

SUBJECT: Academic Travel/Expense Reimbursement Policy
POLICY NUMBER: 19
EFFECTIVE DATE: May 2014

The purpose of the Academic Reimbursement Policy is to provide specific guidelines and establish procedures for incurring business travel and other reimbursable expenses on behalf of Capella University. Employees and approvers are responsible for ensuring that all expenses submitted for reimbursement are for valid Company business and comply with the expense guidelines provided in this policy. Employees are encouraged to spend Company money as carefully as they would their own money and, when incurring expenses, to consider whether the expenses would be viewed as a reasonable and necessary business expense by a shareholder, the IRS or other outside observer.

It is the responsibility of the employee and the approver to:

- Read, understand and comply with the policies and procedures,
- be familiar with the business need for incurred expenses,
- ensure the appropriate documentation is provided and
- submit complete, accurate and timely expense reports.

It is important to note that:

- Approvers may not delegate the responsibility of approval to a subordinate employee.
- Submitted expense reports that are not in compliance will be returned to the approver for resolution.
- Expenses will not be reimbursed until after the event, travel or expense has been incurred.
- All expense reports are subject to internal, external and IRS audit.
- Expense report submissions under \$1,500 should be sent via standard mail:
 - Capella will reimburse FedEx costs for expense reports greater than \$1,500.

Scope

Employee reimbursement and expense in conjunction with events: Residential Colloquia, Weekend Experiences, Dissertation Writer's Retreats, Evidence Based Retreats, Post Master Certificates, Psychology Year-in-Residence Program, Faculty Development and Commencement.

Reimbursement Process

Expense reimbursement requests should be completed online and can be found on Stella under Employee Self Service/Travel and Expense Center (click **create**, under **Expense Report**).

- Instructions on how to complete an online Expense Report are located here: [Expense Report Training](#). Job aids for Colloquium and commencement are located at the bottom of the Expense Report Training page.
 - To facilitate timely reimbursement and to ensure accurate financial reporting, expensed items should be submitted to the Events Department **within one week** of when the expense was incurred. After you have submitted your electronic expense report you need to print the expense report, sign and submit along with original receipts to Accounts Payable.
 - Expenses and/or expense reports greater than 60 days old will not be reimbursed. Expense reports submitted without the required supporting documentation will be deleted from the system after 60 days without notification.
 - Detailed original receipts for all expenses over \$25 must be attached to the Expense Receipts page of the expense report and submitted to Accounts Payable.
 - Receipts must be taped to an 8 ½ by 11 inch sheet of paper for scanning purposes (front and back may be used). Please do not tape the receipts on top of each other or highlight on receipts as some paper reacts adversely to the ink and becomes unreadable.
 - Credit card statements and/or summary credit card receipts are not sufficient documentation and cannot be substituted for detailed receipts. Please request the detailed receipt when using a credit card.
 - All air travel receipts/itineraries must be submitted with the related expense report.
 - When entering mileage, address of departure location and destination are required (MapQuest printouts are preferred).

Travel Policy

All travel (air and train) must be arranged through Blue Ribbon Travel's online website [Capella – Events Travel](#). Airfare and fees will be charged to the Blue Ribbon Travel account (BTA). Deviations will only be reimbursed if pre-approved by the VP and Corporate Controller or the Assistant Controller.

- When you are invited to attend a Capella University event, you will be given a maximum amount that you will be able to spend on airfare.

- All travel-related expenses for a spouse or significant other are not reimbursed unless pre-approved by the VP, Corporate Controller or the Assistant Controller.
- Supervisors will receive an email notification when direct reports book a flight. If the supervisor feels the flight needs to be changed or cancelled for any reason, Blue Ribbon Travel should be contacted immediately. Events receives notification when air is booked. If unapproved or out of scope air is booked, Events may contact Blue Ribbon to cancel the flight.
- Please remember to check your itineraries for any discrepancies within 24 hours of when you receive them. It is important to contact Blue Ribbon immediately if a discrepancy is found.
- If there is a need to change or cancel a trip or reservation, prior approval must be received by the director (or above) of the affected cost center. It is up to this director and the employee to manage any remaining tickets or reservations to the best possible advantage to Capella.

Blue Ribbon Travel

All travel arrangements must be made through Blue Ribbon Travel's on-line [website](#). Online booking fees are \$9 a transaction. Agent assisted fees (calling the travel agent and having the agent book the ticket) are \$30 a transaction. There are no fees associated with calling Blue Ribbon to ask questions. Employees should book air online to avoid higher fees.

- For travel arrangements involving international travel, multi-leg travel, complicated travel or questions, Blue Ribbon travel consultants can be reached as follows:

Phone: 952-835-2724
Fax: 952-835-9821
Emergency/ After Hours: 1-800-206-1485
- The Emergency/After Hours line should be used for Emergency flight situations only. It should not be used for booking flights that could be booked online or during normal business hours.
- The online travel website also offers viewing of flight options, viewing of your existing itineraries, submitting and or updating your personal travel profile.
- Blue Ribbon Travel will provide Capella's travelers with automatic flight insurance of \$500,000 for accidental loss of life, limbs, sight or paraplegia while traveling on a common carrier for which the ticket was used.
- All employees traveling on company business must complete a traveler's profile 21 days prior to their first reservation. Traveler's profiles for Events are found at: [Create a Profile](#)

NOTE: There are two different Blue Ribbon websites. One for our academic events (Colloquium, Commencement, DWR, Faculty Development, etc.) and one for corporate travel (trade shows, corporate business, etc.) Some employees will need to register on both sites. Your passwords may be the same for both sites. Your user ID should read:

firstnamelastname@events for Events travel (Ex: johndoe@events)

firstnamelastname@corporate for Corporate travel (Ex: johndoe@corporate)

- Cash advances are not provided by Capella, so alternate options or arrangements will need to be coordinated with the employee's manager/supervisor.
- Employees are encouraged to use credit cards when traveling internationally to obtain the most recent and oftentimes best currency conversion rates. When foreign currency is used, employees should use the actual conversion rate obtained when the US dollars were exchanged for the foreign currency and include the receipt for the exchange with their expense report.

Airfare

Any airfare reservations that are not booked with Blue Ribbon (either online or via travel consultant) will not be reimbursed by Capella unless pre-approved by the VP, Corporate Controller or the Assistant Controller. School leads, Faculty Chairs, Writing Program leads and any others as such do not have authorization to approve airfare outside of Blue Ribbon.

- Travel will only be approved for flights from your home and to/from the contracted destination. Additional segments of travel in an itinerary will not be paid for unless the cost to do so is less than or equal to a round-trip ticket. Any travel that does not meet these criteria must have prior approval from the Events Manager within the Events Department. School leads, Faculty Chairs, Writing Program leads and any others as such do not have authorization to approve to the Events budget.
- Employees should accept the lowest fare offered when booking flight arrangements, provided the flight schedule is conducive to their business schedule. Capella does not expect employees to incur a layover period of more than 2 hours between flights.
- All airfare expenses are to be charged to Capella's Business Travel Account (BTA) with Blue Ribbon Travel.
- Travel arrangements should be made 6 weeks in advance (whenever possible) to incur the lowest fares. If arrangements are made for less than 6 weeks in advance, an explanation is required via an email to the Events Manager.
- Employees should always accept an e-ticket for travel whenever possible.
- All personnel should travel coach class on flights. (i.e. employees with airline elite memberships may travel with free upgrades).
- Free tickets and first-class upgrades from frequent flyer programs are generally awarded to promote personal travel. Free tickets or vouchers received from an airline

as compensation because boarding was denied on an over-booked flight, or to restore your goodwill after a personal inconvenience are to be utilized for personal future travel. The company will not reimburse you for the value of the ticket upgrades if you use them for Company business.

- Capella reimburses for the first piece of checked baggage, if a fee is incurred. Expenses for a second checked bag will only be reimbursed for travel of 5 or more days.

Trip Cancellation/Change Fees

If your travel plans change, it is your responsibility to contact Blue Ribbon to cancel and/ or receive a refund for travel (Blue Ribbon will waive service fees for refunds and cancellations).

- Please note: Both the airline and the travel agency charge fees for ticket changes. If an individual incurs a penalty because of rescheduling or canceling a nonrefundable airline ticket due to Capella's request, the penalty will be paid by Capella. If a penalty is incurred due to personal changes, Capella will not reimburse you for the charges.
- If you have a nonrefundable ticket, Blue Ribbon Travel will not credit our account. Nonrefundable tickets are to be utilized for future travel.
- Refundable and nonrefundable unused paper tickets should be sent back to Blue Ribbon Travel. E-Tickets do not need to be forwarded to Blue Ribbon.
- Blue Ribbon will notify travelers of existing non-refundable tickets for future use.

Driving vs. Airfare

If you elect to drive to an event rather than fly, Capella will reimburse you for the lesser of actual miles driven (at the applicable IRS rate) or the lowest airfare available for the equivalent trip. The event manager must be notified in advance if you choose to drive.

- The MapQuest mileage calculation and a Blue Ribbon fee printout must be submitted to be reimbursed for this mileage. The Blue Ribbon printout must be dated at least a month prior to the travel date.

Lodging

For each academic event, Capella will approve specific hotels for employees. Individuals are required to stay at these designated hotels. Hotel reservations will be made for each individual by Capella.

- If individuals need to stay at an undesignated hotel, Capella will reimburse up to the cost of the designated hotel(s). If the hotel is less expensive than the designated hotel, individuals will not be reimbursed for the difference in price. Prior approval from Events is required before making reservations.
- Costs for in-room movies, laundry services, mini-bars and other items like this are not reimbursable.

- The cost savings from staying at a friend or relative's home in lieu of a hotel is not reimbursable by the company.

Rental Cars

There is no rental car reimbursement. If you rent a car, you will not be reimbursed for what it "would have" cost to take a cab to/from the airport. School leads, Faculty Chairs, Writing Program leads and any others as such do not have authorization to approve rental cars to the Events budget.

Parking at Airport/Taxi to Airport from Residence

The cost of parking at the home airport or the cost for the taxi to/from the airport is reimbursable.

Mileage to/from the airport will be reimbursed at the applicable IRS rate if you attach a copy of the MapQuest mileage calculation to your expense report submission and include your home address in your expense report.

Commuting Expenses for Minneapolis Events

For employees who office at the Capella Towers, normal local daily commuting expenses, including taxi, train, bus fare, parking and mileage to/from the office, are not reimbursable for an event. Mileage incurred locally for the amount over the employee's normal commute will be reimbursed at the applicable IRS rate.

Transportation from Airport to Event Location back to Airport

Whenever possible, discounted transportation service from the airport to the hotel (and back) is set up in advance for academic events. The details of this service are communicated to employees prior to the event, and this is the expected mode of transportation. Exceptions due to services not being offered will need prior approval by the Event Manager. School leads, Faculty Chairs, Writing Program leads and any others as such do not have authorization to approve taxi reimbursement to the Events budget. When sharing a taxi with other staff all will need to be listed in the expense report to be reimbursed.

Meals

For events occurring outside of Minneapolis: all faculty and staff will receive a \$40 per diem per day for meals. You do not need to submit receipts for per diems. Capella reserves the right to alter the per diem amount if meals are being provided during the event. Meals will not be reimbursed on an expense report.

- For events occurring in Minneapolis: local faculty and staff who do not stay onsite will be reimbursed up to \$40 per day but will need to submit receipts (see [Corporate Reimbursement Policy](#)). Non-local faculty and local faculty who do stay onsite will receive \$40 per diem per day for meals. You do not need to submit receipts for per diems. Capella reserves the right to alter the per diem amount if meals are being provided during the event.

- In the event flight arrangements can not be made within the timeframe of the colloquia and an employee member needs to spend an additional night due to lack of flight availability, they will be reimbursed a \$40 stipend to cover food expenses. The purpose of per diems is to cover your expenses or fees for work-related travel and not for vacation or time off.

Internet Access

Employee's use of the internet in their hotel room will automatically be charged to the master Capella bill. You will not have to expense for this charge. If you arrive early or extend your stay beyond the Capella event you will be responsible for the internet charge for those days. If an employee has a non Capella employee staying in their sleeping room, only one internet charge a day will be posted to the master account. Internet connectivity fees during travel are reimbursable if used for business purposes.

Tipping

Employee will be reimbursed for housekeeping and service (drivers, porters) tipping. Guidelines are \$2 per bag, \$2 to \$3 per day for housekeeping and 10% to 15% of total fare for taxi or shared van. 18-20% for restaurant gratuity. Excessive tipping charges will not be reimbursed.

Supplies

Employee will not be reimbursed for shipping of materials, purchasing of supplies, or copying cost. If there is a program need for one of the following shipping, purchasing or copying it will need to be approved prior to the event by the school lead and the Event Manager of the event.

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