

Policies on Fiscal Responsibility & Utilization of Boston University Funds for Travel and Non-Travel Business Expenses

The Goldman School of Dental Medicine will reimburse employees and approved non-employees for necessary and reasonable travel and non-travel business expenses incurred while conducting authorized business on behalf of Boston University.

This policy applies to the following individuals traveling or incurring non-travel business expenses on behalf of the University, and who are seeking reimbursement for those expenses from the University, regardless of the funding source:

- Employees of the University;
- Students whose travel, and non-travel business expenses are being reimbursed by the University;
- Non-employees (including postdoctoral fellows, job applicants, guest lecturers, and invited guests) who have been invited to the University or have been authorized to travel or incur non-travel business expenses on behalf of the University.

This document outlines policies and procedures in general terms to allow reasonable discretion for travelers and administrators and is not expected to cover every possible situation. Federally funded projects may have additional requirements. Items of an unusual nature should be discussed with the Office of the Dean or the Office of Research Administration, as applicable, before the submission of an expense for reimbursement.

Responsibility of the University

The University is responsible for ensuring that all reimbursements for travel and non-travel business expenses are fair and equitable to both the individual and the University, and are made in accordance with this policy and external regulations. The University has no obligation to reimburse employees, students and non-employees for expenses that are not in compliance with this policy.

Responsibility of the Departments

Departments are responsible for: Ensuring that anyone traveling or incurring non-travel business expenses on behalf of the University is aware of, and will abide by, the policies and procedures outlined in this document. Assigning a hierarchy of responsibility with reference to the preparation and approval of requests for travel, and non-travel business expense reimbursements. Departments may, at their discretion, impose greater but not less control than required by this policy.

Responsibility of the Employee, Student and Non-Employee

Employees, students and non-employees traveling on business or incurring non-travel business expenses on behalf of the University are responsible for complying with University policy and procedures as described herein. Individuals should exercise the same if not greater prudence and care in incurring expenses for the University as they would for their own personal expenses.

Sponsored Project Travel

Domestic and foreign travel charged to sponsored projects should follow the guidelines set forth by this policy, unless the funding agency imposes greater restrictions. The terms of a particular grant or contract should be referred to for specific guidance on what expenditures are allowed. The authority for determining which travel expenditures are reimbursable under a particular grant or contract resides with the Office of Research Administration.

Overview

The following is a review of the responsibility of each dean, chair or director with budget authority referred to below as “department head”. It is the responsibility of a department head to direct the financial management of his or her entire operation by ensuring consistency with the following specific parameters:

Employment

New Hires – Funding/Procedures

Departments must adhere to their salary budgets as approved by the University administration. Departments may not exceed the total salary pool allotted to them for the year and must evidence availability of funding when proposing new hires to the Dean. Letters of offer to new faculty will not be approved by the Office of the Dean for release until funding can be identified – if funding for a new position will be drawn from salary monies freed up from departing employees or individuals reducing their employment effort, it is expected that the Department Chair will be able to provide positive documentation of these changes prior to the approval of the offer of new employment. In no instance may a proposed employee volunteer time to the School while a formal offer of paid employment is pending. All volunteer employment must be authorized by the Office of the Dean through a standard letter of employment outlining the specific job duties and responsibilities of the individual. Non-compensated faculty must be entered into the electronic turnaround system as ND level employees for purposes of tracking and liability coverage. All volunteer positions are expected to conform to institutional credentialing guidelines where applicable (professional licensure, CPR, HIPAA, OSHA, etc.) without exception. Individuals who are not U. S. Citizens or Permanent Residents may not perform volunteer employment as per University policy.

Employment Effort – Approvals - Reporting

All faculty requests for changes in time commitment must be requested in writing. Faculty members will be issued a new letter of employment by their department that has been approved by the Office of the Dean to acknowledge the change. Any changes for international employees must be reviewed as a potential Material Change by the ISSO **prior** to any physical change actually occurring.

Payroll/Electronic Turnaround Maintenance

Working in conjunction with the Mail Code Coordinator, the department head must ensure the accuracy of Payroll information at any given time for all faculty and staff. Material changes in employee status must be reflected in the Payroll system as soon as a status change has been approved (see above for international employees). Effort reporting in the Payroll system must concur with the actual onsite responsibilities of an individual. Failure to accurately supervise and maintain employee effort, salary changes,

or sick and vacation time accruals and usage is considered a core responsibility for all deans and chairs.

Vacation and Sick Accruals/Tracking

To ensure consistent reporting for leaves of absence, terminations, etc. there will be a tracking mechanism developed and restricted to department users and the Office of the Dean. On a regular basis, managers will update faculty and exempt staff accrual and usage of vacation and sick leave consistent with the policies covering both categories of employment. There will be one form distributed for utilization and consistency throughout GSDM. Department Managers and Chairs must notify the Office of the Dean in advance of their planned absence (vacation, Family Medical Leave Act- FMLA, etc) to ensure continuity of business functions.

Staff vacation and sick leave accruals are outlined in the Boston University Personnel Policy Manual which is available at:

http://www.bu.edu/hr/policies_procedures/manual/manual.shtml. A copy of the GSDM Faculty Vacation and Leave Policy is attached.

All staff and faculty requests for vacation time must be made in writing in advance and approved prior to an employee taking time off. Requests will note an employee's available vacation accrual and be countersigned both by the individual responsible for tracking employee vacation leave (department administrator) and the employee's direct supervisor/chair. All approved requests for faculty time off will be forwarded to the Office of the Dean via PDF for inclusion in the faculty member's permanent file. Employees who do not have vacation accrual available to support their requested time off will not be paid for their time away.

Authorized Work Absences

Authorized staff absences are outlined in the Boston University Personnel Policy Manual which is available at:

http://www.bu.edu/hr/policies_procedures/manual/manual.shtml

While there is no formal sick leave for faculty at the University, there is a formal mechanism by which faculty must apply for leave if an illness, disability or injury will result in an absence of more than three days.

Termination of Employment

Per University policy, the termination date for an employee shall coincide with their last day of work. Vacation accruals will be paid per University policy.

Employment Hiring Practices

The Goldman School of Dental Medicine does not support the hire of relatives of its employees. Relatives are defined as the employee's spouse/life partner, parents, parents-in-law, grandparents, brothers, sisters, brothers- or sisters-in-law, sons- or daughters-in law, uncles, aunts, nieces, nephews, children, or grandchildren. Relatives of existing employees are eligible to seek employment elsewhere within the University and must comply with the University's Conflict of Interest guidelines.

Exceptions to this practice are permitted only with the express written permission of the Dean.

Recording Gifts, Income and Miscellaneous Deposits

Per University Policy all gift income must be deposited and recorded in a gift account (-1, -3). No transfer of funds may occur between or into gift accounts.

All non-gift income must be deposited and recorded into the appropriate account (operating or -9).

Non-salary Expenditures

The following have been established with respect to the appropriateness of certain purchases with University funds:

Personal Expenses

The School expects that certain non-business related expenditures will be the responsibility of the individual. Examples include: Passport renewals. This is the responsibility of the passport holder. Payment for the renewal of a professional license. This is the responsibility of the employee as licensure would be considered part of credentialing as the basis for employment.

Personal Reimbursements

All personal reimbursements must be signed by the Office of the Dean. With P-card availability, small purchases with cash or against personal credit cards are discouraged. Requests for reimbursement not accompanied by proof of payment (cancelled check, credit card or cash receipt) cannot be authorized as per University policy. Failure to produce a receipt of any kind will result in a reimbursement not being approved. Departments may not maintain their own local Petty Cash funds.

Professional Activities

Dues & Membership

Dependent upon individual department funding and requests, the School will support the reimbursement for professional memberships to IADR/AADR and one specialty organization (ADA or the Academy of General Dentistry in this instance would be considered specialty organizations. ADEA is free of charge for all faculty based on GSDM's institutional membership.) Additional professional dues will be the responsibility of the individual faculty member from non-University funds. Individuals should plan on paying for their individual dues and memberships and then submitting their proof of payment for reimbursement. Departments may no longer direct pay these expenses.

Conference/Meeting Expense

On-site Meetings

Social events

The School sponsors numerous social events throughout the year and it is expected that Departments will not duplicate these same events using operating funds (examples include holiday celebrations, etc.). Social events such as graduation celebrations or entering student receptions must be paid for by discretionary funds.

Honoraria/Travel Expenses for Guest Speakers

All honoraria and travel support must be requested in advance and requires approval from the Office of the Dean. Honoraria for international speakers may be subject to certain payment provisions and restrictions. Departments should clarify specific details with the ISSO well in advance of the international guest's anticipated visit.

(see attached template)

Off-site Meetings (local)

External Meals (restaurants, etc)

Meetings or meals hosted off-site in excess of \$50 in total, require pre-authorization for reimbursement or direct-pay. All restaurant receipts submitted for reimbursement should contain not only the payment credit card slip but also the itemized breakdown of the meal itself which is always provided to the guest. Authorization will be provided within 48 hours of receipt. (see attached template.)

External meetings exclusively involving GSDM faculty and/or staff are discouraged and require pre-authorization.

Hotel expense

Hotel expense for local meetings/conferences requires prior approval by the Office of the Dean.

Parking

Individuals will not be reimbursed for parking at School/University events unless they are considered to be working or hosting the event (i.e. gala, alumni receptions, etc). Reimbursement for parking for attending local meetings must be accompanied by detailed agenda, participants and purpose of the meeting.

Vendor Meetings

Except in certain instances where preauthorized by the Dean, the School will not reimburse individuals for hosting vendors (meals, etc).

Miscellaneous

Gifts

With the exception of awards or other special recognition for employees approved by the Office of the Dean, gifts may not be purchased.

Journal Subscriptions

Each of the schools on the Medical Campus financially sustains the operation of the Alumni Medical Library, a portion of which supports the acquisition of various professional journals and other research media, as such hard-copy journal subscriptions may not be charged to operating funds.

IT Expenditures

All IT purchases, with the exception of IT peripherals of less than \$1,000 must be pre-approved by the Office of the Dean. With the exception of devices that fail and require immediate replacement, departments must provide annual capital expenditure projections (See Capital Expense Planning Policy) to plan for phased replacement of

aging equipment. Data recovery of hard drives that fail will not be supported from operating funds, as it is expected that data from all local computers is hosted on School servers that are archived daily. All laptops must be recorded into University IT inventory and remain property of Boston University upon termination of employment.

Telecommunications Expenses (external)

Faculty and administrators determined by the Dean who must be reachable while away from the University will be authorized for reimbursement of no more than \$80 per month toward the total cost of their wireless plan.

In certain instances, the School may opt to purchase an initial cell phone or other wireless communication device for an individual and in such instances, telecommunications devices purchased with University funds remain property of Boston University and must be surrendered upon termination of employment. Alternately, should the employee wish to retain the equipment upon termination, the individual is expected to reimburse the University for its fair market value.

Service Recognition Celebrations for those who have completed 25 years of service or retired or voluntarily departed after 10 or more years of service

The Henry M. Goldman School of Dental Medicine (GSDM) acknowledges the value of the contributions that each and every member of the faculty and staff make throughout their career at the School. As we value each member of the GSDM family equally we want to honor those who complete twenty five (25) years of service or depart or retire after long service with respect and gratitude.

Any employee who has either served the School for 25 years; or served the School for at least ten (10) years and then voluntarily departs or retires is eligible but not required to be honored at an Annual Service Recognition Celebration sponsored by GSDM. Each year the School will celebrate all employees who meet this criteria who have either completed 25 years of service or departed or retired after 10 years of service over the last year, as well as those who have made known their plans to do so in the near future. This one event will serve to recognize and thank all eligible employees at one time.

All GSDM employees will be invited to this annual celebration. Those who have completed 25 years of service and those who are departing or retiring may invite up to 10 non GSDM guests.

If individual departments wish to host an event specifically for their departing or retiring employee at some other time they may do so. No operating funds may be used for this purpose. The Office of Development and Alumni Affairs will assist departments with planning these events should they desire.

Since the University awards gifts to all retirees based on years of service, GSDM will not award additional gifts. A plaque recognizing service will be awarded to all honorees at the Annual Service Recognition Celebration. If individual departments wish to purchase a gift for their departing or retiring employee they may do so. No University funds, operational, discretionary, or otherwise, may be used for this purpose.

Recognition Lunch for employees who have completed ten years of service

At the annual Service Recognition Lunch, the Henry M. Goldman School of Dental Medicine (GSDM) honors those employees who have completed ten (10) years of service. These employees and up to three (3) of their non-employee guests will have a private lunch with the Dean to celebrate their service and commitment to GSDM. A small plaque recognizing service will be awarded to all honorees at the Annual Service Recognition Lunch.

If individual departments wish to celebrate the service of their employee or purchase a gift to commemorate this achievement they may do so. No University funds, operational, discretionary, or otherwise, may be used for this purpose.

Travel

This section is intended to clarify School policies regarding business-related travel. [Also see the University's Travel Information Guidelines online at www.bu.edu/travel for additional information.]

Please note that the policy for reimbursement of travel costs applies equally to all travelers, regardless of whether the funds for reimbursement are expected to be drawn from departmental funds, sponsored program funds, or any other Boston University accounts.

This policy applies to both domestic and international travel. In regard to international travel, other conditions may apply, including NIH policies on use of grant funds for such travel.

Travel Related Policies and Procedures

All travel to attend professional and scientific meetings, for which reimbursement from the University is expected, requires the written pre-approval of a Department Chair at least one month prior to the planned travel, or one week prior to the submission of an abstract, whichever is earlier. In the case of Assistant/ Associate Deans and Department Chairs, requests for all travel are expected to be pre-authorized by the Office of the Dean.

It is important to emphasize that, if reimbursement for travel is expected from the School, no abstracts for scientific meetings should be submitted, nor meeting registrations and/or pre-conference workshops paid for, without first receiving written approval for the planned travel. This also includes requests for support of student travel. (see attached template)

The Goldman School of Dental Medicine will reimburse employees and approved non-employees for fair and reasonable travel expenses incurred while conducting authorized business on behalf of Boston University. Travel expenses may be reimbursed in one of two ways:

- A) Actual expenditures supported by original receipts must be included with your travel and business expense report to request reimbursements for up to a maximum of \$150 per day. (Examples include meals, ground transportation, rental car, airport or other parking, Internet/phone, and any other incidental expenses.) It is exclusive of lodging and air/rail/bus to destination. Please refer

to the University Travel Guidelines at www.bu.edu/travel for a list of non-reimbursable items.

- B) Per diem processing following federal guidelines for location of travel– see www.bu.edu/travel for current domestic and international per diem rates.

Only one of the two methods above may be employed to determine the reimbursement.

Regarding reimbursement for specific meeting-related costs, please see below:

Airfare

The School will only reimburse for the lowest fare in economy coach class (non-stop travel permitted). Travelers will be responsible for paying the difference between the published lowest fare in economy coach class and full economy/business/first class fares. The School will cover the cost of one checked piece of luggage (receipt required) but will not reimburse for second piece of luggage or fees associated with bags that may be overweight. Refreshments purchased in flight will be counted toward the traveler's daily per diem allowance.

- Reimbursement for ticket change fees will be considered on a case by case basis.

Gratuities/Tips

Tips/gratuities for hotel staff will not be reimbursed by the School.

Hotel Stays

All hotel room reservations should be arranged through the University designated travel agent(s) to ensure receipt of the lowest rate available, which is almost always the conference rate. Please ensure that your room is reserved before the conference rate availability expires, otherwise the School will reimburse only up to the conference rate. Hotel daily rates (excluding tax) in excess of \$399* will be reimbursed only up to \$399 plus applicable taxes. Pre-authorization is required for all local hotel stays in the greater Boston area and should be submitted to the Office of the Dean well in advance of the anticipated hotel stay outlining the necessity.

**Hotel stays exceeding \$399/ngt require written pre-authorization by the Office of the Dean.*

Meeting Registration

It is recommended that departments reimburse travelers at 'Early Bird' meeting registration rate, if available.

PCard

The Purchasing Card may not be used for travel, including to book air tickets or pay for a hotel stay, meals or other travel related expenditures.

Travel Advances

Frequent travelers are encouraged to apply for the corporate Diner's Club from which they may draw a cash advance to pay for their University related travel. Travel advances by check are discouraged.

Travel Expense Reports

Reports, with all original receipts, should be submitted to the Department Administrative Manager within 10 business days after travel is completed. Travel expense reports for travel completed prior to June 15 are expected to be filed prior to year-end close. Travel expenses for travel taken between June 15-June 30 may be charged to the following fiscal year. Travel expense reports not filed within 6 months of the completion of travel will not be reimbursed and may have tax consequences for the traveler. It is a Department's responsibility to ensure they are using the latest Travel Expense Report template as found online at the— www.bu.edu/travel.

Expenses for Travel to Meetings and Conferences not Supported by the School

Boston University and the School of Dental Medicine regularly sponsor business-related travel for employees to educational and research conferences that directly benefit the furtherance of science and other educational endeavors as well as professional development. It has been noted that individuals who travel as invited speakers for outside organizations, and are remunerated for their travel or honoraria by such outside organizations, may be incorrectly billing a portion of or all of their travel back to the School.

All requests for authorization to travel should be budgeted and will require the attachment of both the symposium program in addition to the original invitation letter that clearly outlines the nature of the speaker's commitment. Honoraria information may be blacked out, but arrangements for other travel support (hotel, transportation) must be delineated.

Boston University will make the ultimate determination as to the appropriateness of institutional travel and related expenses that shall be considered for reimbursement, as well as the time an employee may be granted to spend off-site for non-University related travel.

Signage

Boston University Henry M. Goldman School of Dental Medicine Signage Policy

1. General purpose and intent

In order to establish and maintain a clear, unified brand identity, both at Boston University Henry M. Goldman School of Dental Medicine (GSDM) and within the larger University, it is important to utilize clear, consistent permanent and temporary public signage.

- a. GSDM Signage Policy purpose
 - i. Encourage consistent signage practices to provide clear information to GSDM patients, students, faculty, and staff, as well as all other visitors
 - ii. Improve way-finding
 - iii. Preserve and enhance the interior and exterior appearance of GSDM clinical and administrative space
 - iv. Eliminate inconsistent, ineffective, and unnecessary signage
- b. The intent of this policy is to provide standards in order to regulate signage constructed, installed, and displayed on GSDM clinical and administrative space

2. Authority

- a. This policy applies to all GSDM offices, auxiliaries, affiliates, and related organizations and supersedes all preceding GSDM policies pertaining to permanent and temporary signage

3. Definition

- a. "Sign" or "signage" means any identification, description, illustration, or device which is visible from any public place or is exposed to the public, and which directs attention to a product, message, service, place, person, entity, institution, event, business use, or cause
- b. Categories
 - i. Temporary signs/signage: any printed material displayed for a limited amount of time, which is designed to advertise, identify, or convey information
 - ii. Permanent signs/signage: any signs that are attached to the interior or exterior of GSDM clinical or administrative space for an extended period of time

4. Temporary signage

- a. Standards
 - i. Any use of the School's name, logo, or likeness must conform to Boston University Brand Identity Standards (contact the GSDM Office of Communications with questions)

5. Permanent signage

- a. Standards
 - i. All permanent signage must be approved by the GSDM Office of Communications
 - ii. Any use of the School's name, logo, or likeness must conform to Boston University Brand Identity Standards (contact the GSDM Office of Communications with questions)
 - iii. All permanent signage should comply with the federal regulations of the Americans with Disabilities Act (ADA)
 - 1. The ADA guidelines state, "Where permanent identification is provided for rooms and spaces, signs shall be installed on the wall adjacent to the latch side of the door. Where there is no wall space to the latch side of the door, including at double leaf doors, signs shall be placed on the nearest adjacent wall. Mounting height shall be 60 in (1525 mm) above the finish floor to the centerline of the sign. Mounting location for such signage shall be so that a person may approach within 3 in (76 mm) of signage without encountering protruding objects or standing within the swing of a door."
 - 2. Where Braille is called for, provide Type II in a single line beneath the sign text
 - iv. No signs shall be placed on doors
 - v. Building and floor directories will be utilized to direct people to appropriate office locations however, for the security of the GSDM community, individual names will not be listed on directories

- vi. Sign content shall be consistent throughout GSDM clinical and administrative space

6. Posting

- a. Temporary signage
 - i. Signage can be posted on departmental bulletin boards with approval from the appropriate department and in the GSDM lobby or display cases with approval from the Office of Communications
 - ii. Signage cannot be fastened to walls, inside elevators, in stairwells, on doors, or in any other location without prior approval
 - iii. No surface-damaging adhesives or surface penetrating fasteners are to be used to display temporary signage of any kind
 - iv. When posting the temporary signage, ensure permanent signs and ventilation grilles are not obstructed
- b. Permanent signage
 - i. All permanent signage will be installed by the appropriate vendor with prior approval from the Office of Communications
- c. Commercial advertising
 - i. Commercial advertising in GSDM clinical or administrative spaces is prohibited

7. Removal

- a. Temporary signage
 - i. Any signage that pertains to a time, event, or purpose that no longer applies shall be presumed to have been abandoned. The Office of Communications or its designees may remove any abandoned or prohibited signs on GSDM clinical or administrative space

8. Signage fees

- a. Departments requesting additional signage above and beyond what is provided by GSDM or for special events will be required to pay the costs associated with printing and installation of signage

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