

## Spousal Travel/Entertainment Documentation

You should complete this form when:

1. You are requesting reimbursement for your spouse's travel and/or entertainment expenses, *and*
2. The presence of your spouse provided a determinable benefit to the university.

Instructions:

Complete the form and accompanying checklist (required for travel) and submit the completed and approved form to the Financial Affairs Office along with the payment request. The form must be attached to any reimbursement or university credit card payment request related to spousal travel or entertainment. The Financial Affairs Office will determine whether the expenses are reimbursable and not taxable, reimbursable but taxable, or not reimbursable.

Employee Information		
Employee Name	Department	Phone Number

Travel/Entertainment Information		
Location	Date(s)	Total Cost of Spouse's Expenses
Event or meeting agenda (if multiple events list separately and include location/date for each):		
Duties performed by spouse and details regarding specific Loyola-related topics discussed and individuals engaged (enough detail should be provided to evidence knowledge of institutional topics discussed):		

Signatures and Dates		
Employee Name	Employee Signature	Date
Approver's Name*	Approver's Signature*	Date
Financial Affairs Determination	Controller/AVP Finance Signature	Date

\*Appropriate Dean, VP, Provost or President

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## Spousal travel/entertainment expenses may be:

- 1) *Reimbursable but not taxable* - When a bona fide business purpose exists and can be properly documented the spouse's expenses are reimbursable and not taxable to the employee.
- 2) *Reimbursable but taxable* - Travel/entertainment expenses of spouses that generate significant benefit to the university but do not meet the IRS standards of bona fide business purpose are reimbursable but taxable to the employee.
- 3) *Not reimbursable* - Unless significant direct benefit to the university is derived by the spouse's presence at the event or function, the spouse's expenses are not reimbursable and are considered a personal employee expense.

## Overview of Guidance on "Bona Fide" Business Purpose

Guidance on the definition of a "bona fide" business purpose demonstrates that presence of the spouse at an event must be essential, rather than just beneficial, to the institution. Each case is treated individually and determined on its specific facts and circumstances. In general, decisions of the tax courts have centered around two factors:

1. Whether the predominant reason for the spouse's presence was to strengthen the employee's business purpose at the event, and
2. Whether the spouse spent substantial amounts of time fulfilling that purpose.

Incidental services performed by a spouse while traveling, such as attending dinners and typing notes, do not satisfy the bona fide business purpose requirement. This is also true for meals and entertainment expenses. A primarily social role does not qualify. Documentation should include duties performed and specific details on topics discussed and individuals engaged. Enough detail should be provided to evidence knowledge of the institution related topics discussed.

## "Bona Fide" Business Purpose Determination Checklist (completion required for travel)

**Please complete** the checklist below to assist us in our determination of "bona fide" business purpose and submit the checklist along with page 1 of this request.

No formal request for spouse to attend event

Formal or official correspondence requests spouse of LOYNO employee makes trip and attends event (please attach copy)

Spouse is not required to attend meetings, given assignments in advance or makes presentation at event(s)

Spouse is required to attend meetings, given assignments in advance or makes presentation at event(s)

Spouse performs only "helpful" services, such as limited secretarial services, attending receptions and dinners, etc.

Spouse performs "necessary" services by acting as a representative of the University in a substantial manner

Only LOYNO spouses attend event(s)

Non-LOYNO spouses attend event(s)

Spouse participates in substantial tourist activities (shopping, sightseeing, etc.)

Spouse does not participate in tourist activities

Children or other family members make the trip

Children or other family members do not make the trip