



Travel

Part of the
Business and Finance
Department



Today You Will Learn about...

- Preferred Travel Agents
- Travel Portal
- Travel Authorization
- Submitting your Expense Forms
- Reimbursable Expenses
- Making Purchases while Traveling
- Using your own Vehicle
- Preferred Driver-Based Ground Transportation
- Car Rentals



Preferred Travel Agents

Babson's preferred travel agencies are:

- Great International Travel
- Cleveland Circle Travel



Travel Portal

To access the Travel Portal go to:

- Babson Portal
 - Smart Tools > Campus Travel
- www.babson.edu
 - Site Map > T > Travel Portal



Travel Authorization

How do I get authorization for a travel advance?

- Complete a Travel Advance Request form
- Have the form approved
- Send form to the AP office
- 75% of the employee's anticipated out-of-pocket costs is available



Employee Expense Report

Q: What is an employee expense report?

A: A form to list all of your travel expenses and their business purposes

Information to be included:

- All expenses
 - Any meal/entertainment exceeding \$25.00
 - All other receipts
- Business purpose for all travel & entertainment
- Must be filed with the AP Office 15 days after trip completion



Reimbursable Expenses

- Personal vehicles
 - Mileage is reimbursed at the rate of 58.5 cents per mile
 - Parking and toll expenses are reimbursable
 - Parking tickets are not reimbursable
- Telephone Calls
 - 10 minutes per day for any personal phone call
- Meals
 - Breakfast.....\$15
 - Lunch.....\$25
 - Dinner.....\$50
 - Gratuities.....10%-20%



Making Purchases while Traveling

Q: What is the best way to make purchases while traveling?

A: Using the P-card is the easiest and most efficient

If you do not have a P-card, you must complete a

- Travel Advance Request (if used)
- Employee Expense Form

Remember to save ALL receipts



Preferred Ground Transportation

Q: What is ground transportation service?

A: Transportation for Babson visitors, when you need to get to the airport, and for transportation at your travel location.

- Preferred vendors:
 - Boston Coach
 - Charles River Transportation
 - Airport Direct
- Note: Limousines cannot be used.



Car Rentals

- Rental car reservations can be made through the College's preferred travel agencies or we have corporate accounts set up through MHEC and E & I Cooperative.
- When renting cars, please use the P-card
 - Enterprise Rent-A-Car
 - Merchants Automotive Group, Inc.
 - National Car Rental
 - Avis
 - Budget