

Boston College Travel & Expense Update

www.bc.edu/travel

Receipt Review by Accounts Payable: What do they look for?

Air Travel

- Original boarding pass and documentation (such as e-ticket/itinerary/confirmation) showing proof of payment.
- If you purchase a ticket for another traveler, your credit card statement must be submitted as proof of payment along with their boarding pass.
- Why does AP need this paperwork?
 - AP reports to the IRS and Audit and must ensure compliance to policy and protection against fraud. AP is looking for what class was booked and how the airfare was paid for.

Lodging

- Final itemized hotel bill showing all hotel charge details and method of payment
- Even if meals are charged to the room, the traveler must keep the itemized meal receipt and provide the list of attendees

Meals

- Itemized meal receipt with list of attendees and business purpose
- Receipt showing proof of payment

Registration

- Registration should be vouchered in PeopleSoft directly to the vendor
- If unable to pay by voucher, use your American Express Corporate Card

Per diem

- The per diem page must be submitted. You can find more information on per diem at <http://www.bc.edu/offices/travel/resources.html>
- Please follow your department's per diem guidelines if they differ from the government's rates.

Conference Programs/Agendas

- Program/Agenda of the conference should be provided.

Bus, train, taxi

- Original receipts and proof of payment
- Train – boarding passes

Auto travel

- Original receipts for road tolls and parking
- Original receipts of rental agreement
- Car rental insurance is covered by the University when you use your American Express Corporate Card
- Mileage – specify starting point and mileage to destination. Reimbursement rate for is 2011 - \$.051

Alcohol

- No reimbursement for alcohol on campus. Departments must go through BOC to attain the proper permits to protect the University.

Foreign travel

- Best practice – use your American Express Corporate Card which converts the exchange rate on all your expenses. Supply AP with the statement along with your receipts as proof of the rate and all fees charged to your card.
- If you do not use your American Express Corporate Card, you must provide the exchange rate for the dates of each expense.
- We recommend using www.oanda.com for conversion rates.

Travel Updates and Reminders

American Express

- If traveling on BC business, you should use your American Express Corporate Card.

US Airways Shuttle

- Flat fare of \$127 (excluding taxes and fees) each way to New York, LaGuardia,
- Flat fare of \$199 (excluding taxes and fees) each way to Washington DC, Reagan National
- Please visit <http://www.bc.edu/offices/travel/discounted.html> for more information on the shuttle program and how to enroll

Local Contracted Hotels

- Boston Marriott – Newton
- Hotel Indigo – Newton
- Doubletree Guest Suites – Cambridge
- The Courtyard Marriott – Brookline
- Hilton Boston – Back Bay
- Please visit <http://www.bc.edu/offices/travel/hotels.html> for more information on detailed information for each hotel

Amtrak

- We have discounted rates of 15% off NYC fare and 20% off Washington DC fare.
- To book your trip, please call Egencia at 1-800-401-2932

Business Travel Account (BTA) through American Express

- A BTA is a ghost account that can be used to book airfare and hotel for non-BC employees and students.
- To learn more or to request a BTA, contact Carolyn Donoghue at carolyn.donoghue@bc.edu or 2-8911.

Tips for Buying Airline Tickets

- Tuesdays, Wednesdays and Thursdays are the best day to **BUY** airline tickets
- To get the best deal – start shopping on Tuesday
- Ticket prices are highest on weekends
- For more information on buying airline tickets or what to do if you are stranded at the airport due to weather or other delays, visit www.bc.edu/travel