Purchasing, Credit Card & Travel Policies Guidebook
For Employees of Kalamazoo College

This Guidebook will provide general information regarding policies and procedures related to conducting business at Kalamazoo College.

Approved by the President’s Staff:
10/21/2014
INTRODUCTION

This handbook has been compiled to acquaint College employees with procedures for conducting business at Kalamazoo College. The information presented here is a summary of the most commonly required services and is not intended to cover every possible situation.

Should you have a specific need, question, or suggestion, please write to BusinessOffice@kzoo.edu.

PURCHASING POLICIES

To better serve the campus community, the College has established a series of cost saving policies and procedures for the most commonly purchased goods and services. The policies in this handbook are also available on the Business Office website: www.kzoo.edu/business.

The object of these policies is to:

- Competitively bid more goods and services to achieve the best price and quality of service
- To reduce the number of vendors used to purchase the same products
- To reduce the number of check requisitions that are processed and the number of checks written
- To reduce late fees, missed cash discounts, and sales tax payments
- To increase the use of purchasing consortiums to take advantage of volume discounts
- To establish clear guidelines and uniform purchasing practices throughout the campus community.

Please see the Procedures section on Requesting a Purchase Order

Air Travel

Travel Leaders is the preferred provider when making travel arrangements that require the assistance of a travel agent.

Travel Leaders
The Orchards Mall
1800 Pipestone Rd
Benton Harbor, MI  49022
(800) 633-6401
(269) 925-0777
Representative: Bev Gould, (269) 983-0450, bgould@travelleaders.com

Set up the tentative booking:
Call 1-800-633-6401 to book a flight. Campus visitors may phone Travel Leaders directly for their arrangements and provide the email address for the employee sponsoring the visit so that a copy of the itinerary may be provided for approval and processing.

Request a Purchase Order (PO):
Once you have a tentative booking from Travel Leaders, please forward the booking e-mail to BusinessOffice@kzoo.edu with the business purpose for travel and the account number to charge. Please allow 1 business day for processing your request for a PO number. Forward the PO number to Travel Leaders. Travel Leaders will not actually book the flight until they have a P.O. number.
Paying the bill:
In addition to receiving the itinerary, you will receive a similar statement that will indicate "itinerary/receipt" in the upper right-hand corner. Please write "ok to pay", sign, and submit the itinerary/receipt to the Business Office for payment. This will acknowledge that the PO has been completed.

For bookings related to travelers for the academic areas, contact the Provost’s Office.

If you wish to make your own travel arrangements online, please keep in mind that these tickets are typically very restrictive. Date and name changes are usually prohibited. Additionally, when flights are overbooked, ticket holders of tickets purchased through discount internet providers are usually last to be rescheduled. If you are not familiar with using these types of services, please contact Travel Leaders for your arrangements.

College air travel booked outside of Travel Leaders should be paid with a College credit card to ensure the traveler is covered by the insurance and benefits available through the credit card program.

The College is unable to reimburse the fair market value of an airline ticket purchased with the traveler’s frequent flyer miles.

Alcohol
Alcohol consumed with a meal, including cocktails and after-dinner drinks, while entertaining College guests or candidates is reimbursable, to a maximum of two drinks per person. Moderation with respect to the cost of alcohol is the guiding principle in determining what is reasonable and reimbursable. Personal consumption of alcohol beyond one drink with dinner while at a conference, professional meeting, or other formally scheduled College-related event is not reimbursable.

Alcohol may not be purchased with Federal grant funding.

The full text of the College’s alcohol policy may be found here: https://reason.kzoo.edu/hr/policies/

Car Rental for Local Travel
Please contact Facilities Management to reserve a vehicle: https://reason.kzoo.edu/facman/collegevehicles/

Charitable Donations
Charitable donations may not be made from College funds unless approved by the President.

Internal Revenue Service regulations prohibit any contributions to public officials or candidates to public office.

Copiers
The College recognizes the need for copier/printer availability within key working areas and is committed to ensuring that these devices are accessible and networked. All networked copiers are purchased or leased centrally through the Business Office in coordination with Information Services.
Departmental requests for new copiers or replacement of existing copiers must begin with Information Services.

**Flowers and Gifts in Recognition of Life Events**

When the member of the College community experiences a significant life event, such as birth, illness, or death, please contact the Assistant to the President.

Please provide the following information:

- Name of the individual
- Relationship to the College
- Nature of the event
- Date of the event
- Place of the event and any related arrangements (hospital or funeral home - name, address, and phone number)
- Contact name, address, and phone number

All employee recognition is coordinated by the Assistant to the President under the following guidelines:

- Upon death of an employee or his/her immediate family member (spouse, parent, sibling, child), the College will send a floral arrangement. In exceptional circumstances, a memorial contribution may be made with approval of the President.
- For faculty and staff, the birth or adoption of a child, hospitalization, illness, or injury will be recognized with a floral arrangement.

Departments that wish to recognize these and other life events such as birthdays or marriage are expected to contribute personal funds toward any flowers or gifts. Supervisors that wish to provide holiday gifts to staff are also expected to contribute personal funds.

**Gift Certificates and Gift Cards**

College policy generally prohibits the use of College funds to purchase gift cards or gift certificates. This applies to all College accounts regardless of funding source, including student activities and grant funded accounts.

Internal Revenue Service considers gift cards and gift certificates paid for services, including volunteers, to be payments of cash which must be treated as taxable compensation. These payments to employees and volunteers must be processed by the Payroll department. In addition, many students are employees of the College, and additional compensation could impact their financial aid eligibility.

There are limited circumstances where gift certificates and gift cards can be used. Please contact BusinessOffice@kzoo.edu prior to purchasing the gift cards.

Request for reimbursement for the purchase of gift certificates will not be processed without prior purchasing approval from the Business Office.
Gifts

Gifts to acknowledge and thank external speakers or other College supporters should not exceed $50. Gift cards or gift certificates are not permitted.

Gifts to a member of the College community to recognize birth, death, or illness: Please see the policy related to *Flowers and Gifts in Recognition of Life Events*.

Gifts to a member of the College community to celebrate holidays or recognize special contributions or services should be purchased with personal funds and should not be purchased with College funds.

Lodging

There are several accommodations available within walking distance of the College. Employees should contact the properties directly to make arrangements. Some properties have direct billing arrangements with the College, and employees should provide contact information for billing purposes at the time of the reservation.

**Comfort Inn**
739 West Michigan Avenue
Kalamazoo, MI 49007
269.384.2800
[http://www.comfortinn.com](http://www.comfortinn.com)
Negotiated rate: No
Direct billing: Yes
Distance: 10 minute walk

**Hall House**
106 Thompson Street
Kalamazoo, MI 49006
269.343.2500
Negotiated rate: Yes
Direct billing: Yes
Distance: Adjacent to campus

**Radisson Plaza Hotel & Suites**
100 West Michigan Avenue
Kalamazoo, MI 49007
1.800.395.7046
[http://radisson.com](http://radisson.com)
Negotiated rate: Yes
Direct billing: Yes
Distance: 20 minute walk

**Stuart Avenue Inn**
229 Stuart Avenue
Kalamazoo, MI 49007
269.342.0230
[http://stuartavenueinn.com](http://stuartavenueinn.com)
Negotiated rate: Yes
Direct billing: Yes
Distance: 10 minute walk  
Other: Welcomes College employees to breakfast with its visitors

Another option for large groups or visitors with own transportation:

**Holiday Inn West**  
2747 South 11th Street  
Kalamazoo, MI 49009  
269.375.6000  
[http://ihg.com](http://ihg.com)  
Negotiated rate: Yes  
Direct billing: Yes  
Distance: 10 minute drive

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**Meals**

Expenses related to meals provided in conjunction with College meetings and events are reimbursable. Requests for reimbursements should include the business purpose of the meeting or the name of the event, the names of the participants (or name of the group if the number of participants is large), the date and location of the meeting or event, and the original receipt for the meal expenses being claimed. Meal tips should be included in the claim for the meal and not listed separately and should not exceed 20%.

For meal expenses while traveling with an overnight stay, see the *Meals and Other Expenses* section under the *Travel Policy* section.

Due to IRS regulations, the College is unable to reimburse *individual* meal expenses related to travel that does not include an overnight stay.

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**Mileage Reimbursement for Use of Personal Automobile**

The College reimburses mileage related to business use of a personal automobile at the current IRS rate. A campus notice will be sent out each time the IRS rate changes.

The current rate for mileage can be found on the Business Office website [https://reason.kzoo.edu/business/policy/purchasing/](https://reason.kzoo.edu/business/policy/purchasing/) Requests for reimbursements may be submitted at any rate not to exceed the current reimbursement rate. The College does not pay mileage in advance of travel.

The College does not reimburse for fuel, parking/speeding tickets, towing charges, or other expenses related to business use of personal automobiles.

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**Office Supplies**

Staples is the preferred vendor for office supplies. Office supplies can be ordered online through the Staples website at significant savings compared to local retail stores. Orders of $35 or more qualify for free shipping and are delivered the next business day.

The College strongly encourages departments that frequently purchase items such as coffee, paper plates, candy, etc. to order through Staples at the College’s discounted price.

To set up a Staples online account, please email BusinessOffice@kzoo.edu
Overnight Packages and Deliveries

It is the College policy that overnight letters and deliveries are sent via FedEx. Please contact the Mail & Copy Center for assistance with cost and logistical details for all domestic and international deliveries.

Printing and Graphic Services

Requests for Printing and Design services must be submitted to the Office of College Communication. The Office of College Communication will provide quotes for every job request including quotes from third party vendors. The response time for quotes is 3 to 5 days. Contact the Director of Publications in the Communications Department for quotes.

For standard black and white printing, please contact the Mail and Copy Center.

Technology

Cell Phones and Mobile Devices

Summary

Kalamazoo College recognizes the need for certain positions to be issued a mobile device in order to fulfill the essential job duties required. Eligible employees will be granted usage of these devices in support of the operational and educational mission of the College. A campus-wide service plan has been selected to reduce monthly costs and provide enhanced services.

Division Vice Presidents must make a determination of the need for such devices for their staff and departments. Vice Presidents or their designees are responsible for educating their staff about appropriate procedures, and annually reevaluating eligibility of respective staff members to continue using a College issued mobile device.

Under IRS guidelines (Notice 2011-72) the College is not required to tax individuals for personal usage of College provided mobile phones, provided that the mobile device is for “substantial business reasons”. It is the responsibility of both the staff member and the respective vice president to determine whether this test is being met. The College reserves the right to amend this policy should the IRS reinstate taxation for personal usage of employer provided mobile phones.

On rare occasions the College may approve reimbursement for College related calls on personal mobile devices. Division vice presidents are responsible for authorizing eligible employees within their respective areas for reimbursement. Reimbursement will be based on 35% of the monthly rate paid by the College for similar devices (either smart phones or other mobile phones) (The rate of reimbursement is subject to review each fiscal year).

Authorization

Mobile devices (smart phones or other mobile phones; for the policy related to Tablets, see the section related to “Computers and Tablets”) will be provided to College employees who meet at least one of the following three criteria.

- Are responsible for crisis management, or are required to be “on-call” during off hours for a significant portion of time (e.g. President’s Staff, Security, certain Student Development staff, and certain Information Services staff)
• Are required to travel for the College as an essential and significant portion of their duties (e.g. Admission Counselors, Advancement Gift Officers, certain CIP staff, etc.)

• Are required as part of their job to be off campus (e.g. certain Service Learning and Athletic staff), or due to their work environment are required to remain in communication while away from their desk (e.g. Facilities Management).

A small pool of mobile phones will be available for employees who do not have a College issued phone, and who have occasional (once or twice per year) reasons to travel on College business.

The College provides only mobile devices that have been approved and can be supported by Information Services. (Contact Information Services for listing of approved equipment) Information Services supports devices that utilize the ActiveSync protocol for mobile data synchronization. Designated models of iOS(iPhones) and Android devices are supported. Support provided is for the devices themselves and for certain built-in functionality and services, including connectivity to designated College resources such as email and calendaring. Support is not provided for other user installed applications. To protect College resources and data, mobile device security policy settings are established for College owned devices as well as personal devices that access College data. These security policy settings include:

- Required password on device, with certain password restrictions
- A limit to the number of failed authentication attempts
- Idle time out settings
- Required encrypted backups for those devices that support it
- A password required to remove management profile

**Process for Requesting Mobile Device**

1. Staff member submits request for mobile device to appropriate vice president for approval.
2. Vice President submits approved request to Information Services.
3. Upon verification of eligible equipment, network support, Information Services submits purchase order to Business Office for mobile device.

**Damage, Loss or Abuse of Mobile Device**

The device provided is College property and it is the responsibility of the staff member to keep it in working condition. If a device becomes damaged, it shall be brought to Information Services who will arrange for replacement or repair. Lost or stolen devices shall be immediately reported to the employee’s supervisor, and to Information Services. All business related costs incurred for replacement or repair will be the responsibility of the employee’s department; however, staff members may be held personally responsible for repair or replacement costs related to abuse or negligence.

Violations of this policy may result in the revoking of the device and disciplinary action. The College reserves the right to limit or terminate these privileges.
Employee Leave of Absence and Separation of Employment

The vice president or their designee is responsible for ensuring that all mobile devices are turned in to Information Services from staff members who are no longer employed with the College, staff members no longer considered eligible to receive a mobile device, or from staff members that are on leave from the College. Under rare circumstances a vice president may grant approval for a non-hourly employee to retain a mobile device during an approved leave. However no hourly employee will be granted permission to retain a College owned mobile device during times of leave from the College.

Hourly Paid Staff

An hourly paid staff employee may use a College issued device to conduct College business only during scheduled work hours, or if outside of scheduled work hours with supervisor’s permission. All time spent conducting College business, whether via phone or email, using a College issued device or a personal device, is time worked, must be approved in advance and must be accurately reported daily as time worked.

Vehicle Use

Usage of college mobile phones is governed under the Transportation Policy which states “no drivers will use mobile phones at any time while vehicles are in motion or waiting at stoplights, stop signs, etc. Drivers can only use mobile phones after having pulled over and stopped in a safe location. Exception: Mobile phones utilizing hands-free technology may be used by drivers driving alone on Kalamazoo business”.

Computers and Tablets

All computers and tablets must be purchased by Information Services through approved vendors. Computers and tablets purchased by Information Services are purchased at a volume discount price with a service warranty.

Computers and tablets should not be purchased using College credit cards except by authorized Information Services staff. Computers and tablets purchased with a personal credit card will not be reimbursed by the College. This policy applies regardless of funding source, including grant funded accounts.

Tablets may not include a data plan.

Please visit https://reason.kzoo.edu/business/policy/tech/ for more information and to obtain a purchase order.

Printers for Computers

All printers should be purchased through Information Services and not on College credit cards or with personal credit cards. The College will not reimburse purchases of printers on personal credit cards. All computer printers must be purchased with a Purchase Order. Please contact the Associate Director of Curricular Support for more information and to obtain a purchase order number.

Due to the additional cost of color printing, College policy prohibits the purchase of color printers for departmental use, except for certain approved areas. Departments are strongly encouraged to electronically submit color printing work to the Copy Center.
Printer Cartridges

New printer cartridges should be purchased through Staples. See "Office Supplies" for more information.

Remanufactured printer cartridges should be purchased through Precision Printer Services, Inc.

Precision Printer Services, Inc.
3310 Redmond Avenue
Kalamazoo, MI 49001
(269)384-5725

Expenses Not Reimbursable by the College

The following is a list of expenses that will not be reimbursed by the College. This list is intended as a guide and is not inclusive of all expenses which are not reimbursable by the College:

- Commuting costs from home to campus.
- Traffic fines, court costs, parking violations, towing charges, and auto repairs.
- Personal grooming services, such as barbers, hairdressers and shoe shines.
- Annual premiums for personal property insurance or annual fees for personal credit cards including liability insurance for lost cards.
- Doctor bills, prescriptions and other medical services unless covered by the College’s health benefit plans.
- Credit card delinquency fees, over limit fees or finance charges.
- Bank or ATM fees.

For a list of travel expenses that are also not reimbursable by the College, see Travel Expenses Not Reimbursable by the College section under the Travel Policy section.

CREDIT CARD POLICY

Policy Statement

The College credit card program is intended to streamline and simplify purchasing and accounts payable functions. The College credit card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for accounting purposes and offers flexible controls to help ensure proper usage. The card may be used with any merchant who accepts Visa, either in-store, by phone, mail, fax or on-line, subject to the College’s purchasing and travel policies.

Program Overview

The College credit card program is designed to complement existing purchasing processes including petty cash, check requests, and low dollar purchase orders. The College credit card program is not intended to avoid or bypass current payment procedures and purchasing policies. Proper documentation and record keeping is essential.

This Guide provides information about the process, permitted and prohibited purchases, records that must be maintained and reconciled for each cycle, and a variety of other program information.
Definitions

Cardholder
College employee whose name appears on the credit card and is accountable for all charges made and reporting and documentation associated with that card.

Department Liaison
Support staff that assists the Cardholder with the compilation and submission of credit card statements/expense reports.

Cardholder Supervisor
The employee within each department who is responsible for reviewing the Cardholder’s transactions and verifying that all charges associated with the credit card are supported by the appropriate documentation.

Obtaining a Credit Card
Only employees of the College are eligible to receive a College credit card. Contractors, temporary employees, nor students are eligible to receive a College credit card, pursuant to the card agreement with PNC Bank. Cardholders are responsible for the security of the card and all transactions made against the card. Cardholders will be required to sign a Cardholder Agreement as part of the application for a credit card, which can be found on the Business Office website at www.kzoo.edu/business.

Process for Obtaining a Credit Card
- College employee completes the application/agreement
- Supervisor:
  - reviews the application/agreement
  - approves the application/agreement
  - assigns a Departmental Liaison, if applicable
  - forwards to the Business Office
- The Business Office will request a credit card from PNC Bank
- The Business Office contacts the employee when the card arrives to arrange training related to the use of the card

The College credit card will have no impact on the Cardholder’s personal credit. Although the card lists an individual’s name, the card is actually a corporate charge card issued to the College.

Responsibilities
Credit card purchases are governed by Kalamazoo College purchasing and other relevant policies. It is the Cardholder’s responsibility to ensure that the card is used within the stated guidelines of the credit card policy as well as other Kalamazoo College policies relating to the expenditure of College funds.

Cardholder
- Understands that the College is liable to PNC for all charges made on the card.
- Agrees to notify PNC immediately if the card is lost or stolen, and notify the Business Office at the first opportunity during normal business hours.
• Understands that the Cardholder is the only person authorized to approve charges made against his/her card.
• Agrees to use the College credit card for approved purchases only.
• Agrees not to charge personal purchases. The use of the card for personal purchases may be subject to disciplinary actions. Any personal purchase must be repaid as soon as it’s identified.
• Agrees to obtain receipts for all card purchases and maintain proper supporting documentation. Every receipt requires documentation explaining how the expense relates to College business.
• Agrees to return the card immediately upon request of the College or upon termination of employment (including retirement).
• Agrees to notify the Business Office if the cardholder changes departments.
• Understands the College will audit use of the card and take appropriate action on any discrepancies found, including reporting of discrepancies to the Supervisor or Vice President.
• Agrees to follow the established procedures for the use of the College credit card, including timely submission of statements and receipts. While the administration of the card reporting may be delegated to a Department Liaison, **the responsibility for compliance remains with the Cardholder.** This may include planning for absences and making oneself available to sign the statement. Only the Cardholder may sign his/her own statement and may not delegate this responsibility.

Failure to follow these credit card policies may result in suspension or revocation of the use of the card, additional taxable income reported on Form W-2, and/or other disciplinary actions.

**Cardholder Supervisor**

- Reviews and signs statements of the Cardholder. The Supervisor signature indicates that he/she has reviewed the statement for compliance with College policy and it’s correct, complete and that the expenditures are approved for the business purpose indicated. If the Supervisor cannot determine the business purpose from the statement, the Supervisor should not sign the statement and should instead return the statement to the Cardholder for correction or additional documentation.

**Business Office**

- Assists the cardholder with administrative tasks related to the card:
  - Reviews and verifies the vendor receipts to ensure that they match the transactions listed on the individual statement.
  - Verifies appropriate expense allocations so that each purchase transaction has the correct accounting information and a specific business purpose for each item.
- Attempts to resolve any disputes with vendor and/or PNC not resolved by Cardholder.
- Assists Cardholders with erroneous declines and emergency transactions after they have contacted PNC directly.
- Downloads monthly credit card charges to Colleague.
- Activate/Deactivates credit card.
- Provides all credit card online program administrative maintenance.
- Provides training to cardholders.
- Audits credit card use and charges with regard to compliance with credit card and College policies.
**Credit Card Restrictions**

The College credit card is not a personal credit card and remains the property of Kalamazoo College. The liability for all outstanding charges on the card is with the College. Therefore, the credit card must only be used for purchases required in the normal course of business and comply with all College purchasing policies.

*Cardholders may not use the credit card for personal purchases with the intent of reimbursing the College at a later date. Personal use of College credit cards may result in disciplinary action, including possible termination of employment.*

The College credit card will have the cardholder’s name embossed on it. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder.

**Supporting Documentation**

It is the Cardholder’s responsibility to gather and retain supporting documentation for card purchases. This documentation will take the form of a supplier produced document that contains detailed information regarding the transaction. This includes cash register receipts, charge slips, invoices, and/or computer screen prints. The documentation should always contain the following information:

- merchant name and address
- unit prices
- transaction total amount
- transaction date
- transaction details: item description(s), quantities ordered and received

Transactions that relate to travel, food or entertainment must have supporting documentation that includes:

- The names of participants. For large groups, the name of the group is acceptable
- Date and location (likely already provided on the receipt)
- The business purpose for the expense
- Purchases for gasoline must indicate a rental or College vehicle

**Missing Documentation**

Receipts are required for all transactions. In the event that a receipt is lost, Cardholders should make every attempt to contact the vendor for a duplicate receipt. If a duplicate receipt cannot be obtained, a Lost/Missing Receipt Form should be completed by the Cardholder and approved by the Vice President for their area. The Lost/Missing Receipt Form is to be used only in rare situations when a receipt cannot be obtained or replaced. The College reserves the right to revoke College credit card privileges and may require the Cardholder to reimburse the College for the transaction in which a receipt cannot be produced.
Due Dates

Statements with Cardholder and Supervisor signatures and all original receipts are due to the Business Office by the 10th of the month.

It is strongly recommended and considered best practice that Cardholders review their transactions on a weekly basis. The statement closing date is the 27th of each month or the following business day if the 27th falls on a weekend with statements due on the 10th of the following month. If the 10th falls on a weekend, the due date is the next business day.

While the administration of the card reporting may be delegated to a Department Liaison, the responsibility for complete and timely submission of statements remains with the Cardholder. Cardholders should consider planned absences and travel schedules and plan accordingly to meet these deadlines, including making oneself available to sign statements. Cardholders may not delegate signing of their statements. **Cardholders that do not meet the deadlines may lose their credit card privilege.** Cardholders, Supervisors, and Vice Presidents will be notified of delinquent statements and receipts.

Electronic Statement Submission

Departments can elect to submit their statement and receipts electronically in PDF format to the Business Office. If a department elects to do this, they must keep the original receipts in locked storage or shred them to reduce the exposure of receipts being submitted for personal reimbursement. Departments that elect to submit statements and receipts electronically are still expected to verify the electronic submission for completeness.

Cardholder Discipline and/or Termination

The College will seek restitution for inappropriate or fraudulent charges. Misuse of the credit card will also result in revocation of the card and possible disciplinary action up to and including termination of employment from Kalamazoo College. Employees who are found to have inappropriately used the College credit card will be required to reimburse the College for all costs associated with such improper use. The College reserves the right to close a credit card account if a Cardholder (a) moves to a new position in which a card is not required; (b) terminates employment; or (c) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with Kalamazoo College policies and procedures relating to discipline:

- The College credit card is used for unauthorized purposes.
- The College credit card is used to purchase any substance, material, or service that violates policy, law, or regulation pertaining to Kalamazoo College.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the spending limits of the credit card.
- The Cardholder uses another Cardholder’s card to circumvent the purchase limit assigned to either Cardholder or the limitations of the credit card.
- The Cardholder fails to complete the online monthly reconciliation by the due date.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all College purchasing and travel policies.
Credit Limit Increase Request

To process a permanent or temporary credit limit increase, the Cardholder Supervisor can send an e-mail to BusinessOffice@kzoo.edu. The e-mail should include the Cardholder’s name, amount of increase or the new limit, and indication that this is a permanent or temporary change. If this is a temporary change, the date the change is no longer in effect should also be included in the e-mail.

Credit Card Set-Up, Maintenance and Closure

Lost, Misplaced, or Stolen Cards

Cardholders are required to immediately report any lost or stolen College credit cards to PNC at 800-685-4039. Cardholders must also email BusinessOffice@kzoo.edu

Erroneous Declines

Should a vendor erroneously decline a College credit card, the Cardholder should contact PNC at the number on the back of the card. The PNC representative will explain why the sale was declined.

Credit Card Benefits

Visa Auto Rental Collision Damage Waiver Program: Cardholders are provided coverage on a 24-hour basis for damage due to collision or theft up to the actual cash value of most rental vehicles when certain terms and conditions are met. Please do not purchase additional insurance coverage.

*Coverage does not include special purpose vehicles such as cargo vans and 15 passenger vans.

Travel Accident Insurance: Cardholders become covered automatically by Visa for travel accidents when the entire Common Carrier fare is charged to the College credit card.

Lost Luggage Insurance - Cardholders that pay for the cost of Common Carrier tickets with their College credit card are eligible to receive reimbursement for their checked luggage and its contents for the difference between the “value of the amount claimed” and the Common Carrier’s payment, up to $1,250 per trip, provided the luggage was lost due to theft or misdirection by the carrier.

Visa Roadside Dispatch: For $59.95 per roadside assistance service call, the program includes:

- Towing (up to five miles included*)
- Tire changing (must have inflated spare)
- Jump Starting (battery boost)
- Lockout Service
- Fuel Delivery (cost of fuel not included)
- Winching

Credits

Vendors will issue credits to the individual College credit card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the credit card account.
Unresolved Disputes & Billing Errors

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison should complete a Purchasing/Credit Card Dispute/Billing Inquiry Form within 60 days. Attach the form to the relevant statement and send it to the Business Office.

Security & Storage

The College credit card should be maintained in a secure location and the card account number should be carefully controlled. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any reason.

TRAVEL POLICY

Travel Expense Reporting

Reporting travel expenses for reimbursement is requested within 30 days of returning to campus and should be documented on a Expense Reimbursement Form (but no later than 90 days or the end of the fiscal year, whichever comes first). This form is designed to gather all the necessary information from the traveler, calculate exchange rates, and itemize expenses in the appropriate category. Receipts are required and must be attached to this expense report.

Travel/Cash Advances

Cash advances may be given to College employees for upcoming travel or College expenditures. Employees may not have more than one advance outstanding at any given time. Cash advances should be requested by using the Requisition form which can be found at https://reason.kzoo.edu/business/policy/forms/.

Employees with College credit cards are expected to limit their cash advance request to incidental costs that cannot be charged on the card.

All requests for travel advances over $250.00 by employees of academic areas and charged to departmental budgets must have approval of the Provost's Office. Please route your requisition appropriately.

Advances for travel by guests of the College will be treated as taxable income to be reported on IRS Form 1099-MISC. College employees should make arrangements for travel for guests using our preferred vendors that can be direct billed to the College when possible (see Purchasing Policies related to Air Travel and Lodging). Costs of travel by guests may be reimbursed with appropriate documentation and receipts.

Advances should be cleared within 30 days from the last date of travel. Due to the fiscal year ending on June 30th, cash advances for travel that ends by June 30th must be cleared no later than the second Friday in July. After 30 days from return of travel or event, employees with outstanding advances will be notified by the Business Office. Failure to reimburse the College for advances outstanding 90 days or longer, may be subject to disciplinary measures.
Overnight Accommodations Outside of Kalamazoo

For accommodations needed outside of Kalamazoo, travelers should use hotels located at conference or program sites to avoid additional costs in transportation unless the cost is excessive. Travelers may book hotel accommodations through Travel Leaders or make reservations on their own. For contact information for Travel Leaders, see Air travel section under Purchasing Policies.

Meals and Other Expenses

Meals and Alcohol

In general the College only reimburses actual expenses for meals while traveling on College business. Meal claims should reflect actual and reasonable expense and can be claimed for business travel that involves an overnight stay. Meal tips should be included in the claim for the meal and not listed separately and should not exceed 20%. Receipts are required for reimbursement.

Travel funded by the Faculty Development Committee has a separate policy that includes a per diem for meals. Details on this policy are available from the Provost’s Office.

Due to IRS regulations, the College is unable to reimburse individual meal expenses related to travel that does not include an overnight stay.

Alcohol consumed with a meal, including cocktails and after-dinner drinks, while entertaining College guests or candidates is reimbursable, to a maximum of two drinks per person. Moderation with respect to the cost of alcohol is the guiding principle in determining what is reasonable and reimbursable. Personal consumption of alcohol beyond one drink with dinner while at a conference, professional meeting, or other formally scheduled College-related event is not reimbursable.

Alcohol may not be purchased with Federal grant funding.

Incidentals

Tips

Tips for hotel staff & cab drivers are reimbursable. Tips for cabs should be claimed with the cost of the taxi ride. Tips to hotel staff and airport luggage handlers should be listed separately when claimed.

Laundry

For travel of five nights or more, laundry is reimbursable with receipts.

Telephone and fax

For staff without a College cell phone, telephone calls made to obtain transportation and hotel reservations, or to communicate with the office or one’s family to indicate safe arrival, are reimbursable. The cost to fax documents while traveling is also reimbursable with a documented business purpose and original receipts.

Tolls and Parking

Tolls and reasonable parking fees are reimbursable. Parking violations and towing charges are not reimbursable.
**Spouse or Other Dependent Expenses**

The payment of travel expenses for spouses & partners of College employees is not permitted without prior approval from the President and all the conditions listed below are met.

- The spouse/partner attends and contributes to the official function.
- The activities of the spouse/partner relating to College business are outlined.
- The purpose of the travel and the expenses incurred are fully documented.
- The presence of the spouse/partner must be deemed essential to the work of the College.

**Presidential Spousal/Partner Travel**

The President is often required to have extensive and unique contact with the public on behalf of the College. Spouses/partners often make an important contribution to the success of events when the President is performing official duties in such areas as Development. The College also benefits when spouses/partners participate in professional development programs related to their specific roles and responsibilities. Consequently, the College will pay the President’s spouse’s/partner’s travel expenses if all the following conditions are met:

- The spouse/partner attends and contributes to the official function. This includes events when the spouses of the College’s guests are expected to be present.
- The activities of the spouse/partner relating to College business are outlined.
- The purpose of the travel and the expenses incurred are fully documented.
- The presence of the spouse/partner must be essential to the President’s ability to carry out her/his business function for the College.

If the presence of the spouse/partner is not essential, the properly documented travel expenses will be reimbursed and the expenses will be treated as a taxable fringe benefit.

The President’s travel expenses, including spousal/partner travel, are reviewed by the Chair of the Audit Committee of the Board of Trustees on a semi-annual basis.¹

**International Travel**

**Trip Planning**

The College’s foreign liability insurance provider, Chartis, provides all College students, faculty, and staff with a portal with information on travel information, safety, and trip planning: [http://www.chartisinsurance.com/Travel-Assistance_1410_205133.html](http://www.chartisinsurance.com/Travel-Assistance_1410_205133.html) Complete information is on the CIP Emergency Evacuation is found here: [https://reason.kzoo.edu/cip/evacuation/authorized/](https://reason.kzoo.edu/cip/evacuation/authorized/) Students, faculty, and staff will need the College’s access numbers to access the Travel Guard portal:

![Chartis Global Access Assistance Services](chartis.png)

¹ Spousal/Partner Travel Policy approved by the Audit Committee on June 10, 2010
Travel Visas

In some cases, it may be more cost effective and efficient for travelers to use a professional service for acquiring travel visas. If a foreign consulate permits applications for visas via the web or by mail, employees should not need to use a professional service to acquire their visas. If the employee is required to drop off and/or pick up a visa in person or the employee needs extra assistance in navigating the consulate’s process, a professional service could be used.

Banking and Foreign Currency Exchange

For small amounts of foreign currency (up to $400), employees should deposit their travel advances into their checking accounts and then just withdraw the money from a foreign ATM.

Employees are advised to inform their bank and credit card companies of their travel plans, including PNC if the employee will be traveling with a College credit card. In some cases, when banks and credit card companies notice unusual foreign charges and withdrawals, they will place holds on bank and credit card accounts.

The Expense Reimbursement Form includes a column for exchange rate which should be provided by the traveler. The employee may use either the rate of exchange for foreign currency exchanged during his/her trip or a Web currency converter such as www.oanda.com/converter/classic. If a copy of the traveler's personal credit card statement is included with receipts, reimbursement will be for the amount shown for the item on the credit card statement.

Car Rental Insurance

Car rental insurance while traveling outside of the U.S. on College business is recommended and reimbursable by the College.

Travel Expenses Not Reimbursable by the College

The following is a list of expenses that will not be reimbursed by the College. This list is intended as a guide and is not inclusive of all expenses which are not reimbursable by the College:

- Portion of air/train travel, auto rental/mileage, hotel costs, or meals for travel outside College business.
- Upgrades — air, hotel or car rental (upgrades to business class for transoceanic or intercontinental air travel are permitted for flight time exceeding 8 hours)
- Car rental insurance purchased for domestic travel.
- Insurance costs such as life insurance, flight insurance, personal automobile insurance and baggage insurance
- Lost baggage (except for lost luggage reimbursement under VISA benefit)
- In-room movies
- Traffic fines, court costs, parking violations, towing charges, and auto repairs.
- Personal grooming services, such as barbers, hairdressers and shoe shines.
- Doctor bills, prescriptions and other medical services unless covered by the College’s health benefit plans.
- Credit card delinquency fees, over limit fees or finance charges.
- Bank or ATM fees.
**PROCEDURES**

**Federal W-9 Forms**

All companies and individuals paid through Accounts Payable are required to submit a completed federal Form W-9 regardless of the amount that is being paid or the tax treatment of the payment. If you are paying a person or company for the first time, you should request that they fill out a Vendor form. This form can be found on the Business Office website and can be sent electronically, by fax, mail or in person. It is not recommended that Form W-9 with social security numbers be submitted via email.

**90-day Limit on Reimbursements/Fiscal Year End**

In compliance with IRS regulations, the College cannot reimburse employee expenses from receipts that are more than 90 days old. Additionally the College’s fiscal year ends June 30th and all expenses incurred on or before that date must be submitted to the Business Office for payment by the second Friday in July, regardless of funding source.

**Reimbursing the College for Personal Items**

The purchase of personal items or services with College funds is strictly prohibited, even with the intent of reimbursing the College at a later time.

**Payments to Foreign Businesses or Person**

**Individuals**

Please note that expense reimbursements or honoraria cannot be made to foreign individuals until they arrive in the United States and their visa immigration status is determined.

The first step is to determine if an individual can legally be paid an honorarium and/or travel reimbursement—the visa classification must be that of a "B" visitor, and the individual must be engaged in academic activities at an academic institution or nonprofit research institution. The academic activity can last no longer than nine days. Visitors are limited to five (5) such reimbursements or honoraria payments in a six-month period (the 9/5/6 rule). The foreign person should complete and sign the Payment of International Visitors form to document this determination. Please provide a copy of the offer letter sent to the individual, as well as, a copy of the identity page and expiration date of his/her passport and Form I-94 received at arrival.

"B" visitor covers all of the following classifications. Any one of these classifications or a combination, as indicated, can qualify for honorarium payments and reimbursements.

- B-1 visitor for business
- B-2 visitor for pleasure
- B-1/B-2 visitor for a combined purpose
- WB visitor visa waiver for business
- WT visitor visa waiver for tourism
- WB/WT visitor visa waiver for a combined purpose

Canadian citizens may cross the border by land and their visa type is presumed to be "B" status.
If an honorarium or payment for other services provided in the U.S. is to be paid, Form W-8BEN is required and 30% federal tax withholding is applied unless there is a treaty available for the country of origin. A U.S. social security number or individual taxpayer identification number (ITIN) is NOT required, unless claiming an exemption from the 30% federal tax withholding. In order to claim a treaty exemption, the foreign individual will need to complete IRS Form 8233. If the foreign individual does not already have a SSN or ITIN, the Business Office can assist with filing IRS Form W-7 to apply for an ITIN. If applying for a treaty exemption and SSN or ITIN, if applicable, the Business Office will need to provide the IRS with original copies with original signatures and in some cases, notarized copies of supporting documentation. Consequently, the visitor must be present in the Business Office to complete these exemption documents. The Business Office does not need to wait to receive the taxpayer identification number before paying the person and filing Form 8233.

For payments for services provided outside the U.S., Form W-8BEN is required, but no SSN or ITIN is required and no withholding is applied.

Foreign Businesses

Foreign businesses should submit either Form W-8BEN-E or Form W-8ECI. The mandatory 30% federal tax withholding is applied unless an applicable treaty exemption is properly claimed or services are provided outside the U.S. (see above).

The rules for payments of honoraria and other services vary by country and visa type. It is recommended that staff that intend to contract with foreign individuals or businesses contact the Business Office at least a month in advance to discuss their particular arrangements to help ensure that there is adequate time to research and prepare the appropriate documentation.

Bookstore Charges

Authorized members from each department may purchase items from the College Bookstore for College use. Items should be charged to the appropriate department account number. College credit cards may not be used at the Bookstore.

Approving Invoices

In most instances, invoice(s) are sent directly to the Business Office. An electronic copy of the invoice will be sent to you with the following message:

The attached invoice requires approval for payment if the items have been received in satisfactory condition. If you are the authorized approver for the account(s) that this invoice is being charged to, please reply with your approval and 13 digit account number(s). If the invoice has PO number listed on it, then you do not have to give us the account number(s) again.

If you are NOT the authorized signer for the account(s) to be charged, please forward this invoice to the authorized signer and let them know if you have received the items in satisfactory condition.

FACULTY, please note that all expenditure over $250.00 charged to departmental budgets must have approval of the Provost’s Office. Please route your invoice appropriately.

APPROVALS can be sent via e-mail as long as the invoice information remains in the subject line. In an effort to reduce resources (paper and staff time) the Business office would appreciate receiving approvals electronically, but it is not required.
Should you receive a bill directly from the vendor, please sign and date the invoice indicating your approval for payment, put the full 13-digit account number to which the invoice is to be charged, and send it to the Business Office. Please do not submit a check requisition with the invoice to request payment. The Business Office must have an invoice in order to pay the vendor. Packing slips and Quotes are not acceptable.

**Requesting a Purchase Order (PO)**

To request a purchase order, please e-mail BusinessOffice@kzoo.edu with the following information:

- Vendor name (if they are new, please request Form W-9**)
- Amount of purchase
- Description of item(s). If this information is already on a sales quote, you can attach it to the e-mail.
- Account number to charge

Please allow two business days for purchase orders to be processed.

**A PO cannot be generated until we have the form W-9.**

**Requisitions**

The Requisition Form [https://reason.kzoo.edu/business/policy/forms/](https://reason.kzoo.edu/business/policy/forms/) is also used to request a check in those situations where a Purchase Order is not possible, such as an honorarium, reimbursement for out of pocket expenses, and cashier’s checks. The Requisition form can be found online and filled out electronically. Please allow 1 week for processing.

**Completing the Requisition Form**

Please make sure that the requisition is complete in order to avoid delays in processing the request. Original receipts or other documentation supporting the amount requested must be attached. If this information is not available, please provide an explanation.

- **Staple** any supporting documentation to the Requisition form.
- **Paperclip** anything that is to be sent with the check and write “ATTACHMENT” on the Requisition form.

**Travel Expense Reimbursement**

For any reimbursement related to College travel, please use the Expense Reimbursement Form [https://reason.kzoo.edu/business/forms/](https://reason.kzoo.edu/business/forms/) to document your expense. This form includes an exchange rate calculator for foreign travel.

**Receipts**

The College appreciates and respects the personal integrity and discretion of each member of its faculty and staff and conducts expense account affairs accordingly. Internal Revenue Service regulations require that we have sufficient documentation to support College expenditures that include the College business purpose of the expenditure, the date, and the amount (except below). In order to best comply with IRS regulations, original receipts provide the best documentation. Employee supervisors may require more stringent documentation to support expenditures.

- Food, Travel, or Entertainment: The IRS requires the date, location, College business purpose, names of the participants, and the amount.
• Airfare: A receipt that shows the itinerary, the names of the passenger(s), the amount paid for the ticket and the College business purpose.
• Meals and Food: A receipt that shows the location, date, and amount (check request or back of receipt for documentation of participants and business purpose). We cannot accept food packaging. For visits to the farmers market, generic receipts from vendors are acceptable (these can be ordered from Staples or contact the Business Office for a small supply).
• Tolls, parking and cab fare/taxi: Receipts are required. Please provide documentation of the date, location, and amount paid.

Check Processing Schedule

Accounts Payable checks are printed on Monday, Wednesday, and Friday afternoons. Checks are available after 2:30 pm. Please allow a week for check processing. Incomplete account numbers, missing documentation, missing signatures or obtaining new vendor documentation can further delay processing.

Petty Cash Reimbursements

Employees

The Business Office petty cash fund may be used for reimbursements in an amount up to $50.00. Bring the original receipt to the Business Office, complete a Petty Cash slip and receive cash. The Petty Cash slip should document the business purpose for the purchase, participants’ names for meals or travel expenses and the account number to be charged. It is not necessary to complete a check requisition.

Students

The Business Office petty cash fund may be used for reimbursements in an amount up to $50.00. The student should bring the original receipt with a completed petty cash slip. The slip should include the account name, account number, student’s name, College business purpose and the signature of a sponsoring College employee.

Departmental Petty Cash Accounts

Departmental petty accounts are limited to reimbursements up to $25.00. Petty Cash slips must be used to document the business purpose for the purchase, participant’s names for meals or travel expenses and the account number(s) to be charged. As needed, departments can submit their receipts to the Business Office to replenish their departmental petty cash account.

Direct Deposit

Electronic payments through Accounts Payable and Payroll are available to Employees and Students. To enroll in direct deposit, please complete the online form https://reason.kzoo.edu/payroll Unless otherwise specified, all enrollments will include both Accounts Payable and Payroll.
Direct Deposit can also be established by mailing, faxing, emailing or hand delivering a Direct Deposit Authorization form from your financial institution to the Business Office.

**Deposits**

Cash or checks to be deposited should be brought directly to the Business Office as soon as possible. **Please do not send deposits through campus mail.** Please provide an account number for crediting the deposit. Donations to the College should be given to the Advancement department for processing.

**Transfer of Funds**

Requests for transfer of funds between College accounts can be submitted online using the Business Office website [https://reason.kzoo.edu/business/forms/](https://reason.kzoo.edu/business/forms/) and clicking on *Transfer Request.*

**Access to Department Reports**

Through Hornet Hive portal, authorized personnel may have access to WebAdvisor to view their department accounts. Account information is updated daily. Requests for access should be sent to BusinessOffice@kzoo.edu. The request should include the account number and the name of the person to receive access (including the College network user ID is helpful). Access will remain available until the Business Office is notified that access should be changed or restricted.