



University of Pittsburgh
**University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable
Expense Policy Committee Charter**

I. Preamble

This body is called the University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expense Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of reviewing and proposing revisions to University Policy FN 28, University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expense Policy (T&B Policy), as well as documents that will support its implementation.

III. Background

University Policy FN 28 governs reimbursement of expenses for 1) travel, including lodging, meals and other expenses when traveling; 2) business entertainment expenses, including small and large business meetings and meals, last minute incidentals, or events for employees; 3) miscellaneous reimbursable expenses, including gifts, awards, prizes, membership dues, home office expenses, and political contributions; and 4) honoraria, which may include reimbursement of honoree's out-of-pocket expenses.

In the past several years, University stakeholders have asked for an opportunity to review the eligibility criteria for reimbursement of certain expenses covered by this Policy. Of particular note is the Senate's Ad Hoc Committee on Dependent Care's recent request that the University reassess the Policy's current position regarding the reimbursement of dependent care expenses. Additionally, the processes managing the payment or reimbursement of travel and business expenses, which support this Policy, have changed in the past few years. The processes that have changed include those for booking and payment, which were enacted as a temporary measure, as part of the University's response to the COVID-19 pandemic. Through the comprehensive review called for here, the University will be able to review those substantive and procedural changes to see if they should be included in a new Policy.

IV. Scope and Authority

The Committee will recommend a revised T&B Policy, and supporting documents, which will replace the current T&B Policy. In doing so, the Committee's deliberations must address the following topics:

- **Dependent Care.** Examine whether the current Policy's position regarding the reimbursement of dependent care, including exceptions granted pursuant to the current policy and what is offered through relevant employee benefits programs, is consistent with best practices in higher education and recommend any corresponding policy changes.
- **Management of Travel Expenses.** Examine whether current travel-related requirements and guidance under Policy FN 28 are 1) consistent with the University's mission; 2) necessary to keep the University community safe and healthy when travelling; and 3) are effective in managing efficiency, minimizing travel costs, and mitigating institutional risk, and recommend any corresponding policy changes.
- **Financial Impact.** Determine whether any proposed changes to the current Policy will potentially increase costs or provide cost savings.
- **Compliance.** Address specific requirements associated with reporting and managing expenses described in the Policy.
- **Clarity.** Consider users of the Policy and use terms that will create a Policy and supporting documents that are clear and concise. Relatedly, consider whether the substance of this Policy is clearer as one policy or should be separated into more than one Policy and whether the Reimbursement Eligibility Quick Reference Guide as found in the current Policy continues to be a helpful resource.
- **Exceptions.** Review the exception process allowed for in the current Policy and recommend proposed changes.
- **Alignment.** Assess whether a proposed Policy aligns with related existing Policies, such as University Policy FN 26, Travel Card, University Policy FN 27, Travel Advance, and University Policy AO 30, Required Use of Contracted Suppliers and suggest any proposed revisions to those policies to the Policy Office.

V. Responsibilities

As provided above, the Committee is created to propose a revised T&B Policy. To perform this function, the Committee has the responsibility to:

- Review recommendations regarding dependent care reimbursement provided by the Senate's Ad Hoc Committee on Dependent Care and consult with that Ad Hoc Committee, consistent with the terms of this Charter;
- Review the travel requirements found in the [University's COVID-19 Standards and Guidelines](#);
- Review and discuss best practices among institutions of higher education for managing expenses included in the Policy;

- Consistent with the terms of this Charter, discuss proposed requirements and responsibilities with interested stakeholders in the University community, including the Treasurer's Office regarding payment of expenses, the Benefits Department regarding dependent care expenses, and the Office of Risk Management regarding the identification and management of relevant risks.
- Provide a recommendation as to whether additional policies may be necessary or other policies may need revision to support changes to his Policy;
- Recommend a draft Policy (or policies) for review pursuant to the process described in Section VIII below and consider feedback received during that review; and
- Recommend a draft procedure (or procedures) needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be co-chaired by **Stephanie Ford-Jones**, Manager, Payment Processing and Compliance and **Tom Youngs**, Director of Purchasing Services. The Committee will include the following members:

1. **Anna Berzowski-Germ**, Tax Department
2. **Emily Duchene**, Travel Program Director
3. **Anna Wang-Erickson**, Faculty Senate Dependent Care Ad Hoc Committee Chair; Assistant Professor of Pediatrics and Associate Director of the Institute for Infection, Inflammation, and Immunity in Children
4. **Penelope Morel**, Professor, Department of Immunology; Professor, Department of Medicine, Division of Rheumatology and Clinical Immunology
5. **Douglas Reed**, Associate Professor, Department of Immunology; Associate Professor, Department of Infectious Diseases and Microbiology
6. **Angie Coldren**, President Staff Association Council and Director Administrative Support, Office of Research Protections
7. **Bobbi Jo Rosol**, Assistant Director of Finance & Administration, Pitt IT
8. **Denise McCloskey**, Director of Administration, Office of the Provost
9. **David Wehrle**, Director of Finance, Philanthropic and Alumni Engagement
10. **Ryan Varley**, Associate Athletic Director of Business Services, Athletics

11. **Kim Kushon**, Director of Administration, Human Resources

Michael Pierce, Associate Legal Counsel to support the Committee on behalf of the Office of University Counsel.

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy on University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expense, which will replace the T&B Policy, will be submitted to the SVC/CFO no later than Winter 2022. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate's Faculty Affairs Committee, Research Committee, and Ad Hoc Committee on Dependent Care;
- Council of Deans
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expense, unless otherwise directed by the Chancellor.