Travel Update

Have you heard about the new option for expense reimbursements?

You asked – we listened! When you received an expense reimbursement, the funds always went to your primary bank account associated with your payroll. Now you have the option to select a different bank account for your expense reimbursements. Click here for a detailed step by step on selecting/verifying your bank information through Agora!

Travel Best Practice Checklist

As a best practice, when traveling for business, bring an envelope for all of your receipts. Instead of digging through your suitcase or coat pockets, keep all the business receipts in one place. Accounts Payable has published a Travel Best Practice Checklist to explain what receipts are needed for a quick and easy expense reimbursement.

Traveler Tips

- Use your American Express Corporate Card when renting vehicles. You can save department funds by declining insurance since the University pays this expense for you.
- It is best practice to fuel a rental car before you return it. If the car rental agency fills it up, they charge a higher fee per gallon.
- Bring a carry on instead of checking a bag.
- Use your P-card for office supplies – do not go through an expense report. Taxes are charged when using Amex or personal credit cards. Since we are a tax exempt organization, you do not want to pay the sales tax.

Change in the Travel Policy

There has been a recent update to the University Travel Policy regarding required receipts for meals.

Meals

The traveler is reimbursed for the actual, reasonable cost, including tax and gratuity, of his or her meals during the travel period. To secure reimbursement following completion of travel, appropriate receipts for all meals must accompany a properly completed and signed Travel Expense Report form. Credit card and itemized restaurant receipts are required for amounts greater than $75.00. Under $75.00 only proof of payment is required. If reimbursement is for persons other than the traveler, IRS regulations require that the names of the individuals involved and the purpose of the expense be provided. Reminder that alcohol is not allowed on sponsored projects. Please contact OSP or your grant administrator regarding sponsored project travel.

International Travel

Boston College is enrolled with HTH Worldwide Insurance Services, a health and emergency services provider. The accident and health insurance blanket policy provides worldwide medical coverage for registered Boston College students/faculty/staff while traveling and living outside the United States. Additionally, Boston College provides coverage for Political and Natural Disaster Evacuation if such situations arise while travelling abroad.

For more information and to enroll, please see the Risk Management website.
Travel Update

Baggage Fees
These days, it is not easy trying to keep up with all the airline fees. Below is a chart of baggage fees for the major airlines. To learn about additional fees, click on the Airline for more information.

<table>
<thead>
<tr>
<th>Airline</th>
<th>1st bag</th>
<th>2nd bag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Tran</td>
<td>$20</td>
<td>$25</td>
</tr>
<tr>
<td>American</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>Delta</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>JetBlue</td>
<td>Free</td>
<td>$40</td>
</tr>
<tr>
<td>Southwest</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>US Airways</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>United</td>
<td>$25</td>
<td>$35</td>
</tr>
<tr>
<td>Virgin</td>
<td>$25</td>
<td>$25</td>
</tr>
</tbody>
</table>

**International fees may vary**

Why is it Important to Use our Contracted Vendors?
1. Reporting – We receive reports from American Express and our contracted travel agencies with information on University spend analysis and travel trends. From that information we can negotiate better pricing and deeper discounts with airlines, hotels and car rentals.
2. Buying Power – Consolidating our travel to our partners increases our leverage in negotiating better rates. If only two people stay at the Marriott in NYC, BC does not have any room to negotiate discounted rates but if we have 200 employees staying at the Marriott, we can negotiate better rates. Best practice is to use our contracted vendors.
3. Cost Savings – Our negotiated airline rates are distributed to our contracted travel agencies – Travel Collaborative, American Express and Egencia (our on-line vendor).
4. Emergency Alerts – Do you know where travelers are in the event of a natural disaster? Well we do! Our contracted agencies send emergency alerts listing any traveler who is in the area of the disaster.

Searching for the cheapest flight?
Do you search for hours, looking for the best airline price? This incurs a cost to the University if done during working hours and we have found savings to be minimal. Best practice is to use our contracted vendors. Did you know, Egencia offers a Price Flight Guarantee. Below are some of the guidelines for this deal but for detailed information, visit the Egencia website for the Terms and Conditions.

1. Flight Price Guarantee
In the unlikely event that you find a lower rate on Egencia or on another U.S.-based website within 24 hours of booking with Egencia, we will cancel the flight you booked and rebook you on the cheaper flight for no charge. If there’s no availability on the cheaper flight, we will refund the difference.

2. Notifying Expedia of a Claim
You must contact us via your dedicated customer service team or at 1-866-397-2677. The lower rate must be available for booking on Egencia or other US-based website at the time you contact us, as determined by our customer service representatives. For general questions regarding the Egencia Promise, please contact us via the email link located on your Egencia site.

3. Must be “Apples to Apples” Comparison
The Flight Price Guarantee is available only for exact itinerary matches, for example, specific air carrier (including class of service), applicable refund policy, and the exact same dates, flight numbers and times of travel or service as booked on the Egencia website. Except as noted below, the Flight Price Guarantee applies only to the cost of booked travel, as presented in the Egencia search results, without including any taxes and fees. The Flight Price Guarantee is not available for bookings on websites where the carrier, itinerary or similar booking details are unknown until after purchase. You must meet all requirements imposed on the lower price (if any), including, without limitation, residency, regional and age-related requirements.

4. Verification of Claims
All requests, including receipts, are subject to verification by Expedia. Expedia will not accept screenshots or other purported evidence of a lower price that cannot be independently confirmed by Expedia personnel. Nor will Expedia verify any request that it believes, in its sole discretion, is the result of a printing or other error or is made fraudulently or in bad faith. Verified requests that require a refund will receive a credit to the credit card used for the booking, within approximately 7-10 days of verification.