

Brigham and Women's Hospital Department of Neurology Travel Policy

Travelers must fill out a Pre-Travel Checklist, which must be approved and signed in advance by your PI. He or she may set individual guidelines for you or the lab at any time. Such individual guidelines will always supercede the Department's policy. However, Partners Healthcare Systems and the federal government have their own policies, and in the end, these must be adhered to as well.

Usually one trip per year is permitted. There is no set per diem amount, but it is expected that costs be reasonable and would not exceed those incurred at home. The Department Administrator makes final judgment.

Travel reimbursements include transportation, lodging, meals, gratuities and items related to the purpose of the trip, including registration fees, poster supplies, etc.

BEFORE THE TRIP

Each PI may set guidelines regarding the amount of money that is reimbursable. The following are standards that should be considered when in doubt:

- Airfare—Coach fare ALWAYS on a US Flag carrier.
- Lodging—up to \$135 per night
- Meals - Up to \$75 per day unless included in registration fees
- Rental cars—require special approval by PI BEFORE the trip.

Prior to the trip, fill out the CND Pre-Travel Checklist (Appendix I) and obtain an approval from your PI. Once approved by your PI, please turn in the Checklist to your administrative assistant. Please keep a copy of the Checklist for your record.

Airline tickets can be purchased from Expedia Corporate Travel Service using cost center numbers. Effective 1/29/07, ExpediaCorporate.com is Partner's exclusive vendor for business travel use. Traveler can create an account by clicking on: <http://corporate.expedia.com/pub/agent.dll?qscr=newa&gpid=76DD727E3122>. If you already have an account with ExpediaCorporate.com, you can log onto <http://www.expediacorporate.com/daily/brochure/default.asp> and book airfare travel with a valid PHS PeopleSoft Business unit and Department/Grant number.

When you are prompted to the page to set up a new account, choose 2200-BWH under entity. Then once you select your flights and hotels, they will bring you to the Trip Preferences page. On this page, you will see a section called 'Information Requested by your company: Partners HealthCare'. 2200-BWH should already be selected as the department. Depending on whether this is a domestic flight or international flight, you can choose 953000 for domestic travel or 953100 for international travel. Contact your financial manager for the required Department/Grant numbers. **The original e-confirmation with the charge amount from ExpediaCorporate.com will need to be turned in with all other receipts including original boarding passes to verify travel.** Please forward your confirmation itinerary to your administrative assistant and financial manager. **Whenever you pay for other's meal or other expense, list the names of all the persons you are paying for on the receipt. If each person paid separately from one receipt, it is acceptable to submit copies of the receipt; however, all names should still be included.**

The following are examples of things that cannot or will not be reimbursed; movie rentals, personal phone calls, gym charges, mini-bar, room service, laundry and any other leisure expenses.

AT NO TIME WILL ALCOHOL BE REIMBURSED.

TRAVEL ADVANCES

Partners Travel Policy does not allow cash advances for travel. If there is special need or in emergency situation, please contact your PI and/or Financial Manager.

FOREIGN TRAVEL

Our policy regarding foreign travel is that any PHS funded foreign trips require air travel (when applicable) only by a US flag carrier. No exceptions under any circumstances.

When applicable, a proof of currency conversion needs to accompany the Employee Business Expense Report. Visit the following website: <http://intranet.partners.org/services/Expensereimbursement.asp> and convert your reimbursement amount to US dollar currency. When the currency conversion calculation has been completed, a copy of the calculation should be printed and attached to the Employee Business Expense Report to document the amount recorded on that form.

PREPARING YOUR TRAVEL REIMBURSEMENT REQUEST

To facilitate processing your request, please organize it in the following way.

- Arrange receipts in order by date.
- TAPE all receipts to 8 1/2 x 11 paper with clear tape. NO STAPLES PLEASE!! Only use one side of the paper.
- Indicate where necessary the names of those whose meals you paid for, or who shared payment on one receipt. If someone paid for you, it is not necessary to include that receipt. However, they should be sure to include your name on their reimbursement.
- **At all times, the itemized restaurant receipt is required-not the credit card receipt.**
- When requesting reimbursement for expenses via credit card, provide a copy of the credit card statement and/or proof of payment showing the same amount of debit transaction.
- Taxi receipts should indicate the date, pick-up and drop-off location, as well as the cost including gratuities.
- **ORIGINAL** airline ticket receipts (Passenger receipts) indicating price, or electronic tickets indicating the charge are required for reimbursement **along with original boarding passes**. No copies will be accepted.
- Itemized hotel bills are required-NO EXCEPTIONS. A faxed copy from the hotel is acceptable.
- Complete the Employee Business Expense Report (Appendix II) and attach all your pages of receipts to the report.
- Forward the entire package to your administrative assistant.
- Administrative assistant will review the package, attach the Pre-Travel checklist, and forward it to the Financial Manager.
- Once reviewed/modified, and approved, the Financial Manager will request the traveler to sign the form.

**ALL REIMBURSEMENT REQUESTS SHOULD BE TURNED IN WITHIN
14 DAYS OF RETURN**

