

the general ledger

News from the Princeton University Office of Finance & Treasury

TRAVEL & EXPENSE EDITION



Welcome to the start of the new fiscal year!

As we prepare for a return to campus, we will also start to see a limited return to some types of travel. Princeton's Travel and Expense Program is poised to assist you with both the booking and reconciliation aspects of getting back on the road or in the air again. Now is a good time to remind the University community of the best practices and policies that will help travelers throughout their trip.

Our [website](#) has been updated with important information related to the pandemic, and provides answers to many of your travel- and expense-related questions. In addition, our dedicated travel agents at World Travel are available to assist you, providing both general and pandemic-specific information and booking travel reservations.



Travel Reservations

Reservations for University faculty, staff, students, and guests can be booked through Concur, the University's on-line booking tool, or through our designated travel management company, World Travel Inc. The University's negotiated rates, car rental insurance coverage, and other benefits are only available by booking via one of these methods.



Policy Reminders

- 1** Travelers must review and ensure they comply with the [University's current pandemic-period permissible travel guidelines](#). Travel to some destinations requires prior review and approval, while most types of international travel by undergraduate and graduate students remain prohibited, including group travel. The traveler is responsible for ensuring that they have budgetary and any other necessary approvals to take the trip.
- 2** The traveler is required to enter travel details in the University's "[Enroll My Trip](#)" tool. This is the responsibility of the traveler.
- 3** Non-refundable fares should be booked in the majority of cases.



Travel Booking Process & Recommendations for Domestic and International Travel

Shifting entry restrictions and requirements imposed by governments worldwide makes international travel challenging, even to those destinations where it is currently allowable. We anticipate international travel will almost certainly continue to be subject to significant constraints at least through the end of 2021. If you are considering travel during this time, please adhere to the following travel booking process and recommendations:

- 1 Review the [University's Pandemic-Period Permissible Travel Guidelines](#) to determine if your trip meets the guidelines for permissible travel and follow any applicable review and approval requirements.
- 2 Secure any approval to take the trip required in the travel guidelines, and work with the appropriate manager to ensure that funds are available.
- 3 Enroll travel details in the "Enroll My Trip" tool. Visit the Princeton International site for details on the [travel enrollment process and FAQs](#).
- 4 Prior to booking travel, check the credit limit on your T&E card and [submit a request for credit limit increase](#) if necessary to cover all travel expenses. Travelers should ensure their credit limit covers all costs charged prior to travel and provides them with sufficient available credit for anticipated expenses over the duration of their trip.
- 5 Book travel through Concur tool or by contacting [World Travel Inc.](#)



Additional Considerations for International Travel

- 1 Ensure you have a passport valid for six months from your return date.

HELPFUL HINTS:

- Processing times for US passports are currently taking 6-12 weeks longer than usual, so consider expediting your passport if your trip is rapidly approaching. Expedited passport processing times are also longer than usual, often four to six weeks.
- CIBT, the University's visa provider, can provide assistance with [securing or renewing passports](#).

- 2 Check to see if a [visa is required](#) for your intended destination and begin the visa application process. Visa processing in many countries is taking considerably longer than before the pandemic, so travelers may need to be flexible in their planning.

HELPFUL HINT:

- Some countries require transit visas for connections. CIBT can also provide transit visa requirements.

- 3 Review the [GS&S pandemic-period travel FAQs](#) for information and resources to research the current pandemic conditions and public health requirements in your destination. For some destinations, the pre-and post-arrival requirements for testing and documentation can be complex and burdensome. It is the responsibility of the traveler to ensure compliance with these requirements, but World Travel can provide assistance with this process.

- 4 Obtain country-specific health notices, vaccine requirements, COVID testing, and quarantine requirements, for entry into your destination country. The [CDC Travelers' Health site](#) is a good resource for this. World Travel can assist you in obtaining these requirements.

HELPFUL HINTS:

- Currently, most countries require a negative COVID test (PCR) or proof of COVID vaccine for entry. For COVID testing, tests generally have to be taken within 72 hours of departing flight. Proof of COVID vaccine requirements vary.
- While COVID testing may be available at the airport, we recommend that you complete your PCR test prior to your arrival at the airport. Last-minute PCR tests at airport locations are not widely available and are often exorbitantly expensive compared to testing locations outside of the airport.
- Testing sites have various operating hours and requirements. Most require an appointment in advance. Some require proof of residency in a specific county or municipality. We recommend verifying hours and requirements with a test site before visiting. For a list of community-based testing sites, visit the [COVID-19 Test Site Finder](#).

► MORE

Additional Considerations for International Travel

- 5 Contact your personal physician for pre-travel advice on immunizations suggested for your destination and to discuss any medical considerations or concerns you may have.
- 6 Review **COVID testing requirements** for reentry into US.
- 7 **Recheck entry and reentry requirements** again within one week of travel for any updates in regulations.
- 8 The University provides international travel medical insurance benefits to faculty, staff, and students engaged in University-sponsored travel that complies with the **University's current pandemic-period permissible travel guidelines**. The coverage includes medical and security assistance as well as evacuation benefits and is coordinated by International SOS with the insurer, STARR.

HELPFUL HINTS:

- **Familiarize yourself** with your International Health Coverage and International SOS resources prior to travel.
 - Download the **International SOS Assistance App** for easy and quick assistance 24/7 from your mobile device.
- 9 World Travel offers myriad resources to ensure you are prepared for travel and understand the steps you should take to remain safe and healthy throughout your trip. For additional trip preparation information, visit **Before You Go**.



Travel remains a very different experience than in the days before the pandemic. Here are some things to keep in mind if you are considering travel at this time:





Expense

As in the past, all allowable business expenses must meet the four criteria of necessary, reasonable, appropriate and allowable. The University should be the primary beneficiary of the expense. The University strongly encourages using the University issued Travel and Expense Card or Purchasing Card for all business related expenses.

POLICY REMINDERS:

- 1** All computers and technology equipment should be purchased through the **Prime** Marketplace.
- 2** Gift cards are not an allowable expense. These are allowable only if approved by the Human Subjects Committee of the University Research Board as part of an approved study. Cash or cash equivalent awards made as part of official University programs are treated as taxable compensation and paid through payroll. Because of IRS regulations, cash or cash equivalents (such as gift cards, gift certificates, or points on a University card) are not appropriate as gifts or awards.
- 3** Book travel through Concur or World Travel to simplify the expense report submission process.
- 4** If substantiation of a cash/out of pocket expense occurs more than 60 calendar days after the expense was incurred, the expense reimbursement request must include an explanation for the delay.

SUBMISSION REMINDERS:

- 1** It is strongly encouraged to have expenses submitted each month. All expenses must be substantiated in Concur. Training sessions are provided on how to use Concur on a regular basis that can provide helpful tips and tricks as well as best practices. Learn more in the [Employee Learning Center](#).
- 2** As per the Reimbursement Policy, University credit card expenses over 90 days old may be subject to card suspension.
- 3** The University credit card is the preferred way of paying for business expenses. If an unforeseen need where a personal credit card must be used, please be aware of the following:

The IRS stipulates that expenses which are submitted over 60 days but within one year of the transaction date should be reported to the IRS as taxable income paid to the individuals. In addition, expenses which are over 1 year old are subject to non-reimbursement.

You may find additional details in the policies listed here:

- ▶ [Business Expense Policy](#)
- ▶ [Reimbursement Policy](#)
- ▶ [Travel Policy](#)
- ▶ [University Credit Card Policy](#)

As we approach the fall semester reopening and additional details become known, we will provide updated guidance as soon as possible.



**PRINCETON
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Published by the
Office of Finance and Treasury
701 Carnegie Center
Princeton, NJ 08540
E: finance@princeton.edu
T: (609) 258-3080

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