

Frequently Ask Questions Business Expense Policy

General Expense Questions

Who is my primary contact for expense-related inquiries?

- **Contact [Accounts Payable](#) for:** One-time/small-value payments, faculty and staff reimbursements, student internships, student awards, student reimbursements, and guest speaker honoraria.
- **Contact [Procurement](#) for:** Supplier onboarding, contract negotiations, relationship management, and competitive bidding for large purchases (over \$10K).

How do I pay an individual for services provided to the College?

- **For College Employees (Staff, Faculty, or Students):** Payment must be processed through Payroll. Submit a **Payroll Authorization Request** form to Human Resources. For guidance on this process, contact humanresources@conncoll.edu.
- **For Non-Employees or Non-Student Workers:**
 - Verify if the individual is an active supplier in **CTW**. If you do not see the supplier listed on CTW, email purchasing@conncoll.edu.
 - If it is determined that they shouldn't be added to **CTW**, submit a payment request to accountspayable@conncoll.edu.
 - **Requirements:** You must attach a **Request for Payment** form along with a contract or invoice detailing the services, dates, and total amount. Accounts Payable may also request a current W9.
 - **Tax Documentation:** All U.S. and most foreign vendors must provide a federal tax identification number and a permanent residential address. New suppliers must complete a **New Vendor Setup Form**, which also includes:
 - **Form W-9** (U.S. vendors) or **Form W-8BEN** (Foreign vendors).
 - An **ACH/Direct Deposit** form.
 - Based upon the products or services rendered, additional paperwork may be required.

Can an honorarium be paid as a donation to a charity in lieu of paying the speaker?

No. IRS regulations require honoraria to be reported on **Form 1099-NEC** as potentially taxable income for the individual. The recipient may choose to donate the funds personally after receiving payment from the College.

Exception: If the speaker is appearing as an official representative of their organization rather than as an individual, payment may be issued directly to that organization.

Travel Related Questions

Do I need to submit an Exception Request if I've received prior approval from management/division?

- **Yes.** Unless specifically outlined in the Business Expense

Are travel reimbursements submitted through CTW?

- **Faculty & Staff:** Yes. Submit an **Expense Claim** via [CTW](#) for qualified out-of-pocket expenses (non-P-card) with itemized receipts. (see [instructions](#) on how to do this).
- **Students & Guests:** Submit a [Weekly Travel Expense Form](#) and itemized receipts to accounts payable@conncoll.edu within 30 days of the travel date.

Do I need a Pre Approval before I travel?

Yes. All travel requires prior written approval by the appropriate supervisor/approver. Fill out the [Pre-Approval Form](#).

Exception: If you are traveling as part of a RFJohnson or Research Matters grants, please speak with Deb Dupuis in the DOF office.

When is use of the Travel Portal required?

- **Required:** When traveling by air, bus, or rail, or when no discount code is provided by the conference venue.
- **Not Required:** When attending a conference with a dedicated discounted hotel block code, or when traveling via personal/shared vehicle.

What is the "Refundable Economy" class?

This category includes both traditional refundable tickets and exchangeable fares. The **CTP Travel Portal** is configured to display only those tickets that comply with these College guidelines.

Why are "Ultra-Low Economy" or non-refundable tickets prohibited?

While these tickets appear cheaper initially, they often incur hidden fees for baggage and seat assignments. Additionally, the College prohibits non-changeable tickets to avoid total loss of funds in the event of unforeseen cancellations.

How do I book travel for a student or non-employee?

Contact travel@conncoll.edu to initiate setup. Please specify if this is a one-time arrangement or a recurring need.

How do I book travel for a faculty or staff member?

1. Contact travel@conncoll.edu to be set up as a travel arranger.
2. The traveler must then log into their profile and formally assign you as an **Arranger**. This must be done for every individual you assist.

Can I book travel for groups?

Yes. For groups of 5 or more, use the [CTP Group Travel Request Form](#). For groups of 2 to 9, you may use the [CTP](#) booking tool, which now allows for multi-ticket reservations.

Am I required to book the least expensive hotel available?

Not necessarily. Travelers should select a hotel within **\$100** per night of the "Least Logical Fare." If a selection exceeds this margin, a justification (such as safety or proximity to the event) will be required during the booking process.

What are the guidelines for rental cars?

- **Airport Rentals:** Use **National**. We recommend enrolling in the [Emerald Club](#) for free upgrades and expedited service.
- **Non-Airport Rentals:** Use **Enterprise**.
- If you're traveling more than 100 miles per day, it is recommended to rent a car instead of using a personal vehicle.

Does the Lightning tool charge my credit card at the time of reserving/booking a hotel?

No. The tool secures the reservation and rate, but payment is processed at checkout. Travelers must present a credit card upon arrival.

Note: If you are booking for a guest and wish to cover their costs, you must contact the hotel directly *prior to arrival* to complete a credit card authorization form.

Can I book through Airbnb, Vrbo (or similar) for my stay?

Only in cases where the stay exceeds 1 month of continuous accommodation.