Non-Employee Travel Policy

Overview

Caltech's Accountable Plan, in compliance with State and Federal tax regulations, may be extended to non-employees under limited conditions. Non-employee reimbursements must be properly documented with receipts, a valid business purpose, and state the benefit to the Institute to quality as a non-reportable payment to the traveler.

The most common non-employees covered under this policy are visitors, prospective employees, guest speakers, and workshop and panel participants. Generally, these types of individuals are not expected to receive payments other than travel reimbursements.

Additional information is required for a **Non-Employee Traveler** before the payee can be added to Caltech's supplier database. Sufficient documentation of the costs to be covered and a detailed description of the services rendered to the Institute must be included in the TechMart request. A copy of an invitation letter or flyer may be provided, when available.

In addition, all non-employee travel expenses must comply with Caltech's Travel Policy. Travel Services is responsible for ensuring compliance with this Policy. Travel reimbursements that do not meet the Accountable Plan or Travel Policy requirements are considered reportable income and will be rejected. The request will be forwarded to Payment Services' Specialty Team for appropriate tax reporting and withholding.

Accountable Plan Summary

Non-employees may be reimbursed for their travel costs and other expenses under Caltech's Accountable if the criteria listed below are satisfied. Expenses must be properly documented and accounted to be considered non-reportable reimbursements.

1. Expenses must have a business connection.

   - business purpose supports the goals, objectives, and mission of the Institute
   - adequately describes the expense as necessary, reasonable, and appropriate

2. Non-employees must be able to substantiate expenses covered in the plan.

3. Expenses must be submitted within a reasonable period.

Expense reimbursements that do not meet all the criteria of the Plan are considered tax reportable income to the traveler. The reimbursement request must be submitted on the PTA Payment Request Form for appropriate tax reporting and withholding.

Non-Employee Categories

1. Students

Students who travel on behalf of Caltech with a valid business purpose will be set up in CardQuest for travel expenses and reimbursements.

Expenses that do not directly benefit the Institute or do not serve a legitimate business purpose are considered tax reportable income to the student. Additionally, if the expenses are for the student's individual benefit, then the payment falls under reportable income and will not be processed through CardQuest. Division must submit a PTA Payment Request in TechMart.

2. Visitors

Visitors who travel on behalf of Caltech with a valid business purpose will be set up in CardQuest for travel expenses and reimbursements. Travel expenses generally include air or ground travel, lodging, meals, and incidentals. For more details, refer to Caltech's Travel Policy, Section 2 – Travel Expenditures.

If the expenses are related to the visitor's personal pursuit of study or research, the expenses are not Institute business and considered tax reportable income to the visitor. Payments for stipends and living allowances fall under the reportable income category and will not be processed through CardQuest. Division must submit a PTA Payment Request in TechMart.

3. Prospective Employees

Travel expenses incurred in connection with prospective employees, including interview and recruitment costs, are reimbursable when properly authorized by a division or department. Travel expenses related to the interview are considered job-hunting expenses for the prospective employee and can be processed in CardQuest.

Once an offer of employment has been accepted, additional travel expenses may be incurred by the newly hired employee, including relocation costs for the household and family. These costs are considered moving expenses and treated separately under different tax rules and regulations. Contact Human Resources regarding Caltech's relocation policy.

4. Guest Speakers and Panel Participants

Invited guests who travel on behalf of Caltech with a valid business purpose will be set up in CardQuest for travel expenses and reimbursements. Travel expenses generally include air or ground travel, lodging, meals, and incidentals. For more details, refer to Caltech's Travel Policy, Section 2 – Travel Expenditures.

Expenses that do not meet the Accountable Plan or Travel Policy requirements are considered tax reportable income and will not be processed in CardQuest. Guest speakers may receive an honorarium payment, as a courtesy, at the discretion of the Division. Such payments are subject to tax reporting and withholding. Refer to Honorarium Policy.

5. Consultants and Independent Contractors

Independent contractors and consultants that have a U. S. Trade or Business are not covered under the Institute's Accountable Plan; therefore, their travel expenses cannot be processed in CardQuest.

A purchase requisition should be submitted in Techmart. The travel expenses must be included in the supplier's invoice along with fees for service rendered.

Procedure

1. Add New P-Card Traveler Request

If the expenses satisfy the Accountable Plan and Travel Policy requirements, then the travel reimbursement may be processed in CardQuest. If the traveler is not in the CardQuest system, a new request must be submitted in TechMart. Use the same form for Caltech individuals.

- Login to access. Caltech with your credentials.

- Go to Administrative Services > **TechMart Purchasing**. Duo key authentication is required.

- Click the Shopping Cart icon.
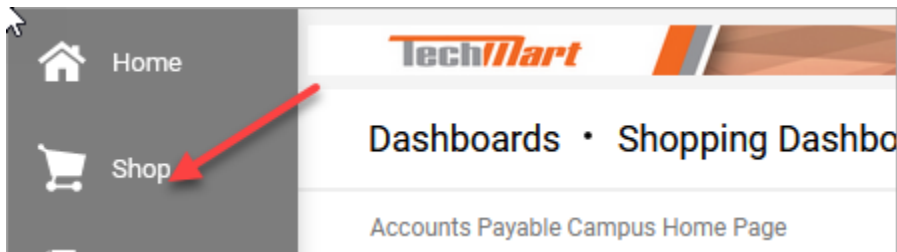
- Go to Shopping Home.
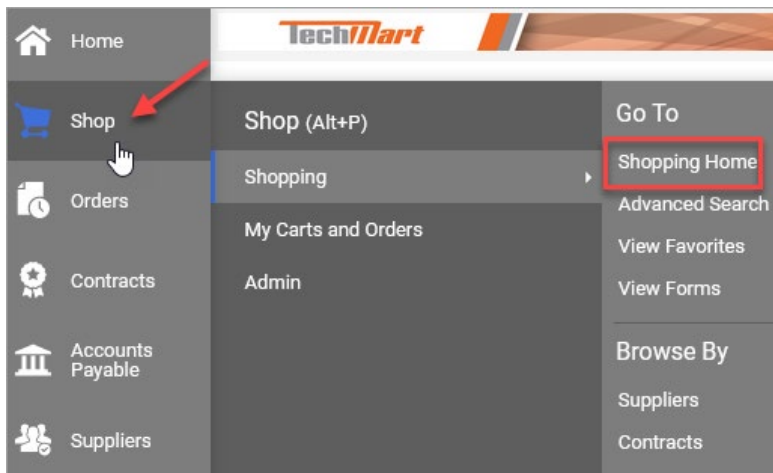
- Scroll down to **Payment Services Forms** and select **Add New P-Card Travel Request.**

  o If the payee exists in the Oracle Supplier database, submit the **Update Supplier Request Form** in TechMart instead.
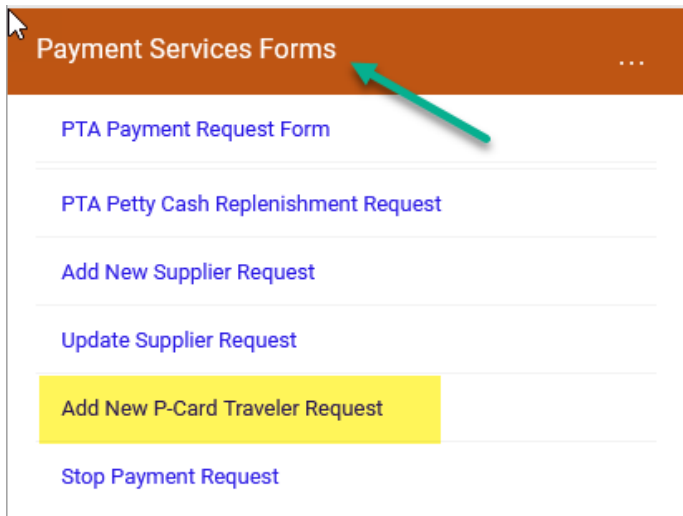
- Read the **Instructions** section for more information and click "Next."

- In the **Details** section, enter the Traveler Name and click "Next." Entering the name allows Supplier Management to easily view the request in their TechMart queue.

- Answer all questions on the form. Incomplete requests will be returned for corrections.

- Provide full address and contact information for non-employees.

  o If traveler is a Caltech individual, select "Yes" on the question below.

  o Provide UID, phone number, and e-mail.

  o Address fields are not active for Caltech individuals. Mailing address defaults to the individuals' preferred address on their access.caltech account.

Address *

City, State, Province *

Zip/Postal Code *

Country Name *

Traveler Information

Name of traveler *

Is traveler a Caltech employee/student? *

○ Yes   ● No

- Do not skip Phone Number and e-mail fields. "N/A" or "none" answer is not acceptable and the request will be returned.

Phone number *

Traveler's email *

1. Phone Number and e-mail are required. N/A or "none" is not acceptable.

2. Phone number cannot be the requestor's number.

- Enter Trip Start/End Dates and Description of Costs.

- Enter Trip Business Purpose. If an invitation letter is available, please attach a copy in the **Discussion** section. Insufficient information will be returned. Refer to the guidelines below:

  o The non-employee is providing a service that benefits the Institute (e.g., guest speaker, Researcher, Participant in panel or workshop/conference).

  o The service provided is a valid business expense that supports Institute activities and complies with Caltech's Travel Policy.

- Use **Discussion** section to add comments for Supplier Management and to upload attachments. Then, click "Post Message."

- Click "Submit" when completed. Supplier Management will be review and set up the traveler record within 3-5 business days.

2. PTA Payment Request Form

If the expenses do NOT meet the Accountable Plan and Travel Policy requirements, the travel reimbursement must be submitted on a PTA Payment Request Form in TechMart for appropriate tax reporting and withholding.

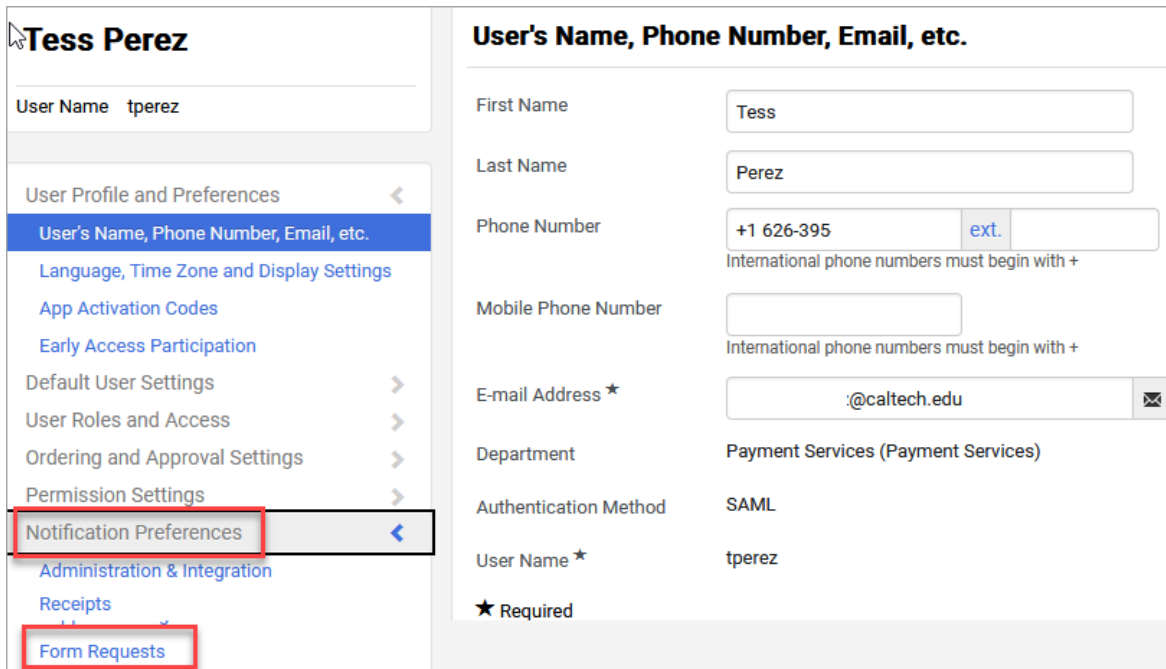For questions, contact the Specialty Team at specialtyteam@caltech.edu.

3. TechMart Notification

Supplier Management generally completes supplier and traveler requests within 3-5 business days. TechMart provides a notification within the system. However, users must activate these features.
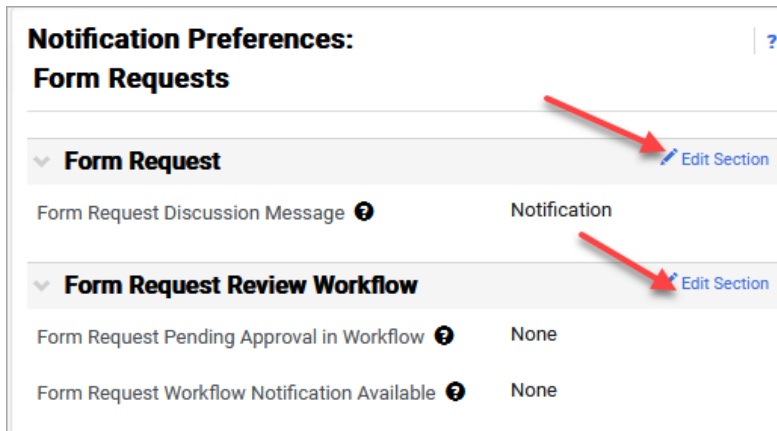
- Go to TechMart profile by clicking the person icon.
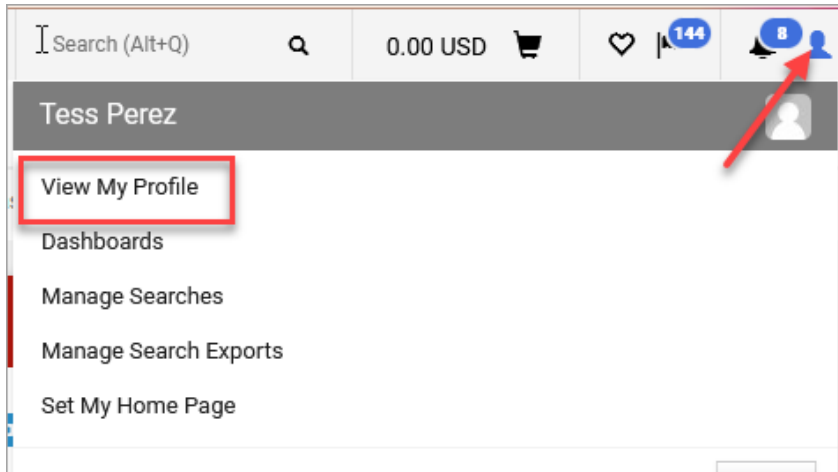
- Go to Notification Preferences > Form Requests.

- Click "Edit Section."

- Select your preferred notification: Email, Notification, or both. Click "Save Changes."

  o The Discussion section is used to communicate with Supplier Management staff.

- Select your preferred notification in both TechMart Discussion and Workflow sections. The workflow notification alerts you when the request has been completed.

- Upon Supplier Management's workflow approval, the traveler record will be available in CardQuest the next business day. The process requires an overnight interface from Oracle to CardQuest.

Notification Preferences:
Form Requests
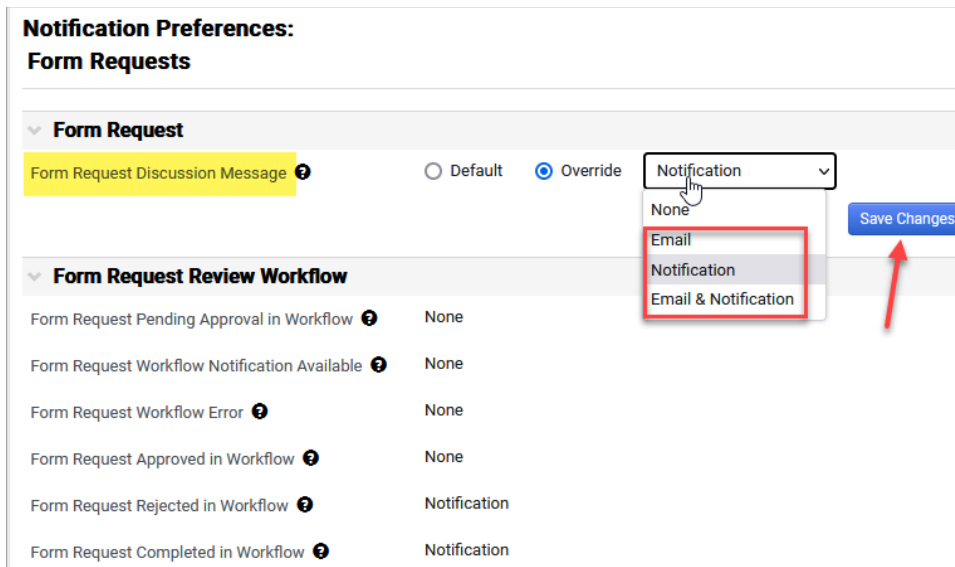
Form Request	
Form Request Discussion Message ❓	Notification

Form Request Review Workflow	
Form Request Pending Approval in Workflow ❓	None
Form Request Workflow Notification Available ❓	None
Form Request Workflow Error ❓	None
Form Request Approved in Workflow ❓	Notification
Form Request Rejected in Workflow ❓	Notification
Form Request Completed in Workflow ❓	Notification

Related Resources

1. IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses
2. Caltech Travel Policy
3. Honorarium Policy
4. PTA Payment Request Form

Applicability and Authority
This policy applies to all Caltech divisions and departments and supersedes any practices in existence prior to its effective date.

Exceptions
Any exceptions to this procedure will be reviewed and approved by the Associate Director of Payment Services.