



LONG ISLAND UNIVERSITY

BUSINESS TRAVEL AND EXPENSE POLICY

PURPOSE

Long Island University employees incur various types of expenses as they perform tasks and duties that support the operations of the institution and further its mission.

This purpose of this policy is to ensure that employees who incur valid business expenses are reimbursed in a fair and equitable manner; that business expenses are reported, recorded, and reimbursed in a consistent manner throughout the University; and that the University complies with all applicable federal, state, and local rules and regulations.

STATEMENT OF POLICY

This policy establishes responsibilities and guidelines for ensuring that business travel and entertainment expenses are valid, necessary, and in compliance with Internal Revenue Service (“IRS”) accountable plan rules and regulations and other government agency regulations. Where donor restrictions, sponsor, agency or other regulations or agreements are more restrictive than prescribed in this policy, the more restrictive terms apply.

It is the policy of the University to pay reasonable and necessary costs of approved local, non-local domestic, and international University business travel for employees, as well as reasonable, legitimate entertainment expenses incurred for approved University business purposes.

All travel and entertainment expenditures must further the University’s educational, research, and service mission. Through the consistent application of this policy, the University seeks to protect its reputation and nonprofit status by avoiding excessive or inappropriate spending.

This policy applies to all University employees who incur expenses while engaged in University business travel or entertainment. Travel reimbursements for independent contractors and other non-University employees must also comply with this policy. The University will not reimburse travel and entertainment expenses for non-University purposes.

PROCEDURES

For Standard Operating Procedures and procedural expectations associated with this Policy, refer to:

[Long Island University Standard Operating Procedure- Business Travel and Expense \(SOP LIU F-C-1003\)](#)

POLICY TYPE: FINANCE