

Spouse Business Travel Reimbursement

The President, Vice Presidents, and College Deans are eligible for reimbursement of business travel expenses for **one spouse once per calendar year** when the spouse accompanies the employee on an approved University business trip. This benefit is non-transferable and may not be used for children or other family members.

Eligible spouse travel expenses are limited to:

- **Transportation:** Economy-class airfare or reasonable equivalent transportation costs, including travel by train, bus, or other common carrier.
- **Per diem:** Up to **three days per diem**, in accordance with the University's applicable travel reimbursement rates.
- **Lodging:** When the lodging rate is the same regardless of occupancy, no additional lodging reimbursement is provided for the spouse. When a lodging property charges an additional amount per person, such as an all-inclusive resort or similar accommodation, the additional lodging charge for the spouse is eligible for reimbursement.

All eligible spouse travel expenses will be charged to the employee's applicable University travel budget.

In accordance with applicable IRS requirements, reimbursed travel expenses attributable to an employee's spouse will be treated as taxable income to the employee when required by law and reported through the University's payroll and tax reporting processes, including on the employee's Form W-2, as applicable.