Trinity College Dean of Faculty’s Office Non-Reimbursable Expenses

The following items are not to be charged to the College's operating budget or College restricted funds:

Alcohol

(Except for College-sponsored events such as Alumni Weekend, Fundraising Events, and events sponsored by Academic Departments and Programs)

Artwork / plants / decorations /accessories for offices

(Ofice furnishings must be purchased through the Purchasing Office)

Contributions (political or charitable)

(Donations are determined by President’s Office or the Office of Community Relations)

Clothing or other personal items

Childcare, baby-sitting, eldercare, house-sitting, or pet sitting costs

Fines or parking tickets

Flowers or Fruit basket for co-workers or students

(Except when sent by HR or President’s Office)

Food supplies for daily office use

Personal expenses not specifically listed

Spouse or child related costs, including travel and meals

Travel related:

Air travel clubs / Airline travel insurance (trip cancellation insurance permitted)

First class / business class airfare

Costs incurred for failure to cancel transportation or hotel reservations

Optional conference events (golf, tours, etc.)

Hotel amenities (movies, in room bars, etc.)

Non-business entertainment and travel

Note: The Dean of Faculty conference travel fund does not pay for meals or memberships.

Restricted/Designated Funds: There are funds that have been donated to the College for use by specific departments as outlined by the donor's wishes. The College has a fiduciary responsibility for ensuring that these are utilized as intended. Usage of these funds should follow College guidelines as well as any stipulated by the donor.

Parties for departing employees: Although the College hosts an annual campus-wide party to honor retirees, we do understand that individual departments may also wish to hold a small going-away party for the individual retiring from or leaving Trinity. The department may charge a modest amount to the College budget for such an event with prior approval of the department chair or program director under the following guidelines: $100 for a going-away party and $250 for a retirement party.

Gifts: Any gift to a retiree should not be charged to the College. Occasions such as holiday parties or those that celebrate births, marriages, etc. should also be paid for by the employees involved. When hosting these types of events, please be conscious of the potential external scrutiny of the College’s expenditures in support of its primary mission of educating students.
Trinity College Dean of Faculty’s Office Reimbursable Expenses

A. Transportation

1. Commercial Transportation - Travelers should use the most economical mode of available transportation for the purpose of the trip. Whenever possible, travelers should take advantage of airline discounts. In order to take advantage of airline discounts for advance purchase of tickets, arrangement should be made well in advance of expected travel.

2. Private Automobiles - Travelers may wish to use their own automobiles to save time, transport equipment, or reduce the cost for a group traveling to a common destination. The College will reimburse the vehicles owner by applying a standard IRS mileage rate to the actual driving distance by the most direct route. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will be reimbursed in addition, but repairs to the vehicle and other similar costs, whether they result from the traveler’s acts or the acts of others, will not be reimbursed. The College will not reimburse employees for commuting expenses between home and their normal place of work.

3. Automobile Rental - Travelers may need to rent an automobile to save time or cost. Reimbursable auto rental costs include the daily rental fee, mileage fee, gasoline charges and tolls. Many car rental contracts provide estimated final costs or require up front deposits. For these reasons, documentation of the final charge is required.

4. Miscellaneous Transportation Expenses - Reasonable expenditures for taxis and public transportation for service to and from airports and railroad stations, between appointments, and between hotels and meeting places are fully reimbursable, as are reasonable tips for the service.

B. Lodging

1. Reasonable charges for lodging and related taxes are reimbursable. Original detailed hotel invoices are required as documentation for reimbursement of lodging expenses.

Charges other than for lodging, such as parking or meals, charged to the traveler’s room may be eligible for reimbursement depending on the funding. Travel funded by the Dean’s office does not cover meals.

C. Other Travel Expenses

1. Registration Fees - Registration fees can be paid directly to the sponsoring organization upon submission of a properly completed Check Request to Accounts Payable. These fees should not be listed on the Expense Report. Appropriate documentation must be attached to the Check Request. A W-9 may be required.

If registration fees are not prepaid, the College will reimburse travelers for registration fees and conference materials when receipts are submitted with the Expense Report. Conference brochures listing costs or other documentation for the expenditure may be required.

2. Miscellaneous Travel Expenses

Miscellaneous reimbursable travel expenses include expenses for baggage handling and storage. If you are unsure if an expense is reimbursable contact Patricia Moody, Director of Academic Finance at patricia.moody@trincoll.edu or X2128.