

# Boston College Travel Program

## Best Practices

[www.bc.edu/travel](http://www.bc.edu/travel)

### Boston College's Travel Offices

#### **The Travel Collaborative**

Hours - 9:00 a.m. to 6:00 p.m., M-F  
Reservation Number: 1-617-497-8161  
E-mail - [BostonCollege@tvcoll.com](mailto:BostonCollege@tvcoll.com)

#### **American Express**

Hours - 8:00 a.m. to 6:00 p.m., M-F  
Reservation Number: 1-800-284-8866  
E-mail - [ax1stoneham@aexp.com](mailto:ax1stoneham@aexp.com)

#### **Shorts Travel for Groups**

Hours - 8:30 a.m. to 12:00 a.m., M-F  
Reservation Number: 1-800-274-6787  
Email - [teamtravel@shortstravel.com](mailto:teamtravel@shortstravel.com)

#### **Expedia (now Egencia) Corporate Travel (on-line)**

[www.corporateexpedia.com](http://www.corporateexpedia.com)

#### **Car Rental Insurance**

Boston College has enrolled all Corporate Card members in the American Express Car Rental Loss and Damage (CRLD) program. You will automatically be covered for primary car rental insurance when you pay for your car rental with the American Express Corporate Card and **reject the rental agency's Collision or Loss Damage Waiver (CDW or LDW)**. This program does not extend to personal American Express Cards or any other credit cards.

Features of the Program include:

- Up to \$50,000 in primary insurance for damage loss of a rental due to collision, fire, theft, or vandalism.
- Coverage up to 42 consecutive days for daily or weekly rentals.
- Coverage for domestic and international rentals.
- No cost to the traveler (Boston College pays for the program from a corporate account).

### American Express Corporate Card

When traveling on Boston College business the American Express card is the approved University corporate card. For information on the benefits and to apply for a card visit our website.

### Discounted Airfares

We have negotiated agreements directly with airlines which include American, US Airways, Delta, Swiss and Alitalia, please visit the website for more information on the discounts.

If you are traveling from Boston to New York (LaGuardia) or Washington, D.C. (Reagan National), we have unbelievable shuttle rates from U.S. Airways. Take advantage of these amazing deals!

### Bus Rental Insurance

Please be advised that the Boston College Office of Risk Management recommends that bus companies being utilized for trips of more than 25 passengers and/or traveling more than 20 miles from Boston College should be insured for over \$10,000,000.00 and have their Certificates of Insurance on file in the Boston College Office of Risk Management. Please contact us if you have any questions.

### Airport Parking

For more information on rates and how to reserve a space for parking at the airport, please visit our website, [www.bc.edu/travel](http://www.bc.edu/travel)

### **For More Information on the Travel Program:**

Call Carolyn Donoghue at 2-8911. Also visit [www.bc.edu/travel](http://www.bc.edu/travel).

**We are always trying to add new contracts so be sure to check the site often for new deals and information!**

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### **When to use an Expense Report**

An Expense Report should be used for travel related expenses only. All non-travel expenses, i.e. Flowers, Postage, Books, Gifts, Membership fees/Dues, Subscriptions and Printing should be charged to your Purchasing Card. If you do not have a P-card, please contact Cecilia McClay at 2-0817 to obtain one.

### **When submitting an Expense Report:**

After you have incurred all Expenses:

- Please print out the Expense Report done on PeopleSoft and the Expense Receipts page.
- Tape all original receipts as proof of payment to the Expense Receipts Page.
- Send these pages to Accounts Payable, 190 More Hall.

### **When submitting an Expense Report, provide the following items as Proof of Payment:**

- Original receipts – Please do not send American Express statement
- E-ticket or boarding passes/passenger receipt
- Itemized hotel bills
- Itemized meal receipts with list of attendees
- Rental car bills
- Necessary tolls receipts
- Airport parking fees that do not exceed normal taxi fares to/from the airport

### **EFT Program**

Employees can now receive travel and expense reimbursements via direct deposit to their primary payroll bank account. If you wish to participate in this program, please complete an Authorization Form, which needs to be signed and mailed to Accounts Payable, 190 More Hall or fax the form to 2-0661. The form can be found on our Travel page, [www.bc.edu/efiform](http://www.bc.edu/efiform).

### **For More Information on Expense Reporting:**

Call Anna Branco at 2-3379 or Teri Pierre at 2-0691. Also visit [www.bc.edu/travel](http://www.bc.edu/travel)

### **Additional Helpful Information:**

- **Conversion rates:** We recommend [www.oanda.com](http://www.oanda.com) for the most current rates. When calculating the rate, please use the date the expense was incurred, print the Oanda page and send it down with your Expense Report. *If you do not use this site, please supply us with a copy of the website or newspaper where you obtained your conversion rate.*
- **Mileage or Gas:** You can be reimbursed for either mileage or gas not both.
- **Registration Fees:** A voucher should be created directly to the vendor for registration or conference fees versus applying for a cash advance or using your Purchasing Card or Amex Corporate Card. This provides the University with a list of the conference as vendors.
- **Cash Advances:**
  - Advances should be received and used for trips in the future.
  - Do not hit your budget until the trip is reconciled on an expense report.
  - Please provide chartstring/employee id information when applying for an advance.
  - Please provide detailed trip information and reason for request when applying for an advance.

### **Travel Tips**

- Corporate Amex should be used for all car rentals, as a benefit of the Corporate Card program, rental insurance is included in the terms, so never take the rental insurance.
- When turning in a receipt for a meal with anyone in addition to yourself, please list all attendees and business purpose for the meal on the back of the receipt.
- When filling out an expense report, please be specific in the business purpose and provide as much detail as possible for each expense.
- When dining with a group, be aware that tips/gratuity will be included in the final bill, no additional tip needed.