



PRESBYTERIAN COLLEGE

TRAVEL AND ENTERTAINMENT POLICY

Effective: July 1, 2026

Supersedes: Travel and Entertainment Policy dated July 15, 2021

Approved: June 3, 2026

PURPOSE AND STEWARDSHIP STANDARD

The Presbyterian College Travel and Entertainment Policy exists to govern business travel and entertainment expenses incurred by faculty, staff, or students on behalf of the College. This policy applies regardless of how the expense is paid (i.e., credit card, ACH or check to vendor, or out-of-pocket expense reimbursement).

As a church-related, nonprofit institution, the College must exercise prudent stewardship of institutional resources. This document may not cover all situations. All decisions made regarding College travel and entertainment must reflect the judgment of a prudent person acting in the best interest of the College.

Presbyterian College is committed to providing reasonable accommodations to qualified employees with disabilities in accordance with applicable federal and state law. Employees who require an exception to any provision of this policy as a result of a disability or medical condition should contact Human Resources. Approved accommodations may include exceptions to transportation, lodging, meal, or other travel-related requirements when necessary to enable an employee to perform the essential functions of their position or participate in College-sponsored activities.

GUIDING PRINCIPLES

All travel and entertainment expenses incurred must be:

- Necessary for legitimate College business;
- Reasonable and modest in nature;
- Consistent with approved budgets;
- Properly documented and itemized;

- Approved in accordance with this policy; and,
- Consistent with the College's mission and non-profit status.

BUDGET RESPONSIBILITY

- Supervisors must verify budget availability or restricted fund balance(s) prior to approving any overnight travel or entertainment.
- Employees may be liable for any travel or entertainment costs that exceed the approved amount.

APPROVAL

Overnight travel and all entertainment must be approved both in writing and in advance. No employee may be the sole approver of his or her own Overnight Travel Authorization Form or Entertainment Authorization Form. The Overnight Travel Authorization Form should be completed and submitted for approval before any overnight travel is booked, preferably at least 30 days in advance of the planned departure date. Likewise, the Entertainment Authorization Form should be completed and submitted for approval before any entertainment expenses are incurred, preferably at least 30 days in advance of the event. In the rare event that advance written notice of travel cannot be provided, the employee will secure verbal approval from their supervisor and complete the paperwork as soon as possible upon their return to campus. Admissions and Advancement employees may submit blanket travel and entertainment authorization forms to cover multiple daily trips and/or events over a quarterly reporting period.

Upon receipt of a completed Overnight Travel Authorization Form or Entertainment Authorization Form, the employee's supervisor should review the request to ensure that the request includes sufficient detail about the date(s), description, business purpose, employee(s)/guest(s) involved, expected cost, and funding source (departmental budget or restricted fund to be charged). The supervisor should verify that sufficient budget funds or restricted funds exist to cover the expenses. After review, the supervisor should return the approved form to the employee submitting the request.

Supervisors are responsible for evaluating whether overnight travel is necessary to accomplish the stated business purpose. Overnight travel should be approved only when the nature of the event, scheduling requirements, travel distance, safety considerations, or other legitimate business factors reasonably necessitate an overnight stay. Employees may not extend travel or convert what would otherwise be a same-day trip into overnight travel solely to qualify for meal reimbursement, lodging reimbursement, or other travel-related expenses.

ALLOWABLE AND PROHIBITED EXPENSES

Ground Transportation

Employees should inquire about the availability of a fleet vehicle before driving their personal vehicle or renting a vehicle for College business purposes. Fleet vehicles are primarily maintained

by Admissions, Athletics, and Campus Police. If a fleet vehicle is available, that is the preferred mode of travel. Please note that before driving a College-owned vehicle, employees must undergo training sufficient to satisfy insurance requirements. Please plan accordingly with Campus Police. If a fleet vehicle is not available and the anticipated travel is less than 150 total miles, the employee may drive his or her personal vehicle. If a fleet vehicle is not available and the anticipated travel is more than 150 miles, the employee should generally rent a vehicle unless an alternative arrangement is approved by the supervisor.

Our preferred vendor for vehicle rental is Enterprise Rent-a-Car (Account XZ26E64). Employees should select full insurance coverage.

Fuel purchases are an allowable expense for College-owned vehicles or rental vehicles. The purchase of fuel for personal vehicles is prohibited.

Mileage will be reimbursed to employees at a rate of 60 cents per mile for use of a personal vehicle for College business use. The employee must provide documentation sufficient to verify mileage, such as mapping software, mileage logs, or other reasonable records.

Ridesharing or taxi service is allowable. When utilizing these services, employees should exercise prudent judgment, ensuring that the cost is comparable to other ground transportation alternatives.

Subway fares, airport shuttle service, tolls, and parking are allowable expenses. Employees should use the most economical option available when utilizing these services (e.g., parking in the economy lot at the airport).

Air Travel

Travel by commercial airlines should be in coach or economy class, including reasonable baggage fees.

Travelers should opt out of travel insurance for flights. If the employee must change or cancel the flight for an unavoidable reason, the employee can seek reimbursement from the College rather than from the company offering travel insurance.

Meals

Food purchases are permitted only when:

- Associated with approved overnight travel
- Associated with approved entertainment
- Associated with approved student-facing recruitment or institutional programming

Meals incurred during single-day travel should not be charged to a College credit card and will not be reimbursed unless hosting an approved non-employee business guest for official purposes. Employee-only social meals and the purchase of snacks are not allowable. Employees

are expected to utilize meals provided as part of a conference, meeting, or event registration, and will not be reimbursed when such meals are provided.

While traveling, meals will be reimbursed based on time of departure and time of return up to the maximum shown.

Day of Departure		Day of Return	
Time of Departure	Meals Reimbursed	Time of Return	Meals Reimbursed
Before 6:30 AM	All Meals	Before 11:00 AM	None
6:30 AM – 11:00 AM	Lunch & Dinner	11:00 AM – 1:30 PM	Breakfast
11:01 AM – 5:15 PM	Dinner	1:31 PM – 8:30 PM	Breakfast & Lunch
After 5:15 PM	None	After 8:30 PM	All Meals

Maximum Meal Reimbursement	
Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00
All Meals	\$50.00

Alcohol is prohibited unless pre-approved in writing by a Cabinet member.

Lodging

No reimbursement will be made for overnight lodging within 50 miles of Presbyterian College’s location in Clinton, South Carolina or the employee’s residence. Lodging expenses, with an itemized receipt or folio, will be reimbursed for stays in a mid-range hotel.

Lodging expenses must be reasonable and directly related to the conduct of College business. When a business purpose can reasonably be accomplished through same-day travel, reimbursement for lodging may be denied. The College reserves the right to determine whether an overnight stay was necessary and to deny reimbursement for lodging and related meal expenses when the overnight stay appears primarily intended to circumvent the meal restrictions applicable to single-day travel.

Entertainment

All entertainment expenses require:

- Advance written approval
- Completed Entertainment Authorization Form
- Clear business purpose
- List of attendees

Any single entertainment expense exceeding \$500 must receive preauthorization from the Vice President of Finance and Administration.

If entertainment is not preapproved and is charged to a College credit card, immediate reimbursement to the institution by the cardholder is required.

Personal Expenses

The following expenses are deemed to be personal expenses that are the responsibility of the employee. They are not to be charged to a College credit card, and they will not be reimbursed to the employee. This list is not intended to be exhaustive. Questions about whether a particular expense can be paid for with College funds should be raised to the Business Office prior to incurring the expense.

- First class air fare
- Premium or luxury transportation
- Priority boarding
- Replacements for lost or damaged luggage or personal belongings
- Premium or concierge-level hotel rooms
- Meals which could have been eaten as part of a conference and included in the conference fee
- Snacks outside the meal reimbursement standards
- Clothing, even if specialized for travel
- Umbrellas
- Medications, toiletries, personal hygiene products
- Medical care, including required vaccinations for travel
- Expenses incurred for a spouse, child, other family member, or friend to travel as a companion
- Childcare/babysitting, pet boarding, house sitting
- Personal dry cleaning or laundry service
- Alcohol (unless preapproved in writing by a Cabinet member)
- Magazines, newspapers, books, movie tickets, pay-per-view shows, premium channels
- Delivery fees for room service
- Health club charges
- Golf (unless approved in advance by Vice President for Finance and Administration)
- Admission fees for theaters or sporting events
- Fines for moving violations or parking tickets
- Gifts or expenses which represent personal recognition of PC employees (birthdays, birth or adoption of a child, weddings, anniversaries, holidays, etc.)

DOCUMENTATION REQUIREMENTS

Itemized receipts are required.

- All receipts must be fully itemized. Credit card signature slips, summary totals, or monthly statements are not acceptable.
- Receipts must clearly show: vendor name, date, itemized list of goods or services, and total amount paid.
- Employees must note the names of the attendees, business purpose of the event, and location (if not printed on receipt).

The approved Overnight Travel Authorization Form or Entertainment Authorization Form must be uploaded with the itemized receipt(s) during credit card reconciliation or provided to the Business Office with an invoice or request for reimbursement.

If a faculty member has been approved for a faculty scholarship that covers the full cost of the trip, then the faculty member may submit the approved Faculty Scholarship Application in lieu of the Overnight Travel Authorization Form.

GRANT-FUNDED AND FEDERAL RESTRICTIONS

Grant-funded travel or entertainment may be subject to different rules, regulations, and/or restrictions from those outlined in this policy. It is the responsibility of the employee to understand and comply with these rules, regulations, and/or restrictions.

POLICY EXCEPTIONS

The Vice President for Finance and Administration may approve exceptions to this policy when warranted by institutional interests, operational necessity, legal requirements, safety considerations, or other circumstances that, in the judgment of the College, justify a deviation from the standard requirements. Any approved exception should be documented in writing.

PRESBYTERIAN COLLEGE

Overnight Travel Authorization Form

This form must be completed and approved prior to the accrual of any overnight travel-related expense(s). Travel expenses exceeding \$500 require approval from the appropriate Cabinet member. Travel expenses exceeding \$5,000 require approval from the Vice President of Finance and Administration or President. This approved form must be uploaded with the itemized receipt(s) during credit card reconciliation or provided to the Business Office with an invoice or request for reimbursement.

Employee: _____ Department: _____

Destination: _____ Dates: ____/____/____ to ____/____/____

Business Purpose of Trip*: _____

Other College Employees/Students Traveling: _____

Cost Estimate	
Mileage (_____ miles X 60¢/mile)	\$
Flights	\$
Lodging (_____ night(s) X \$ _____/night)	\$
Conference Registration	\$
Rideshare	\$
Meals (\$50 maximum per day)	\$
Other (_____)	\$
Total	\$

Funding Source	Org. to be Charged	Amount
Operating Budget		\$
Faculty Scholarship	1364	\$
Restricted Funds/Grant		\$
Other		\$

Employee Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

Cabinet Member Signature: _____ Date: ____/____/____

VPFA/President Signature: _____ Date: ____/____/____

*Explain how this expenditure directly supports Presbyterian College’s mission, recruitment efforts, advancement activities, or other legitimate institutional purpose.