vary by the state of residence.

Dates of travel are taken into account when calculating the total travel time.

For long-term travel assignments (greater than 14 weeks) GDC does not provide reimbursements for meals or any other incidental travel expenses (taxis, phone, baggage, etc.)

GDC considers the trip unavoidable, and business expenses are considered non-taxable for faculty reimbursable through GDC payroll.

4. Emergencies While Traveling

Please report all emergencies and/or accidents while travelling to the RIT Public Safety Office as soon as possible. The number is +1 – 585 – 475 – 3333

In Croatian - single countrywide number for all emergencies: 112

In Kosovo - single countrywide number for all emergencies: 112

In the Dominican Republic: 911

In Dubai:

Service	Telephone
Police	999 (emergency) 901 (non-emergency)
Ambulance	998 / 999
Fire Department	997

In Mainland China:

110 (free)Police

114Directory Enquiries

119 (free)Fire Alarm

120 (free)First-aid Ambulance

122 (free)Traffic Accident to report to Pointsman

Report emergencies while traveling to your immediate supervisor at the RIT Global campus and to the HR, Payroll and Marketing Specialist at (585) 475-4285 or email: aylcto@rit.edu

5. **Fly America Act** - The Federal Fly America Act requires those Federal employees and their dependents, consultants, contractors, grantees, and others performing United States Government financed foreign air travel to travel by U.S. flag air carriers. If your travel will be paid by Federal funds, when making your travel arrangements, advise the Global Programs Specialist and/or the designated travel agency to ensure that your flights are in compliance with the Act.
6. **Trip Information** - Leave detailed trip information with the Global Programs Specialist and the HR, Payroll and Marketing Specialist (i.e. contact information, itinerary, copy of passport, etc.). GDC will utilize this information to contact you in the event of an emergency.

7. **Insurance**

GDC employees are covered under GDC's group of insurance policies for activities conducted in the scope of their job responsibilities while traveling overseas. GDC maintains a comprehensive insurance program including coverage for general liability and auto liability claims (bodily injury or property damage to third parties).

If you are involved in an incident that results in a claim while traveling on GDC business, report it to your direct supervisor overseas and HR, Payroll and Marketing Specialist as soon as practical.

A. **Auto Liability Insurance** - Automobile liability insurance is normally provided as part of the rental car agreement and should not be purchased. GDC maintains non-owned automobile liability insurance in excess of the amount provided by the automobile rental company for travel within the United States and Canada. Contact the HR, Payroll and Marketing Specialist to discuss insurance implications when renting automobiles outside of the U.S. and Canada.

B. **Injury or Sickness** - GDC maintains worker's compensation insurance for claims for employees arising from a work-related injury or sickness. This coverage applies to all employees traveling on international business.

- a. Communicate incidents to the local administration of GDC's global partner university, as well as the HR, Payroll and Marketing Specialist and Manager for Global Initiatives, as soon as possible.
- b. Emergency situations occurring overseas should be directed to the appropriate medical facility immediately and reported to the local administration of GDC global partner university, as well as the HR, Payroll and Marketing Specialist as soon as practical. The worker's compensation plan will cover necessary medical expenses for the work-related injury.
- c. Prior to leaving on an international trip it is advisable for you to contact your primary medical insurance carrier to discuss how your medical insurance coverage will respond in the event a sickness or injury that arises during travel that is not work related.

C. **Loss of or Damage to Personal Property** – GDC has no insurance for loss of, or damage to, luggage or other personal effects during travel. If such damage occurs, seek reimbursement through your personal insurance company.

D. **Rental Car Collision Damage Waiver** - Automobile rental companies offer the option of purchasing a collision damage waiver (CDW) for an additional daily cost. The purpose of the waiver is to eliminate the renter's responsibility for payment of car repairs in case of collision damage.

- a. If you rent a vehicle outside of the U.S., accept any collision damage waiver that is offered.

- b. Report all accidents involving a rental car to your immediate supervisor at the GDC global partner university, as well as the HR, Payroll and Marketing Specialist as soon after the accident as practical.

E. **Travel Assistance Program** - GDC employees are covered under a Travel Assistance Program when travel occurs more than 100 miles from their permanent residence. The plan provides emergency medical assistance, emergency personal services and pre-trip information. The program is administered by Worldwide Assistance Services, a 24-hour toll free emergency service. Travel Assistance United HealthCare ID cards and other information about this program are available from the Office of the HR, Payroll and Marketing Specialist, George Eastman Hall, suite 4000 or via e-mail: aylcto@rit.edu. GDC can also assist with obtaining United Healthcare travel assistance benefits for any dependents travelling with you at a price of \$7.50 per dependent per month. Please email Anna Lombard at aylcto@rit.edu for further details.

F. **Travel Accident Insurance** - You are covered by accidental death and dismemberment insurance while away on approved travel for GDC. This does not include commuting between your residence and airport or air travel other than on a charter or commercial aircraft. You will not be reimbursed for the cost of other travel insurance.

G. **Trip Cancellation Insurance** - GDC does not carry insurance for expenses associated with trip cancellations. GDC must absorb these expenses. If you purchase trip cancellation insurance, you will be not be reimbursed for the expense.

8. Non-reimbursable Expenses - Travel expenditures that are **not** reimbursable include:

- a. Additional travel insurance, travel accident insurance or trip cancellation premiums.
- b. Additional expenses associated with the cost of first class or business class airfare.
- c. Alcoholic beverages consumed as part of meal or otherwise while traveling on GDC business.
- d. Childcare and babysitting expenses.
- e. Costs for commuting between your home and the RIT campus.
- f. Costs for personal medications.
- g. Costs incurred by your failure to cancel transportation or hotel reservations.
- h. Costs incurred by your spouse or other dependents traveling with you.
- i. Entertainment expenses, including movies in your hotel room.
- j. Gasoline expenses when the automobile mileage reimbursement rate is claimed.
- k. Host/hostess gifts, in lieu of meals and lodging, when the cost exceeds what meal and/or lodging expenses would have been.
- l. Hairstyling and haircut expenses.
- m. Kennel/boarding expenses for pets.
- n. Laundry or dry cleaning expenses for trips lasting less than 7 days.
- o. Magazines or newspaper expenses.
- p. Other expenses not directly related to the business purpose of the travel assignment.
- q. Parking or speeding tickets.
- r. Travel pillows
- s. Pay-per-view movies

H. Reimbursable Expenses - Travel expenses that are reimbursable to you include*:

- a. Economy class airfare (or economy plus, if available, and the cost does not exceed 35% of the standard economy class fare. Premium economy seating may only be considered on international flight segments with a scheduled flight duration that is greater than 6 hours and 30

minutes). Whenever possible, GDC will reimburse air travel in advance through a direct payment to GDC's authorized travel agent.

- b. Expenses associated with baggage handling and tips.
- c. Hospitality, if directly related to the educational or research purpose of the trip.
- d. Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been.
- e. Laundry and/or dry cleaning expenses for trips of seven or more consecutive days.
- f. Lodging expenses, if applicable (see details above).
- g. Meal expenses (see details above)
- h. Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family. We encourage you to use free VOIP technology such as Skype when international phone calls are necessary.
- i. Parking fees associated with GDC business.
- j. Costs associated with in-country visa extensions on GDC business.

**Note: Intermediate-Term and Long-Term travel contracts are not eligible for reimbursement of in-country travel expenses such as phone calls, SIM cards, in-country transportation, laundry, and parking.*

Any other expenses not detailed above must be approved by the Manager for Global Initiatives, Lyndsey McGrath. Please contact her at (585) 475-5177 or e-mail: Lyndsey.Mcgrath@mail.rit.edu

7. Foreign Travel Expense Report Requirements.

Documentation Requirements - GDC does not expect you to provide any meal receipts, but it is still mandatory to keep the travel log. You should record the elements of an expense or of business use at or near the time of the expense or use and support it with sufficient documentary evidence. You do not need to write down the elements of every expense on the day of the expense. If you maintain a log on a weekly basis that accounts for use during the week, the log is considered a timely-kept record. You may obtain up to date currency conversion information on the following web site: www.oanda.com.

Submit receipts upon your return to Donika Demiri and Andrea Buscemi. They will facilitate the completion of the travel expense report on your behalf.