



Association of Rice Alumni Travel and Expense Reimbursement Guidelines

Rev. August 1, 2011

Members of the Association of Rice Alumni board of directors contribute generously of their time, talent, and treasure to the benefit of Rice University. Expenses incurred by ARA board members acting on official university or ARA board business can, upon request, be reimbursed under guidelines provided in part under the auspices of the Rice University Travel Policy (http://professor.rice.edu/professor/Travel_Policy.asp) and those of the Resource Development Division.

ARA Board members can be compensated in one of three ways:

1. Board members can absorb some or all of their expenses related to ARA board participation with the option of declaring these expenses as a contribution to Rice as a tax deduction. If requested, the alumni office will provide an annual letter in support of this type of contribution. Each board member must maintain his or her own expense records for tax purposes. It is highly recommended that board members consult with a tax advisor on the declared expense deductions.
2. On request, Rice will reimburse some or all board-related expenses in accordance with the guidelines provided below.
3. Some board members have also elected to be reimbursed under the guidelines below and then chosen to offset the reimbursement with a gift to Rice as an independent donation. Some find that this arrangement makes bookkeeping easier, and also allows those who are eligible to take advantage of corporate matching gifts.

With regard to options #1 and #3, please be aware that although the university greatly appreciates board member donations for board expenses, ARA board members are not selected for their philanthropic capacity and the university provides the ARA with an annual budget for ARA board expenses. Board member donations do, however, allow for expanded ARA efforts.

Guidelines for Reimbursement

As provided in the Board Member Responsibilities, ARA board members commit to attending three ARA board meetings per year, and Rice University will reimburse to all ARA board members reasonable travel expenses incurred. As a reminder, board members commit to attend the Laureates Dinner each year, commit to attend Alumni College at least once during their tenure on the board, and are encouraged to attend Homecoming every year. Expenses related to these events are the responsibility of individual board members.

*For reimbursement requests, **original itemized receipts** must be submitted to Lisa Galloy in the alumni office as soon as possible **but no later than 14 days** after each board meeting or other expense incurrence. **If original receipts are not submitted or if receipts are not submitted within 21 days, we will assume you are requesting a letter from Rice for tax purposes rather than reimbursement.***

A. Air Fare and Ground Transportation

- For board travel, Rice will reimburse coach/economy class airfare, purchased at least 21 days prior to departure for domestic travel, six to eight weeks for international travel, from one's home city or at the equivalent rate or less.
- Avoid itinerary changes after flights have been booked. This should only occur under extenuating circumstances or if there is no significant cost increase.
- Mileage is reimbursed at a rate that is based on the standard IRS mileage reimbursement rate and determined annually by the Rice controller's office.
- For ground transportation in Houston, please rent a car or take a taxi or shuttle service from the airport to and from your hotel. If you do not rent a car, our board hotel generally provides local hotel shuttle service to Rice, or carpooling with other board members is often feasible.
- Flight insurance, including trip cancellation and trip-related accident/life insurance will not be reimbursed.

B. Parking

- For airport parking in your home city, please use remote rather than terminal parking.
- For parking at your hotel, please do not use valet parking unless it is the only option available or unless you have special needs that make valet service necessary.
- For campus parking while attending board meetings, a parking voucher will be provided by the alumni office.

C. Auto Rental

- A mid-size rental car is the largest rental class that will be reimbursed.
- Rice will reimburse board member rental car fees only for the duration of their official board travel.
- Volunteers are not covered by Rice's auto liability policy. Most credit card companies offer some type of insurance coverage for rental vehicles, so please check with your credit card company about insurance coverage for vehicle rentals. To avoid a duplication of coverage, please review your personal auto insurance policy to determine the type of insurance coverage available for rental vehicles. If after reviewing both your credit card

and personal auto insurance coverage options you determine it is necessary to purchase the auto insurance offered by the rental agency, this is a reimbursable expense.

- Rental car add-ons (GPS, refueling service, etc.) will not be reimbursed. For gasoline, please refuel before you return the car to the airport.

D. Lodging

- The alumni office reserves a room block at a nearby hotel for each board meeting and will reimburse local lodging for each board member residing outside the Houston metropolitan area one night prior to and during each board meeting (up to two nights total lodging).
- For board members who prefer to stay at a different hotel, Rice will reimburse up to the discounted amount of the designated room block.
- The Texas Hotel Occupancy Tax Exemption Certificate must be used when reserving your own lodging, as Rice is exempt from state occupancy tax (but not city tax). A copy is available from the alumni office, or some hotels prefer that you fill out their version of the form. You will provide the form to the hotel when you check in. Please double-check your statement when you check out of your hotel to confirm that state occupancy tax has been removed from your bill.
- All reimbursable line items on the hotel bill other than room charges and related taxes must be supported by itemized receipts. If you order room service, please be sure to keep a copy of the itemized receipt for your meal.
- Phone and internet charges will not be reimbursed unless for Rice business purposes.
- Expenses such as newspapers, movies, and personal entertainment will not be reimbursed.

E. Meals

- Rice will reimburse ARA board members for meals not otherwise provided for during your official Rice travels.
- An itemized receipt indicating the items purchased must be provided for meals, not just a credit card receipt with the total amount and signature.
- Hotel mini bar expenses are not reimbursable under the Rice Travel Policy.

F. Gratuities

- Tips for meals, taxis, and so forth should be noted on the receipt for the corresponding charge.
- Tips should be limited to 15% to 20% for meals.

G. Spouse/Partner and Other Family Member Travel Expenses

- The ARA invites our board members to bring a guest to almost all of our social functions and events. Many of our board members find that getting to know the spouses or other “significant others” of our board members is one of the pleasures of board membership. Board members are under no obligation to bring a guest to any board function, however, and should be aware that university policy prohibits reimbursement of spouse/partner-related travel expenses.