

Bucknell Travel Policy

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The Bucknell Travel Policy was approved on April 6, 2012 (revised 1/1/2020). The policy does not reference updated procedures for using the Workday system. Refer to **Workday Help** <http://workdayhelp.blogs.bucknell.edu> to access Job Aids for expense reports, reimbursements and related functions.

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I. GENERAL OVERVIEW

A. Purpose

The expenditure of Bucknell's limited funds should be done in direct support of the University's mission. In an environment of rising tuition, moderation and discretion should guide decisions regarding expenses incurred by the University. The Bucknell Travel Policies (BTP) provides policies related to travel and business expenses incurred in the process of advancing the University's mission. The intent of the BTP is to provide policies that are consistent with IRS and Bucknell requirements while not placing an undue reporting burden on the traveler.

Internal Revenue Service (IRS) regulations require that individuals traveling or doing business on behalf of the University must account for all advances, allowances, and reimbursement of expenses. This accounting must include:

- Substantiation of expenditures, preferably with **itemized receipts** indicating the vendor, date and expense amount. Bucknell policy prefers all expenditures have receipts but does not require receipts for travel expenditures less than \$50.
- Documentation of the **business purpose** of the expenditure (who, what, when, where, why).
- The **return of any unused monies** from cash advances.

Any amounts paid to an individual that are not accounted for and substantiated in these ways are considered income and thus subject to payroll tax withholding.

Compliance with BTP is the responsibility of the individual and the supervisors who authorize travel and approve travel expenses. All travel expense reimbursements are expected to be requested within 14 days from the last day of the trip.

B. Policy Highlights

General

- The University's travel reimbursement procedures are designed to conform to the "accountable plan" rules published by the IRS. Therefore, University reimbursement of travel expenses shall not result in additional taxable income to the individual.
- BTP apply to all individuals traveling while conducting University business.
- An individual should neither gain nor lose funds in the course of traveling to conduct University business while always adhering to the approved budget for the department.
- Reimbursement will be provided for actual and reasonable expenses incurred for transportation, meals, lodging and other necessary business expenses within the expected trip budget. Lodging for university business is expected to be comfortable and appropriate for the location and the business purpose of the trip. The University expects the individual to secure lodging that is not luxurious or extravagant. The University standard meal allowance is \$75/day for domestic travel and up to \$100/day for international travel, including tips (effective 5/1/2023). This is the amount considered reasonable to cover the daily costs of meals; it is not a flat amount for per diem reimbursement.

- Individuals who choose to incorporate personal travel with business travel must segregate the costs and provide documentation of the business portion.

Specific

- For ease of transaction reporting, travel expenses are best transacted with credit cards whenever the vendor offers that option.
- Personal charges or services will not be covered by the University. The University will not reimburse for traffic infractions incurred during University travel (i.e., parking tickets, speeding tickets or towing expense).
- The University is not responsible for any expenses related to the loss or theft of personal property while on a business trip.
- The University will not provide cash advances or make reimbursements for the travel expenses of companions who accompany individuals on approved University business. Individuals may retain the frequent flyer / bonus program rewards they earn through business travel. However, program benefits should not be the driving factor when selecting a vendor. Rewards used for purchasing business travel are not eligible for reimbursement.
- Expenses for personal travel should not be temporarily funded via cash advances or University Credit Card by the University.

II. SPECIFIC EXPENSE POLICIES

The [Procurement Services Office](#) maintains the relationships with preferred vendors including preferred travel agencies and booking tools. Individuals booking travel through a preferred or other provider are required to adhere to the policies set forth in BTP.

Discounts are often available through AAA, AARP, and other personal and professional organizations. The University encourages individuals to use their existing memberships as appropriate and appreciates the effort to minimize travel costs. Please note the cost of any particular membership program is not reimbursable as a travel expense.

A. Transportation

1. *Air Travel*

The University will only reimburse airplane tickets booked economy/coach class. If scheduling or a medical condition necessitates other arrangements, prior approval of the supervisor is necessary. All efforts should be made to obtain advance-purchase or lowest fare in economy/coach class. This is defined as the lowest fare available for flights purchased 14 days or more in advance that meet the requirements of the business purpose of the travel. Additional fee-based costs or upgrades are not reimbursable.

In the event a non-refundable ticket must be changed or canceled, the airlines may charge a fee and issue a credit that normally must be used by that individual within the year. Since penalties for cancelled tickets can be quite high, the benefit of locking into a desirable advance-purchase fare should be weighed against the risk of having to make changes in travel plans. If there is an approved business reason for a cancellation and a penalty is incurred, the penalty is eligible for reimbursement at the time of ticket reissue if reissued for University business.

Most airlines have instituted new rules regarding the number, size and weight of bags allowed for each passenger. Individuals will be reimbursed for baggage fees resulting from the business purpose of the trip. Fees for extra baggage for personal items or associated personal travel will not be reimbursed by the University. Compensation for lost, stolen or damaged bags is not eligible for reimbursement by Bucknell. Individuals are responsible for processing their claims related to lost, stolen or damaged baggage through the airline and/or credit card company used to procure the travel.

2. Surface Travel in Lieu of Air Travel

If advance approval from your supervisor has been obtained, an individual may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation based on cost or distance. The cost of meals, lodging, parking, mileage, tolls, taxis, and other expenses while in transit using surface transportation may be reimbursed but should not exceed the cost of airfare using the prevailing economy/coach fare on a commercial airline for the destination.

3. Automobile Transportation

Charges for tolls and parking are reimbursable. Depending on cost and circumstances, individuals may use one of the following types of automobile transportation for business travel:

a) University-Owned Vehicle from Bucknell's Fleet

Individuals are expected to use University-owned vehicles when possible to contain costs.

Please note that university vehicles may only be used for transportation to an airport if a Bucknell-driver is used and the car does not remain at the airport parking lot during an individual's travel. For additional details on the use of university vehicles please visit: [Transportation Services](#)

b) Personal Vehicle

Personal vehicles should only be used if there is no appropriate or available University-owned vehicle. When a personal vehicle is used, the University will reimburse for mileage at the approved University rate based on the actual miles traveled.

Personal vehicle mileage reimbursement should not exceed the cost of other available alternate transportation such as trains or planes. In cases where the individual elects to drive rather than travel by public or commercial transportation, the lower of the available alternatives will be reimbursed to the individual.

Individuals are not reimbursed for gas used in personal vehicles because that expense is included in the reimbursement for mileage. The mileage rate is also assumed to compensate for depreciation or other automobile expenses.

When two or more individuals on University business travel together in a private vehicle, only one individual may claim reimbursement for mileage.

When an employee's personal vehicle is driven on University business and the vehicle is involved in an accident, the vehicle owner's insurance policy will be primary, and the University's auto liability coverage will be secondary.

Employees driving personal vehicles on University business are responsible for reporting all accidents to their insurer, since there are serious coverage consequences for failure to report an accident. The University will not reimburse employees for their deductible incurred in an accident on University business.

Any additional questions regarding insurance coverage while on University business should be directed to Bucknell's Director of Risk Management (570-577-1149).

c) Commercial Rental Vehicle

Individuals should rent the most economical vehicle consistent with business needs and travel circumstances, but not to exceed a mid-size vehicle. Refueling the vehicle prior to returning a rental vehicle is expected to avoid refueling surcharges. Individuals will be reimbursed for actual vehicle rental expenses and gas; mileage rate reimbursement is not applicable.

When reserving rental vehicles, educational or other discounts (i.e. AAA, preferred vendors, AARP, etc.) should be requested. The University's sales tax exemption form should be submitted at the time of rental in states where applicable. Sales tax exemption forms are available from the [Procurement Services Office](#).

Individuals should rent a vehicle if it is necessary for transportation at the business destination or there is no other less expensive means of transportation available. If an individual rents a vehicle and uses the vehicle partially for personal use, the cost of the vehicle should be prorated.

Insurance and accident reporting when renting a car for University business:

- You must be listed as the primary driver.
- Decline the physical damage waiver (also known as CDW-collision damage waiver).
- Decline the waiver of liability for damage.
- Decline the personal accident insurance.
- Identify any "additional drivers" on the rental agreement.
- Adhere to all conditions of the rental agreement for operating the vehicle and reporting accidents.
- Report all accidents to Bucknell's Director of Risk Management (570-577-1149).

If processing payment using a University corporate card, accidents must be reported to VISA. Failure to identify additional drivers on the rental agreement will void coverage through the credit card in the event of damage to the vehicle. Additional benefits can be found in the Visa Auto Rental Collision Damage Waiver Program. For rental responsibilities, limitations and other details regarding corporate card coverage, refer to: <http://usa.visa.com/business/why-pay-with-visa/travel-benefits/bft-auto-rental-eclaims.html> .

If you are processing payment using a personal credit card, prior to your accepting insurance coverage, we encourage you to verify coverage provided under the benefits of your own credit card.

Any additional questions regarding insurance coverage while on University business should be directed to Bucknell's Director of Risk Management (570-577-1149).

d) University-Owned Vehicle with a Driver

In some cases it is more economical to arrange for a University-approved driver for travel to an airport or train station. The cost of the driver should be weighed against the mileage and parking costs that would be associated with taking a personal vehicle. Bucknell's Transportation Services can provide quotes and make these arrangements.

e) Other Forms of Automobile Transportation

If the business need requires, other forms of automobile transportation can be used. Bucknell's Transportation Services can arrange for private car services.

4. *Rail or Bus*

Rail or bus transportation may be used when it is more economical or for business necessity.

5. *Public Transportation and Miscellaneous Auto-Related Expenses*

Fares, including tips, for local buses, subways, shuttles and taxis are reimbursable. The cost of ground transportation to and from an airport or station, including tip, is allowable to the extent such service is not already included in air or rail fares.

B. Lodging

1. *General*

Lodging for university business is expected to be comfortable and appropriate for the location and the business purpose of the trip. The University expects the individual to secure lodging that is not luxurious or extravagant. The University will reimburse the actual cost, up to the expense of the standard room rate. When possible, use preferred University vendors.

Travelers on official University business are expected to keep lodging expenses to a minimum by taking advantage of special conference rates, educational or government rates, or other discounts (i.e., AAA, preferred vendors, AARP, etc.) when seeking accommodations. The University's sales tax exemption should be requested in approved states when applicable. Sales tax exemption certificates are available from the [Procurement Services Office](#).

Personal charges or services will not be covered by the University. When traveling with a companion, the individual is responsible for any additional charges above the standard room rate.

The detailed itemized receipt from the hotel must be submitted with the Travel Expense Form (see section III). In addition, a detailed receipt for restaurant expenses charged to the room must be submitted.

If a hotel reservation will not be needed, it is the individual's responsibility to cancel it. The individual will not be reimbursed for any charges or fees assessed due to failure to cancel a reservation unless there are circumstances beyond the individual's control.

2. *Gratuities for Hosts*

When it is convenient and preferred by the individual, staying with family / friends can save the University money. In these instances, the reasonable cost of a gift or a meal in return for such hospitality is reimbursable. The cost of such gift or meal must be supported by a receipt and clearly explained on the Travel Expense Report (see section III). The cost of the meal or gift plus any additional transportation costs must not exceed the cost of standard room rate at the business destination. Neither alcohol nor a cash gift / certificate to the host are permitted.

3. *Internet Charges*

If an individual conducts significant business during a trip and internet access is required, the expense of internet access is reimbursable.

C. Meals

1. *Meals for Individuals*

The University will reimburse individuals for the reasonable cost of meals during time away from home that are not otherwise paid for or provided (as distinguished from “business meals” with internal constituents or “business hosting” with external constituents described in sections C.2 & C.3). The University standard meal allowance is \$75/day for domestic travel and up to \$100/day for international travel, including tips (effective 5/1/2023). This is the amount considered reasonable to cover the daily costs of meals; **it is not a flat amount for per diem reimbursement.**

Only actual costs for meals are reimbursed; therefore, if the total spent for a day is less than \$75/day for domestic travel and \$100/day for international travel, only the lower, actual costs will be reimbursed (effective 5/1/2023). Note: The best way for individuals to track their meal expenses is via receipts; University policy only requires itemized receipts for meals over \$50.

For travel where meals are provided as part of the lodging or conference fees, individuals are encouraged to take advantage of these options whenever practical. When meals are included in the cost of a conference, the University will not reimburse the individual for meals purchased elsewhere.

If an individual is traveling with other University personnel, they are all still subject to \$75/day per person for domestic individuals and \$100/day per person for international travel (effective 5/1/2023). If one individual chooses to pay for the group, a list of attendees and the business purpose must accompany the receipt.

Reimbursement for alcohol purchases by individuals is not permitted.

2. *Business Meals with Internal Constituents (i.e., faculty, staff, students)*

Business meals with internal constituents are reimbursable if the primary purpose of the meeting is business and there is a clear reason to meet outside the office over a meal. Generally, these requirements are met when it is not possible for one or more individuals to meet during working hours and the purpose of the meeting is to conduct business with a formal agenda.

The cost of business meals and meetings should be reasonable in relation to the nature of the function. IRS regulations require that these expenses not be lavish or excessive. A list of attendees and the business purpose must accompany the receipt.

Reimbursement of alcohol purchases for business meals with internal constituents is not permitted unless approved in advance by your supervisor and as appropriate to the function.

3. *Business Meals with External Constituents*

Business meals with external constituents include occasions when a Bucknell employee hosts donors, prospective donors, constituents, and business partners. Business hosting excludes University-sponsored events.

Meals and functions are considered business hosting if they are intended to provide hospitality to external constituents who are deemed necessary and customary in furthering the University's mission.

The cost of business hosting expenses should be reasonable in relation to the nature of the function. IRS regulations require that these expenses not be lavish or excessive. A list of attendees and the business purpose must accompany the receipt.

Reimbursement of alcohol purchases for business meals with external constituents is acceptable as appropriate to the function.

D. Foreign Travel

The BTP covers travel expenses incurred by individuals engaged in business travel to foreign countries. Special fees for foreign travel required for the business purpose of the trip and the particular destination are reimbursable such as visas or inoculations.

Individuals are requested to pay for expenses associated with foreign travel using a credit card for the most economical exchange rates. The University will reimburse individuals for currency exchange fees.

The University discourages individuals from carrying large amounts of cash. When cash is needed, ATM's usually provide favorable exchange rates. ATM fees for cash withdrawals will be reimbursed. If the travel destination does not accept credit cards or the individual will not have access to an ATM, travelers checks may be used. The fees to purchase travelers checks are reimbursable.

E. Grant / Externally Funded Travel

1. *External Funding*

Individuals incurring expenses under external funding shall adhere to BTP except where the grant terms are more restrictive. In instances where the grant terms are more restrictive than BTP, the individual is responsible for compliance. Additionally, the University does not cover the cost of alcoholic beverages purchased by individuals while on University business.

2. *Federally Funded Grants*

- a) For federally funded grants, Bucknell University is required to follow the regulations as outlined in the OMB Circulars A-110 and A-21. For a more comprehensive list on travel cost regulations as outlined in the A-21, Cost Principles for Educational Institutions, please see Travel Costs under section J found at: www.whitehouse.gov/omb/circulars_a021_2004/#j

- b) Federal travelers are required by 49 U.S.C. 40118, commonly referred to as the "Fly America Act," to use United States air carrier service for all air travel and cargo transportation services funded by the United States Government. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. For further details and information on possible exceptions, please refer to: www.gsa.gov/portal/content/103191
- c) The federal government has mandated that no alcohol may be charged as either a direct or indirect expense of federally-sponsored projects.

F. Group Travel

Group travel is governed by the budget and procedures of the sponsoring department. It is the University's expectation that the policies and guidelines outlined in this document serve as a guide for departments to secure their travel arrangements. If the BTP does not meet the business need, documentation should be provided to explain the variance. Should sponsoring departments be more restrictive than BTP, the more restrictive policy applies.

Transportation expenses for a group may be billed directly to the University. Group travel arrangements are provided through the Office of Procurement Services. Student athletes who participate in off-site athletic events are subject to NCAA rules and regulations governing travel and are personally responsible for compliance.

G. Special Travel Situations

1. Faculty Members on Sabbatical or Untenured Leave

Travel expenses incurred by faculty members on sabbatical or untenured leave are reimbursable up to the amount specified within the leave letter of approval if the travel is directly related to the scholarly development as outlined within the leave proposal.

2. Students

Students may be reimbursed for pre-approved travel expenses when there is a direct connection between the expense and the business purposes of the University. Departments may also reimburse students for educational-related travel expenses such as attendance at conferences, athletic events, or research.

Travel funded under a scholarship or fellowship is subject to the tax reporting rules in IRS Pub 970 Taxation of Scholarship and Fellowship Grants and Educational Assistance. Questions regarding this should be directed to Finance (570-577-1138).

The business purpose of the travel must be substantiated on the Travel Expense Report. Substantiating documentation such as a copy of the meeting or conference program should be provided.

3. Non-University Travelers

Travelers in this category are defined as prospective employees or students, independent contractors, consultants, guest lecturers, visiting scholars, etc. Allowable travel expenses for non-University travelers are subject to BTP. A Travel Expense Report must be submitted in accordance with the requirements set forth in BTP. Note: advance approval of the departmental supervisor is required before travel expenses are incurred by non-University travelers.

4. Recruitment of Prospective Faculty and Staff

All campus recruitment activities are subject to BTP *as well as* the additional recruitment-specific travel policies as provided by Human Resources. If there are recruitment-specific situations which are not addressed here, please contact Human Resources for direction.

5. Independent Contractors, Consultants, and Visiting Scholars

Reasonable travel expenses incurred by independent contractors, consultants, and visiting scholars are reimbursable in accordance with BTP. Reimbursement is not taxable, provided the amounts claimed are properly substantiated. Unsubstantiated amounts will be reported as income per Form 1099 or other applicable tax reporting forms.

6. Spouse, Partner, Family Member or Other Companion Travel

The travel expenses of spouse, partner, family member or other companions who accompany an individual on business travel are not covered by the University.

7. Bucknell Off-campus International Programs

All international program activities are subject to The Office of International Education's specific program guidelines. Individuals considering participating in one of these programs should contact The Office of International Education.

8. Sponsored Travel Expenses

When an individual travels under the sponsorship of an entity other than Bucknell, travel expenses, advances, prepayments, or bills shall not be charged to the University. Individuals should discuss exceptions with their supervisor.

III. PAYMENT AND REIMBURSEMENT OF EXPENSES

Bucknell discourages individuals from carrying large amounts of cash. Bucknell participates in a commercial credit card program for charging normal business expenses. In the case where cash is required, individuals can use personal funds and be reimbursed or request a cash advance.

All requests for travel-related and expense reimbursements, including those for non-University travelers, must be submitted within Workday.

The following are examples of payments and the required process:

PAYMENT TYPE	REQUIRED PROCESS	JOB AID available at Workday Help http://workdayhelp.blogs.bucknell.edu
Employee reimbursements for out-of-pocket expenses and/or mileage	Create an Expense Report	Refer to Expense Information: Create an Expense Report
University credit card transactions	Import credit card expenses into an expense report	Refer to Expense Information: Create An Expense Report
Student and non-employee expense reimbursements	Create Supplier Invoice Request	Refer to Expense Information: Create Supplier Invoice Request & Student/Guest Travel and Expense Report
Requesting a cash advance (Bucknell employee only)	Create Spend Authorization for Worker	Refer to Finance Resources: Spend Authorizations & Cash Advances

A. University Credit Card Transactions

The IRS requires all travel and business expenses, including those charged to University credit cards, be documented and supported in accordance with an accountable plan similar to that which governs all other travel and business expense reimbursements. All travel and entertainment expenses paid for with a University credit card are subject to the same standards described in BTP.

All credit card transactions are reconciled in Workday by importing the transactions into an expense report and attaching an image of the original, detailed receipt for each credit card expense.

Original receipts should explicitly identify the following:

- Vendor
- Date
- Location
- Amount of payment
- Listing of specific materials, services, meal, or entertainment provided

Credit card summary slips and statements are not valid receipts. If a vendor is unable to provide a valid itemized receipt for purchases over \$50, or efforts to obtain a duplicate of a lost receipt have been exhausted, the individual must complete a Missing Receipt Affidavit (MRA). To access a PDF of the MRA go to Workday Help, <http://workdayhelp.blogs.bucknell.edu> and click on Expense Information. If a purchase is made online, acceptable forms of documentation include an itemization of the charges and proof of payment.

Under guidelines established by Bucknell, travel cards may be issued to individuals who travel on official University business. Any individual cardholder should use the card to pay for all expenses related to official University business travel whenever possible. Expenses should be submitted in Workday within 15 days of the transaction date.

B. Cash Advances

When absolutely necessary, advances of cash for expected business expenses in excess of \$50 may be requested. Cash advance requests should be submitted no more than 30 days prior to the

start of the trip. Any request that requires specific denominations of currency need at least two days advance notice to the Cashier. Advances are expected to be cleared within 14 days of the last day of the trip.

An individual may have only one outstanding cash advance per trip and cannot request a new advance until the previous advance has been cleared. The amount requested on the Spend Authorization shall not exceed a reasonable estimate of the out-of-pocket expenses.

The individual must submit an Expense Report linked to the Spend Authorization to settle the advance in Workday, even if he or she is not owed any additional reimbursement. The expense report accounts for the expenses and documents the business purpose for which the advance was issued.

A cash advance is to be returned immediately if a trip is cancelled or indefinitely postponed. The cash advance is returned using the expense report process in Workday.

Thirty days after a trip is completed, Bucknell will initiate proceedings for the recovery of any outstanding cash advances. Any advances that cannot be recovered from the individual shall be charged to the account indicated on the Spend Authorization or as designated by the accounting office. The IRS states that advances not cleared within a reasonable time frame are subject to tax.

Refer to the table at the beginning of Section III for the process and Job Aid used to request a cash advance.

C. Travel Expense Reports

To obtain reimbursement for out-of-pocket travel expenses (those expenses not charged to a University credit card or directly billed to the University) create and submit an expense report in Workday.

Travel expenses under a grant, gift or project will route, in Workday, for the appropriate approvals.

1. Timeliness

All travel expense reimbursements should be requested within 14 days from the last day of the trip. Failure to adhere to this timeline could result in denial of the reimbursement request or taxation of the payment. The University will not reimburse individuals for any interest charges from their personal credit card resulting from failure to submit expense reports in a timely basis.

2. Supporting Documentation

The IRS requires that detailed documentation accompany all reimbursement requests for travel and entertainment expenses. Bucknell requires receipts for airline tickets, lodging, rental vehicles, hostess gifts, conference registration fees, meals and miscellaneous expenses greater than \$50.

Regardless of the amount, the business purpose of the expense must be provided for each transaction. The business purpose is assigned in the report header and further defined in the memo field of the expense report header. Additional information may be added at the expense line, under business reason, as needed. Sufficient evidence of business purpose should include:

- List of attendees (self if alone)
- Description of business purpose, topics discussed
- Description of meal (i.e., lunch, dinner)

- Description of entertainment (i.e., theatre)
- Conference itinerary where applicable

A valid receipt is one that indicates the following:

- Vendor
- Date
- Location
- Amount and tender of payment
- Description of materials, service, meal, entertainment, etc.

Credit card summary slips and statements are not valid receipts. If a vendor is unable to provide a valid itemized receipt for purchases over \$50, or efforts to obtain a duplicate of a lost receipt have been exhausted, the individual must complete a Missing Receipt Affidavit (MRA). To access a PDF of the MRA go to Workday Help, <http://workdayhelp.blogs.bucknell.edu> and click on Expense Information.

Receipts for online purchases must show itemized charges and proof of payment.

The Workday system will convert expenditures in a foreign currency to US dollars.

3. Authorization

BTP requires approval of a supervisor, or official designee of the supervisor, for travel and business expenses submitted on expense reports. For travel charged to another department within the University, the sponsoring department provides the appropriate Worktags.

Expense Reports should not be approved by a colleague who reports directly or indirectly to the individual. Individuals cannot approve their own travel expenses, or those of a spouse or equivalent, child, or parent.

D. *Non-Reimbursable Expenses:*

- Fines for parking, towing or moving violations
- Personal vehicle repairs/routine maintenance or locksmith charges
- Movies, health club fees, golf, other personal entertainment
- Laundry services (if trip is less than five days)
- Lost or stolen personal property (including cash)
- Personal expenses such as toiletries, clothing, etc.
- Companion and family expenses (including meals and additional driver costs on rental vehicles)
- Extra baggage for personal items or associated personal travel
- Passport fees

This list is not meant to be all-inclusive. Other items may be deemed non-reimbursable upon review.

E. *Exceptions*

Exceptions to the BTP must be authorized by a member of the Operations Management Group or their designee.

Any request for an exception must document the circumstances and need for the exception as well as provide evidence that the costs were ordinary and necessary under the circumstances.