

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Travel and Expense Reimbursement for Board of Trustees Members	SOP #: FIN.019.03
Effective Date	5/16/2019
Last Revision/Review	11/19/21, 4/28/23, 5/31/24

1. Purpose

Procedures for authorizing, reporting and reimbursing approved business-related travel and expenses (also referred to as “reimbursable expenses”) for BCOM Board of Trustees members.

2. Related Policy/Authority

Policy B3011 Fiscal Management

3. Faculty/Staff Responsibilities

Vice President of Administration/CFO is responsible to ensure that an overall structure of sound internal controls is implemented, GAAP is followed in all accounting, and that all external regulations and requirements for routine business transactions are addressed in the control and reporting structure.

The Controller is responsible for the implementation and oversight of these procedures.

4. Definitions/Abbreviations

e-Requestor = Purchase requisition front end system which submits approved requisitions and related transactions to GP. The Purchase Requisition and the Purchase Order are both created in e-Requestor and uploaded to GP.

5. Procedural Steps

Independent Board of Trustees Members are provided a stipend for each Board meeting, or approved special meetings, to cover reasonable and necessary expenses incurred in connection with their services as a member of the Board. The amount of the stipend may be adjusted from time to time by action of the Board. Board Members may individually elect to waive the stipend. The payment of a stipend does not impact the reimbursement of expenses addressed in this policy.

Burrell College recognizes that Board of Trustees members who live outside of the Las Cruces/El Paso MSA, may be required to travel or incur other expenses from time to time to conduct business and/or to further the mission of the College. Reasonable expenses incurred for business meetings or other types of business-related expenses will be reimbursed per the guidelines set forth in this policy. A Travel Requisition Form should be completed before any expenses are incurred.

Board of Trustees members with business related expenses are required to complete a travel requisition form (<https://bcomnm.org/finance/finance-forms/>) and obtain the President’s approval prior to making a trip or making travel arrangements. The travel requisition form is to include the requestor’s information, purpose for the travel, dates of travel, location and estimate of costs. The travel requisition form is required to be filled out and approved 7-10 business days prior to traveling.

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Once the travel requisition form is approved, the Board of Trustees member may proceed to:

1. Airfare: Requester will make own payment arrangement for airfare. Burrell College will pay the cost of commercial airline travel at the lowest available rate that meets the business needs. Itemized receipts are to be given to the Executive Assistant for reimbursement processing.
2. Lodging: Requester will make own payment arrangements for lodging and Burrell College will reimburse approved expenses. Itemized receipts are to be given to the Executive Assistant for reimbursement processing.
3. Rental Vehicle: Requester will make own payment arrangement for vehicle rental expense and Burrell College will reimburse approved expenses. Itemized receipts are to be given to the Executive Assistant for reimbursement processing.
4. Meals: Approved expenses for breakfast, lunch, and dinner, along with customary gratuities according to reasonable and actual costs will be reimbursed. Itemized receipts are to be given to the Executive Assistant for reimbursement processing.
5. Other Costs: Requester will make their own payment arrangements. Burrell College will reimburse approved expenses after the travel. Itemized receipts are to be given to the Executive Assistant for reimbursement processing.
6. The Executive Assistant will submit and Expense Reimbursement Requisition through e-Requester and include the applicable itemized receipts for Board Members to request any reimbursement.

6. Reports/Charts/Forms/Attachments/Cross References

<https://burrell.edu/finance/finance-forms/> - Travel Requisition and Expense Reimbursement Report

7. Maintenance

Controller

8. Signature

Approved by

VP of Administration/CFO

5.31.2024

Date

9. Distribution List

Internal/External

10. Revision History

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Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
11.19.2021	5	Added information about stipend and filling out a travel expense form prior to travel.		12.1.2021
4.28.23	5	Clarified stipend information		4.28.23
5.31-23		Updated Burrell College from BCOM		6.5.2024
5.31.23	4	Added e-Requester definition		6.5.2024
5.31.23	5	Updated procedures to e-Requester processes		6.5.2024