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This University Business Expense Policies and Procedures Manual documents the policies and procedures governing business related travel, entertainment and business expenses incurred by employees of St. John's University.

The purpose of establishing business travel policies and procedures is to provide guidelines for the reimbursement of reasonable travel expenses. Travel expenses incurred by University faculty, administrators and staff traveling on bona fide University business are reimbursable provided that they are necessary and reasonable.

The basic policy governing travel expense reimbursement at St. John's University is that an individual traveling on University business should neither gain nor lose personal funds because of an assignment requiring travel.

These policies have been created to ensure that University budgeted dollars are spent cost effectively, as well as to ensure institutional compliance with federal regulations under the Internal Revenue Code. The Office of Business Affairs and the Internal Audit Department monitor compliance with these policies. Failure to comply with these policies may create taxable income for the employee as defined by IRS regulations.

Knowingly submitting personal expenses for reimbursement to the University will result in appropriate disciplinary action. Individuals, whose travel is funded by a grant or contract, must abide by the terms and conditions of the grant or contract as well as general University policies.

Individual University Departments may elect to establish more stringent guidelines in addition to the policies and procedures contained in this manual. All employees should become familiar with and comply with such policies.

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