

# BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

## STANDARD OPERATING PROCEDURES

<b>Travel and Expense Reimbursement for Board of Trustees Members</b>	<b>SOP #: FIN.019.01</b>
Effective Date	5/16/2019
Last Revision/Review	11/19/21

### **1. Purpose**

Procedures for authorizing, reporting and reimbursing approved business related travel and expenses (also referred to as “reimbursable expenses”) for BCOM Board of Trustees members.

### **2. Related Policy/Authority**

Policy B3011

### **3. Faculty/Staff Responsibilities**

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure.

The Controller is responsible for the implementation and oversight of these procedures.

### **4. Definitions/Abbreviations**

None

### **5. Procedural Steps**

A Board of Trustees Member is provided a stipend for each Board meeting, or approved special meetings, to cover reasonable and necessary expenses incurred in connection with their services as a member of the Board. The amount of the stipend may be adjusted from time to time by action of the Board.

BCOM recognizes that Board of Trustees members who live outside of the Las Cruces/El Paso MSA, may be required to travel or incur other expenses from time to time to conduct business and/or to further the mission of the College. Reasonable expenses incurred for business meetings or other types of business-related expenses will be reimbursed per the guidelines set forth in this policy. A Travel Requisition Form should be completed before any expenses are incurred.

Board of Trustees members with business related expenses are required to complete a travel requisition form (<https://bcomm.org/finance/finance-forms/>) and obtain the President’s approval prior to making a trip or making travel arrangements. The travel requisition form is to include the requestor’s information, purpose for the travel, dates of travel, location and estimate of costs. The travel requisition form is required to be filled out and approved 7-10 business days prior to traveling.

Once the travel requisition form is approved, the Board of Trustee member may proceed to:

1. Airfare: Requester will make own payment arrangement for airfare. BCOM will pay the cost of commercial airline travel at the lowest available rate that meets the business needs. An expense reimbursement report must be completed and submitted with original receipts.

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2. Lodging: Requester will make own payment arrangements for lodging and BCOM will reimburse approved expenses. An expense reimbursement report must be completed and submitted with original receipts.
3. Rental Vehicle: Requester will make own payment arrangement for vehicle rental expense and BCOM will reimburse approved expenses. An expense reimbursement report must be completed and submitted with original receipts.
4. Meals: Approved expenses for breakfast, lunch and dinner, along with customary gratuities according to reasonable and actual costs will be reimbursed. An expense reimbursement report must be completed and submitted along with original receipts.
5. Other Costs: Requester will make their own payment arrangements. BCOM will reimburse approved expenses after the travel. An expense reimbursement report must be completed and submitted along with original receipts.

Please complete a BCOM Expense Reimbursement Report form to request any reimbursement.

### 6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/finance/finance-forms/> - Travel Requisition and Expense Reimbursement Report

### 7. Maintenance

Controller

### 8. Signature

Signature on File

11/19/21

VP of Administration/CFO

Date

### 9. Distribution List

Internal/External

### 10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.19.2021	5	Added information about stipend and filling out a travel expense form prior to travel.		12.1.2021