

BABSON COLLEGE

**BABSON COLLEGE TRAVEL GUIDELINES
EFFECTIVE: December 2023
REVISED: December 2024**

BABSON COLLEGE TRAVEL GUIDELINES

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EFFECTIVE DATE: December 31, 2023

PURPOSE: These Guidelines provide guidance and establish procedures for faculty and employees who incur business travel and entertainment expenses on behalf of Babson College. Divisions or departments may also impose stricter rules over expenditures than those required by this procedure.

REVIEW CYCLE: These Guidelines will be reviewed from time to time at the discretion of the College.

GUIDELINES:

1. Scope

- A. These Guidelines apply to anyone who incurs travel or entertainment expenses paid by Babson College regardless of the source of funds. Departments may elect to impose stricter controls over travel expenditures than those required by these Guidelines.

2. Responsibility of Traveler

- A. While College personnel should travel comfortably and in a manner which professional people would normally expect, **each traveler should be conscious of an obligation to spend Babson funds prudently.** Please refer to the College [Policy on Appropriate Use of Funds](#). The College will reimburse business travel expenses if they are reasonable, appropriately documented, properly authorized, and in compliance with these Guidelines.

3. PCard

- A. It is strongly recommended that travelers use a Babson College PCard for all business travel. The use of personal credit cards is highly discouraged.
- B. All provisions described in these Guidelines for lodging and meals apply to all local, domestic and international travel, unless otherwise noted.
- C. A PCard application can be found in Workday.

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4. Travel Arrangements

- i. Whenever possible, travelers should use the [Campus Travel Portal](#) or Babson's authorized travel agencies to book air travel, lodging, and rail reservations. However, if lower cost alternatives are available from other sources, travelers should use them.
- ii. Babson's authorized travel agencies are:

Cleveland Circle Travel
1034 Great Plain Ave
Needham, MA 02492
Phone: 781-449-6860
Email: info@cctravel.com
www.cctravel.com

Protravel International
One Appleton Street, 2nd Floor
Boston, MA, 02116
Phone: 617-840-1631
Beth Goldberg
www.protravelinc.com

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- iii. Babson receives discounted rates through use of these agencies. The agencies provide live, 24/7 customer service support.
- iv. The agencies require a valid Babson expense account number and a valid Babson PCard number. Travelers are responsible for allocating all PCard transactions to the appropriate expense accounts.
- v. Travelers should make reservations as soon as travel plans are finalized to receive advance purchase discounts.
- vi. In the following cases, travelers are **not** required to use the authorized travel agencies:
 - 1. The traveler finds a lower fare elsewhere or can use special coupons that will result in lower fares/costs than those provided by the College's authorized travel agents.
 - 2. The traveler has itinerary changes related to emergency situations.
 - 3. An organization hosting a conference, meeting, or seminar has arranged substantial discounts that cannot be matched by one of the College authorized travel agents.
 - 4. A business client requests that the traveler use the business' travel agency.
 - 5. The traveler is part of a group that is purchasing group tickets through another agency (e.g., elective abroad participants).

5. Reimbursable Expenses

FACULTY ONLY

- A. **It is strongly recommended that Faculty use a Babson College PCard for all business travel. The use of personal credit cards is highly discouraged.** If you have a Babson PCard, you are **not** allowed to request the following reimbursable expenses for Paper Presentations at Professional Meetings/Conferences.

A PCard application can be requested in Workday.

If you do not have a PCard, the following reimbursable limitations expenses apply, found in section A below.

FACULTY AND STAFF

A. **Personal Car**

- i. For local business travel, employees may use personal automobiles.
- ii. Personal car travel is reimbursed at the current federal government (IRS) mileage rate via: [IRS Standard Mileage Rates](#). This rate is subject to reset, at a minimum, prior to the start of each new calendar year. This

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covers the full operating expenses of the vehicle including gas, wear, and insurance. Parking and toll costs are reimbursable (receipts required). The costs of citations of all descriptions and repairs are not reimbursable expenses.

- iii. To be reimbursed, travelers must provide the following information on their expense reports and must submit a map from Google Maps or MapQuest showing the trip's starting point and destination.
 1. Purpose of trip
 2. Number of miles driven
 3. Date and destination
 4. Receipts for tolls and parking
- iv. Insurance When Driving Personal Vehicles for College Business.
Additional information can be found via: [Automobile Insurance](#)

When an employee uses her or his personal vehicle for College business:

- The employee's personal automobile insurance is the primary liability coverage (bodily injury or property damage to parties other than the employee), with the College's insurance providing excess liability coverage.
- The employee's personal automobile insurance is the only coverage for physical damage to the employee's vehicle. The College does not provide this coverage.
- If the employee or if other employees in the vehicles are injured, the College's Workers' Compensation insurance will apply.

B. Rental Car

- i. When traveling on College business, travelers are authorized to rent cars up to and including the midsize/intermediate class size. When traveling with three (3) or more people, **all** of whom are on College business, travelers may rent minivans.
- ii. Travelers must use a PCard for car rentals.
- iii. Travelers are responsible for daily rental expenses in excess of the cost of approved car classes.
- iv. Travelers may book a class of service above the midsize/intermediate class when:
 1. Cars in an authorized category are not available.
 2. The rental can be upgraded at no extra cost.

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3. Additional space is required for transporting excess baggage for College employees.
4. A larger vehicle is required because of pre-approved medical reasons (i.e., drivers with disabilities).
- v. Reimbursable car rental costs include the daily rental fee, mileage fee, gasoline charges, tolls, and authorized insurance charges.
- vi. Non-reimbursable costs include, but are not limited to, car repairs, parking ticket fines, and traffic violation fines.
- vii. Travelers who participate in rental car club programs are not reimbursed for membership fees.
- viii. Rental car reservations should be made through the College's preferred travel agencies, or corporate account set up through the Educational and Institutional Cooperative Purchasing (E&I) to take advantage of negotiated rates.
 - **E&I** (Contract Effective Date: 01/01/2020 - 12/31/2026)
 - **E&I** Enterprise/National Rent-A-Car Corporate #XZ79213
 - [National Emerald Club](#) (Counter By Pass)
- ix. When signing a contract for a rental vehicle for College business, faculty/staff should sign as follows: NAME OF TRAVELER, TITLE, BABSON COLLEGE.
- x. When renting cars in the United States, employees traveling on College business should decline the collision damage insurance (sometimes referred to as CDW or LDW), personal accident insurance, and any liability insurance supplements, because these are covered through use

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- of the PCard and through the College's automobile insurance procedure.
- xi. When renting cars in a foreign country, travelers should accept all insurance coverage, including insurance for liability and physical damage.
- xii. It is sometimes possible to get "special deals" by combining automobile rental with airline reservations. The travel agencies have information available with regard to car rentals, and will gladly seek out options and make reservations. Questions may be directed to the Procurement Manager.

C. Local Ground Transportation and Bus Charter Services

i. General

1. Babson encourages the use of public transportation whenever possible.
2. Travelers in need of local transportation should use the services available that cost the same or less.
3. Babson will generally reimburse employees for up to \$150 per one-way trip (receipts required) for ANY means of transportation to and from Logan Airport. However, town cars should not be used.
4. Uber is another option for transportation.
5. Use of free hotel shuttles, discount shuttles, and shared cabs is preferable to taking a single person cab.
6. The cost of private sedan or car services is *not* a reimbursable expense UNLESS such costs do not exceed the comparable taxi fare, or are required as part of joint travel with the President, Dean of the College, Vice Presidents, or other senior College leadership.
7. Taxi fares, including tips, for travel between hotels and railroad stations or airports, and between appointments, are reimbursable where public transportation is not practical.
8. The appropriate Vice President/Division Director/Division Chair may make exceptions to these limits in special circumstances.

ii. Local Transportation Services for 1 to 7 Faculty/Staff members

1. The College has arrangements with several transportation services. All ground travel transportation should be booked through the College's preferred vendors below. Please reference your Babson **budget account number** when booking your travel reservation.

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Boston Coach

69 Norman St
PO Box 1171

Everett, MA 02149

Phone: 800-672-7676

Master Account number 9081

<https://www.bostoncoach.com/CustomerService/contactus.html>

Charles River Transportation

170 Worcester St #206

Wellesley, MA 02481

Phone: 508-651-1112

<http://www.charlesrivertma.org>

Wellesley Carriage

Phone: 508-653-5027

Phone: 800-836-0006

[Wellesley Carriage Co. Ltd](http://www.wellesleycarriage.com)

iii. Bus Charter Services for all College Events

1. The College has contracted with Academy Bus, LLC. Given the exclusivity agreement with Academy, the College will require that all bus or minivan users, for passengers 8 or more, must contact Academy Bus, LLC to book all of their chartered events. The College will not support and will not pay for other providers. Academy Bus LLC, may be accessed via:

<http://www.academybus.com>

D. **Domestic Air Travel** (*Continental United States and Puerto Rico*)

- i. Domestic air travel should be booked using a PCard and, whenever possible, using one of the Colleges' authorized travel agencies.
- ii. **Except in the circumstances noted below, all domestic air travel should be by economy class (e.g., coach, tourist, super saver).**
- iii. Travelers may use business class in the following circumstances:
 1. The traveler has certain physical conditions or disabilities, confirmed by documentation submitted under the ADA accommodation process. Should you need further information regarding ADA, please email employeeaccommodations@babson.edu.

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2. The cost is not more than the lowest available coach fare.
3. Coach class is sold out and no alternate flights are available.
4. When traveling with clients, travelers can use the same class of service.
- iv. When it is necessary to use business class, a letter of explanation should be documented in the appropriate field in Workday.
- v. Upgrades-Coach class seating
 1. Upgrades at the expense of the College are NOT permitted (boarding or seating upgrades, aisle seats, insurance etc.) UNLESS the total ticket cost does NOT exceed the amount of the lowest posted airfare. Upgrades are allowed at the traveler's personal expense and should be noted as such on the expense report. Upgrades are not to be charged on the PCard.
 2. Travelers may use personal frequent flyer miles to upgrade.
 3. Travelers may choose to personally pay for upgrades.
- vi. Frequent Flyer Programs—Babson does not reimburse travelers for tickets purchased with frequent flyer miles.
- vii. From time to time the authorized travel agencies may negotiate discounted fares to frequently traveled destinations at substantial reductions. Travelers should utilize these discount fares whenever possible.
- viii. The authorized travel agencies have been instructed to seek the least expensive travel (and/or most efficient for the traveler) alternatives for Babson travelers. Babson travelers should utilize their expertise and services whenever it is feasible.
- ix. Babson will not reimburse anyone other than the employee.
- x. Babson will reimburse only for coach and special air travel rates.
- xi. Once an air travel arrangement has been made, and College funds committed, reimbursement for costs associated with a change in the booking (e.g., changing a return ticket from one-stop to direct) must be approved by the appropriate Vice President/Division Director/Division Chair.

E. International Air Travel

WHENEVER POSSIBLE, INTERNATIONAL TRAVELERS SHOULD MAKE TRAVEL ARRANGEMENTS BY USING THE SERVICES OF ONE OF BABSON'S AUTHORIZED TRAVEL AGENCIES.

- i. International travel covers all destinations outside the continental United States and Puerto Rico.
- ii. Travelers should notify the travel agencies at least three (3) weeks prior

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- to the proposed departure date.
- iii. For international travel, business class airfare is allowed when:
 - 1. The traveler has certain physical conditions or disabilities, confirmed by documentation submitted under the ADA accommodation process. Should you need further information regarding ADA, please email accomodations@babson.edu
 - 2. Coach class is sold out and no alternate flights are available.
 - 3. Total flying time exceeds seven (7) hours, excluding layover time at connecting points.
 - 4. The College does not allow First Class Tickets, subject to exception by the Board of Trustees or the President.
 - iv. When flying business class, traveler should document an explanation in the appropriate field in Workday.
 - v. Upgrades
 - 5. Upgrades at the expense of the College are NOT permitted UNLESS the total ticket cost does NOT exceed the amount of the lowest posted airfare. Upgrades are allowed at the traveler's personal expense and should be noted as such on the expense report. Upgrades are NOT be charged on the PCard.
 - 6. Travelers may use personal frequent flyer miles to upgrade.
 - 7. Travelers may choose to personally pay for upgrades.
 - iv. Stopovers/Forced Layovers
 - 1. Hotel accommodations for forced international layovers due to scheduling should be at the carrier's expense whenever possible. If the carrier will not absorb the hotel cost due to a forced international layover, the College will reimburse the traveler for the cost of the layover.
 - v. Passports and Visas
 - 1. The College's authorized travel agencies can assist travelers with passport and visa applications. In addition, information is available on Campus Travel.
 - vi. International Travel Advisories and Elevated Risk Destinations
 - 1. Travelers **may NOT** travel to an Elevated Risk Destination as defined in the [Policy on International Travel and the Use of Electronic Devices Abroad](#) (including but not limited to a destination for which the State Department has issued a Level 3 or 4 Travel Advisory) **without prior written authorization** as described in that Policy.
 - 2. Current information on travel advisories, alerts, and warnings is available on the [State Department International Travel](#) site

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through the [Babson College/International SOS website](#)

3. Travelers may also check the Travel Portal or contact one of the authorized travel agencies to obtain a list of current advisories, alerts and warnings.

4. Additional information about advisories, alerts and warnings and other details relating to international travel is included in the [Policy on International Travel and the Use of Electronic Devices Abroad](#), which is incorporated into these Guidelines.

vii. International SOS

1. Babson contracts with International SOS to provide employees traveling abroad on College business travel, medical and security advice and services, including emergency evacuation services. See pages 17 of this procedure (under Travel Accident Insurance) for additional information.

viii. Foreign Currency Services

1. International travelers can obtain foreign currency from:

- a. Foreign banks
- b. Airport foreign exchange counters
- c. Major hotels
- d. Currency exchange outlets
- e. Designated travel agency offices (limited availability)

2. Because the conversion rate is usually better abroad, it is advisable to change local currency back to U.S. dollars before departing from the foreign country.

F. Rail

- i. Rail travel may be used whenever the traveler finds it convenient.
- ii. All rail travel should be at the lowest available fare for reserved seating.
- iii. For scheduled travel in excess of seven (7) hours, first class is allowed even if reserved seating is available in coach class.
- iv. For most international rail travel, reserved seating is only available in first class.
- v. Whenever possible, rail travel arrangements should be made through the College's authorized travel agencies.

G. Lodging

- i. Travelers should make every effort to secure economical as well as comfortable, safe accommodations.
- ii. Travelers are entitled to stay in a single room with a private bath. Upgrades to suites or executive floor rooms are permissible ONLY if there

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- is no additional cost to the College and must be documented in Workday.
- iii. With prior approval, travelers may stay in suites if required to conduct business (e.g., meetings, interviews, etc.).
 - iv. Whenever possible, travelers should make hotel reservations through the preferred travel agencies.
 - v. When traveling to a conference, every effort should be made to secure economical as well as comfortable accommodations. A traveler may stay at a hotel hosting the conference even if the rate is not the most economical available when it is the most convenient and/or offers a "discount" rate.
 - vi. Hotel (domestic) Spending Guidelines Per Day (including taxes)
 - \$240.00 - \$280.00 Most U.S. cities
 - \$370.00 - \$400.00 Boston, San Francisco, Miami
 - \$385.00 - \$420.00 New York City
 - vii. Lodging costs beyond these levels must be approved in Workday by the authorized Vice President/Division Director or Vice Provost/Division Chair.
 - viii. Tips for hotel staff are reimbursable when confined to reasonable limits, as determined by the services required and received (usually 15%).
 - ix. Room service is reimbursable when confined to reasonable limits as determined by the meals guidelines.
 - x. The College does not reimburse travelers for personal expenses including but not limited to:
 1. Room service charges beyond normal meal expenses.
 2. In-room movies and video rentals.
 3. In-room alcoholic beverages.
 4. Recreational activities, with the exception of basic use fees for fitness centers.
 - xi. If a traveler stays at a private residence with a friend or family, then a gift to the host should cost no more than \$75 per stay. A receipt is required for all gifts.
 - xii. Cancellation Procedures
 1. It is the traveler's responsibility to notify either the hotel or the travel agency with whom the reservation was made to cancel a room reservation.
 2. Travelers should request and record the cancellation number and the name of the person responsible for the cancellation in case of

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billing disputes.

3. Travelers should note that cancellation deadlines are based on the local time at the destination hotel.
4. Travelers will be held responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error. Exceptions require the approval of the appropriate Vice President/Division Director or Vice Provost/Division Chair.

H. Meals

- i. Babson reimburses travelers for reasonable expenses for meals eaten while on College business.
- ii. *Personal Meal Expenses* are meal expenses incurred by the traveler when dining alone on an out-of-town business trip. Personal Meal Expenses for breakfast, lunch, and dinner should be recorded separately for each day.
- iii. *Business Meal Expenses* are meal expenses incurred when dining with donors or colleagues where specific business discussions take place. Employees and faculty are reimbursed for business meal expenses based on reasonable actual costs as determined by the authorized signer.
- iv. For full day or overnight trips, expenses for three (3) meals, including beverage and tip, will be reimbursed up to \$90 per day. Per meal reimbursement guidelines follow, although a traveler can "pool" these amounts and submit meal expenses on a per day basis (though Accounts Payable still requires a separate receipt for each meal). At conferences where meals (breakfast and lunch) are included, the traveler should spend no more than \$50 for dinner. Day trip lunch expenses are not reimbursable.
 - Breakfast (departure from campus or residence before 7 am) \$15
 - Lunch \$25
 - Dinner (return to campus or residence after 7 pm) \$50
- v. A drink with dinner is a reimbursable expense. Reasonable tips may be made, but with a 15-20% range as a normal guideline.
 - Please Note: Alcohol is prohibited when charging expenses related to a federal grant.
- vi. Employees should avoid paying for meals for other Babson employees unless it is a bona fide business meeting.
- vii. When paying for clients, volunteers, or guests of Babson, employees should indicate who these individuals are.
- viii. The IRS requires additional information when identifying business meals and entertainment:

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1. Names of all guests
 2. Titles or affiliations of guests
 3. The business purpose must be clearly documented
- ix. Meals taken with other employees are reimbursed only in the following circumstances:
1. When, for confidentiality reasons, business must be conducted off College premises.
 2. When dining with other employees at an out-of-town conference.
 3. When authorized by the department head for reward, recognition, or other appropriate business purposes.
- x. Alcoholic Beverages
1. The use of alcohol for business entertainment purposes should be kept to a minimum. Employees who are driving must **not** consume alcohol.
 2. Alcohol may not be charged to a federal grant.
- I. **Telephone**
- i. Use of an air phone is allowed only if an emergency or critical business issue is involved.
 - ii. Travelers may be reimbursed for reasonable and necessary business calls made with personal Mobile Communication Devices (MCD), if the employee does not have a College issued MCD. A copy of the bill should be attached, along with a documented reason, in Workday.
 - iii. Please reference Babson's [Mobile Communication Device Procedure](#) located on the ITSD Web site and the Purchasing Web site under Policies & Procedures, Related Links, for further information.
- J. **Entertainment**
- i. Babson will reimburse entertainment expenses for events where a business discussion takes place during, immediately before, or immediately after the event.
- K. **Gifts**
- i. The costs of gifts up to \$75 are reimbursable when given as a "thank you" for food and/or lodging. Receipts must be submitted.
- L. **Miscellaneous**
- i. Laundry, dry cleaning, and pressing expenses are reimbursable in the event of inclement weather, or for trips which exceed five (5) consecutive days.

6. Travel Expense Report

- A. **It is strongly recommended that travelers use a Babson College PCard for all business travel. The use of personal credit cards is highly discouraged.**

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- B. Approvers should verify that expenses meet the following criteria:
 - i. Expenses were incurred while the traveler was conducting College business.
 - ii. Information in the attached documentation is accurate and in accordance with this procedure.
 - iii. The expenditures are charged to the appropriate spend category.
- C. Reimbursements for meals/entertainment expenses, requires a receipt for all transactions. The traveler must attach a receipt to the TRAVEL EXPENSE REPORT and list all parties present at the meal or event. Original receipts must accompany the PCARD ALLOCATION REPORT where applicable.
- D. Travelers should file a TRAVEL EXPENSE REPORT no later than three (3) weeks after completion of a trip. All required documentation must be attached in Workday.
- E. If actual expenses exceed estimated expenses by more than 10%, the approval of the appropriate Vice President/Division Director or Vice Provost/Division Chair is required.
- F. Accounts Payable will provide prompt reimbursement (within two (2) weeks), when travelers submit a TRAVEL EXPENSE REPORT on time with proper approval and required documentation.
- G. All claims for foreign travel expenses must be converted to U.S. dollars. The conversion rate and computation, as well as the source used to verify the rate (e.g., www.OANDA.com and www.XE.com), must appear on each receipt. Foreign travel expenses charged to PCards are converted by card provider and are reimbursed to the traveler as they appear on the Corporate Card bills.

7. Travel Accident Insurance

- A. Babson's group travel insurance procedure covers employees traveling anywhere in the world on College business, both in the air and on the ground. The benefit amount is based on your employee classification, salary, and contingent upon the type of loss incurred. Please refer to the Travel Procedure Certificate for employee classifications and associated coverage maximums. The Certificate can be found on the HR Info login page.
<https://internal.babson.edu/hr/benefits--wellness/benefits/insurance-benefits/#d.en.166407>
Travelers may purchase additional flight insurance, but the cost is not reimbursable.
- B. International SOS services are available to College employees during the College sponsored/approved component of travel abroad and a total of 7 days outside of that period. Employees traveling abroad on College business are **strongly encouraged** to visit the ISOS website when in the planning stages of their international travel [Login \(internationalosos.com\)](http://internationalosos.com)

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At this site, travelers will be able to:

Print an ISOS Information Card:

Travelers should keep this card with them at all times while traveling abroad.

It has the information necessary to access ISOS services. It also advises others that the traveler is an ISOS member in the event of an emergency in which the traveler is not able to communicate this information.

Create a medical emergency record:

The emergency medical record is subject to HIPPA regulations. As such, it is a confidential record to which no one at Babson (other than the traveler and ISOS) will have access. If, while traveling abroad, the traveler experiences a medical emergency, ISOS will access and share this information only if necessary and only to medical providers involved in the care of the traveler.

Research Travel and Security Advice:

The traveler can research travel, security, and medical information and recommendations for the regions she or he plans to visit while traveling abroad. This includes names of recommended medical providers and medical care facilities.

Download the ISOS Membership App:

This App can be downloaded to the traveler's smartphone so she or he is able to access ISOS services on the move. The traveler will also be able to sign up to receive real time alerts should a security emergency arise in the region in which the person is traveling.

Contact Risk Management with questions about International SOS.

- C. For international travelers, this Procedure incorporates the provisions of the [Policy on International Travel and the Use of Electronic Devices Abroad](#). A link to this procedure is shown below: [Babson College/International SOS website](#)

8. Unused Tickets

- A. Any ticket or portion of a ticket that is not used must be returned to the authorized travel agency for appropriate credit to the account originally charged. If the traveler has already received payment for the ticket in advance of the trip, the traveler must provide reimbursement via a personal check directly to the College.

9. Business Expenses for Travel Connected to a Governmental Grant

- A. This Procedure applies to a Babson employee whose travel is funded by a government grant. The traveler must also comply with the requirements of the funding authority.

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10. Spouse

A. The College does not reimburse travel expenses incurred by a spouse. Any employee who travels with a spouse is expected to pay for all incremental costs associated with the spouse's travel including transportation costs; additional lodging expenses, if any; meal expenses; and registration fees.

B. Travelling with minors, other than enrolled Babson College students, is strongly discouraged. In exceptional circumstances, travel with minors may be permitted with prior authorization from the Dean of the College.

11. Expenses Incurred Before the Start or After the Conclusion of Business Travel

A. Expenses incurred before the start or after the conclusion of business travel or during an extension of travel on behalf of the College (e.g., the cost of a hotel room which is occupied after the conclusion of a professional conference as part of a vacation) are not reimbursable by the College and should not be charged to a PCard.