



TRAVEL POLICIES

And

PROCEDURES



The basic policy governing travel expense reimbursement at Western New England University is that an individual traveling on University business should neither gain nor lose personal funds as a result of an assignment requiring travel

The purpose of establishing travel policies and procedures is to provide guidelines for reasonable travel expenses that will enable the University to monitor and control costs effectively. Travel expenses incurred by University faculty and staff, on bona fide University

- Obtain SOS membership cards and other international travel insurance links by visiting the Finance and Administration's Travel website

Obtain necessary waivers, releases, and medical treatment authorizations for those that are traveling, and who are students or non-university employees that may be accompanying faculty, staff, or administration on University sponsored travel. Releases, waivers, and medical treatment authorizations may be obtained by calling the General Counsel's office at extension 1542.

Employees should take notice of countries that have a travel advisory warning by the State Department. The website for the U.S. State Department Travel Advisories is:  
<http://travel.state.gov/content/passports/en/alertswarnings.html>

When traveling outside of the United States, ensure that your documentation is updated. Ensure your Passports current and check to see if you need a visa or touring card. One has to contact their physician to determine if an immunization/vaccination, or other medical intervention is recommended prior to travel to the traveler's destination. For immunization information one can go to the website for Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov). Have emergency telephone numbers, SOS membership card, and medical alert tags/bracelet on your person at all times.

One can obtain tips on foreign currency and conversions at: [www.2 \(s\)-D 17 >>BDC 0 0 -10 \(w\)2n9l times](http://www.2(s)-D 17 >>BDC 0 0 -10 (w)2n9l times)

Air

rail, and bus travel arrangements

may be done directly through the Internet by going to the commercial carriers' websites or by telephone (see list on page 10). Keep in mind the processing fees from the travel agents when reviewing the best price. Fares booked less than seven (7) days prior to departure are most expensive. Trips that include a Saturday night stay usually yield substantial airfare discounts. Coach travel must be utilized. It is advised to take advantage of the various special low fares offered i.e. check with Southwest to see if they travel to your destination. Travel can be booked through the University's travel agent, ~~Shirley~~

When purchasing the ticket on the Internet, the ticket should be charged on the University Procurement Card or a personal credit card. When using a credit card for purchasing, ~~ensure~~ it is a secure site this can be verified by the noting ~~http~~ (note there is an "s") or a locked padlock should appear in one of the corners of your screen.

NOTE: Employees not following this policy risk not being reimbursed for their travel. If a traveler does not have a University Procurement Card, check with your department head to have the ticket charged on his/her card. The traveler can charge the ticket on his/her personal card. Reimbursement will only be approved and processed ~~after~~ the trip has been completed, and all appropriate documentation ~~provided~~.

The airlines are ultimately responsible for compensating the traveler for lost baggage. ~~The~~ University will not reimburse the traveler for the cost of personal items while traveling on University business. Measures to take to minimize baggage losses are:

- Carry valuables in a carry-on – jewelry, laptop computers, cameras, etc.
- Carry important and/or confidential documentation on board.
- Tag luggage with name, address and telephone number.
- Retain baggage claim receipts for checked luggage.
- Purchase luggage insurance. (Costs vary and are the responsibility of the traveler not the University)

Baggage limits and fees vary from airline to airline. Check baggage limits, fees, and other pertinent information by going to the website <http://www.netflights.com/baggageallowances.aspx>. Employees will be reimbursed for excess baggage charges to the extent the traveler is required to have heavy or bulky business-related materials or equipment. The circumstance or cause for excess baggage fees must be documented on the Expense Form (TME). A traveler will be reimbursed for reasonable checked baggage fees to and from the University. ( )T-5 (t)-6 3 ( t)- (b)2-1 (y)]rlinbyTd ( )T it3.84 0 Td ( )Tj ts 1 (y)ti nOeruih (s)-1 (.c)4 ( (

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available, and for emergency situations. The most economical car should be used as a general rule. The traveler does not need to purchase collision damage waiver insurance as this is covered under the University's insurance and the employee will not be reimbursed if paid to a car rental company. Traffic and/or parking violations are not reimbursable. In the event of an automobile accident, report the accident to the Finance and Administration office at 413-782-1219 along with sending a copy of all accident reports. In case of an emergency, call (413) 782-1219.

ensure that the least expensive arrangements are being provided. In the case of identical prices (i.e., sponsoring organization vs. SandTravel), the traveler may choose to stay at the hotel where the event is taking place to minimize other travel expenses and to take part in activities that can run later in the evening.

Should an employee desire to have someone accompany him/her on a business trip, all expenses relating to the companion including transportation, meals, and additional lodging expenses are a personal expense to the traveler and are not reimbursable. These expenses should be booked and itemized separately from the employee.

Travel for an individual who is not an employee of the University





- Using the University's Official Travel Agency

SanditzTravel, a fullservice travel agency, was selected to organize and operate travel for Western New England University As the University's officially designated travel agency, SanditzTravel will

- American Airlines 800-433-7300 [www.aa.com](http://www.aa.com)
- Delta Airlines 800-325-1999 [www.delta.com](http://www.delta.com)
- Northwest Airlines 800-447-4747 [www.aa.com](http://www.aa.com)
- Southwest Airlines 800-435-9792 [www.southwest.com](http://www.southwest.com)
- United Airlines 800-241-6522 [www.united.com](http://www.united.com)
- Amtrak 800-872-7245 [www.amtrak.com](http://www.amtrak.com)
- Coach USA/Bonanza Bus 888-751-8800 [www.coachusa.com](http://www.coachusa.com)
- Greyhound Bus Lines 800-231-2222 [www.greyhound.com](http://www.greyhound.com)
- Peter Pan Bus Lines 413-781-3320