



**Administrative Policy Group  
Official Meeting Minutes  
Wednesday, September 27, 2023  
3:00 – 3:22 p.m.  
Co-Chairs: Michael Horan & Winston Soboyejo**

**Attendees:**

***APG Members Present:*** Michael Horan (Co-Chair); David Bunis; Eileen Brangan-Mell; Eric Beattie; Gillian Smith; Vijay Menta; Harold Walker

***APG Members Not Present:*** Winston Soboyejo (Co-Chair); Lauren Turner, Philip Clay; Donna Stock

***Guests:*** Matthew Thaler (Deputy General Counsel); Erin Silva (Office of the General Counsel); Olga Klochkova (Associate Vice President, Finance & Operations)

**Minutes:**

**1. Approval of the May 9, 2023 Meeting Minutes**

Chair Horan called for a vote to approve the May 9, 2023 meeting minutes. Profs. Smith and Walker abstained. All other APG members present voted to approve the May 9, 2023 meeting minutes.

**2. Presentation and Discussion of the Entertainment, Meals and Travel Expense Policy**

Chair Horan asked Olga Klochkova, AVP of Finance and Operations, to introduce the Entertainment, Meals and Travel Expense Policy. Ms. Klochkova stated that the old policy was from 2016 and required extensive revisions on a number of topics to broaden the policy to address more than just travel. This policy falls under the umbrella of WPI's Business Expense Policy. A number of WPI constituencies have already reviewed, and provided feedback, on this policy, including members of the President's Cabinet, the Global School, and student groups. Ms. Klochkova then summarized the key highlights of this policy, as described in the document attached as Exhibit A to these minutes.

Prof. Smith sought clarification on the provision that trips of less than 50 miles one way do not qualify for lodging reimbursement. Chair Horan and Ms. Klochkova confirmed this rule but stated that the President or CFO may make exceptions to the process for extraordinary circumstances.



Prof. Walker requested clarification on which types of WPI funds apply to the rule that individual or business meals are not reimbursable expenses. Ms. Klochkova clarified that all types of funds apply, including university, grant and endowed funds.

Prof. Walker shared a concern that reimbursements can take a while and the out-of-pocket costs pending reimbursement can become a hardship. Ms. Klochkova stated that those who travel more than once per year should be using their P-Card as the means for payment for travel-related costs. WPI cannot reimburse in advance because of the risk to the institution of pre-payment to an employee who may leave WPI prior to incurring the actual travel-related expense. Chair Horan also stated that WPI receives benefits for using the P-Card, so WPI encourages their appropriate use.

Chair Horan called for a vote to move this policy to the thirty (30) day comment period. Prof. Smith abstained; all other members of the APG present voted to approve moving this policy to the comment period.

The meeting was adjourned at 3:22 p.m.

David A. Bunis  
Secretary, Administrative Policy Group



## Exhibit A

### Key Highlights of the Updated Entertainment, Meals, and Travel Expense Policy:

The revisions noted below will help streamline WPI's entertainment, meals, and travel expense reimbursement processes, ensure compliance with legal requirements, and foster a culture of financial responsibility at WPI.

All members of the WPI community who engage in University-related travel should review the policy in its entirety to fully understand these revisions. If you have any questions or require clarification on any aspect of the policy, please reach out to the Accounts Payable Office at [accountspayable@wpi.edu](mailto:accountspayable@wpi.edu).

Your cooperation and adherence to these guidelines is instrumental in maintaining WPI's reputation for ethical and prudent financial practices. We appreciate your commitment to these principles.

\* \* \*

**Travel Principles:** The revised policy reinforces our commitment to fiscal responsibility and traveler safety. All WPI University employees must use University resources wisely and in the fullest support of WPI's mission of education and research. The policy applies to all faculty, staff and students for all entertainment, meals, and travel-related expenses regardless of funding source.

**Travel:** Airline travel will be reimbursed for regular coach and economy fares. Exceptions may be granted for additional leg room (not business/first class) for health-related extenuating circumstances or flights over 8 hours with pre-approval from a Dean or Division Head.

**Lodging:** Trips of less than 50 miles one way do not qualify for lodging reimbursement. Lodging expenses must not exceed 1.5 times federal lodging rate for the business travel location. Exceptions may be granted for business stays above 14 days with pre-approval from a Dean or Division Head.

**Rental Car:** Rental car expenses will be reimbursed for cars of intermediate or less class. Larger vehicles will be reimbursed for the groups traveling together based on business need.

**Meals:** The University will reimburse the actual cost of meals, non-alcoholic beverages and tips up to 1.5 times per diem federal rates. Rates are prorated for partial days based on details in the policy.

**Alcohol:** Alcoholic beverages for individual or business meals are not a reimbursable expense. Alcohol served during WPI events requires pre-approval by CFO's or President's Office.

**Entertainment:** Reasonable entertainment expenses are reimbursable when they have a clear business purpose, immediately precede, or follow a business meeting or are necessary to accomplish some useful purpose connected with the University's business. Entertainment expenses exceeding \$1,000 require advanced approval by the WPI CFO's or President's Office. This would exclude student events/entertainment as part of the overall academic experience.

**Non-Reimbursable Expenses:** The policy includes a list of non-reimbursable items, further reinforcing responsible spending practices.



**Travel Advance and Settlement:** University issued Pcard should be used for business expenses whenever possible. The use of cash advances may be approved for faculty and staff. Employees must repay the University for unused portions of advances.