

Chrome River Policy Reminders – September 2023

- Business Meals
 - Employees shall be reimbursed for reasonable business-related meals limited to valid business entertainment with external guests or business colleagues, donors, trustees, or prospective employees which have been approved by your immediate supervisor and individual with budget authority over accounts charged. Business entertainment of staff may be authorized by the Vice Presidents or President in recognition of efforts in support of Hofstra. This does not include personal meals, while traveling overnight on University Business which shall be reimbursed at standard per diem rates as detailed above.
 - Original receipts, along with a Statement of Business Purpose, must be attached to the reimbursement request, which must be authorized by the immediate supervisor and individual with budget authority for accounts charged.
 - The Statement of Business Purpose must include the names of all attendees, their business title and relevant business affiliation, and the nature of the business discussed.
 - It is essential that the detailed meal receipt be attached, reflecting the itemized list of food, beverages, and tips, along with the summary receipt which indicates total amount paid.
 - Meals are not reimbursed for an employee's spouse, significant other, or dependent, unless in rare cases it is authorized in advance or by agreement.
 - The University will not reimburse for alcoholic beverages for employees unless served in connection with approved group functions to celebrate holidays or other University-sponsored activities. Under no circumstances may alcohol be charged to a federal grant. The use of alcoholic beverages for business purposes when entertaining external business-related guests must be kept to a minimum and must be clearly segregated.

- Business Phone Calls
 - Travelers shall be reimbursed for the incremental cost of business calls made while traveling on behalf of the University. Every effort should be taken to reduce the cost of long- distance business calls. Original receipt documentation, including the original hotel bill listing the itemized calls, is required to support all such requests.

- International Travel and Currencies
 - o While the Chrome River System can calculate foreign currency conversions upon entry of local currency amount spent, employees will be reimbursed at the conversion rate charged on their personal credit card billing statement.

- Gifts to Employees
 - o In general, the University will not approve or reimburse for gifts, including flowers or fruit baskets, for employee personal occasions using University funds. The President or Office of Human Resources may do so on behalf of the University. Requests should be submitted to the Office of Human Resources. All cash gifts (including gift cards) and non-cash gifts beyond a de minimus value of \$100 are considered taxable and reportable on the employee's Form W-2.

Reminder of Prohibited Expenses

The following expenses shall not be reimbursed by the University:

- a) Airline membership dues.
- b) Air phone usage.
- c) Corporate charge card delinquency assessments.
- d) Invoices for goods/services that could be processed and paid through purchasing, a purchasing card or through Accounts Payable.
- e) Country club dues.
- f) Expenses related to vacation or personal days taken before, during or after a business trip.
- g) Mini-bar purchases, including alcoholic refreshments.
- h) Movies or other personal entertainment, including on plane and in hotels.
- i) Personal calls beyond one call home per day.
- j) Spouse or family transportation, lodging and meals.
- k) Travel accident insurance, including cancellation protection insurance, rental vehicle and airline travel insurance.
- l) Gifts to employees (i.e., sympathy, showers, births, birthdays, illness, etc.). When authorized, the President or Office of Human Resources may do so on behalf of the University.