Public Relations
The faculty member has the potential for uniquely enhancing the image of the university through interaction with off-campus individuals and groups. For many in the external public the faculty member will be the only Biola University related person they will ever personally see and/or hear. It should be recognized that in such cases the individual faculty member becomes "the University" from the outsider's perspective. Personal conduct/performance takes on an added dimension when the above is recognized.

In addition to the general implications of the foregoing, the following specific actions should be taken when appropriate:

- Convey the university's continual search for quality students.
- Relate the need for private donations to fill the gap between tuition and the full cost of education.
- Obtain names and addresses of individuals interested in further general information and give to the office of University Communications and Marketing.
- Obtain names and addresses of prospective students and give to the Office of Admissions.
- Obtain names and addresses of prospective donors having specific questions concerning donations of cash, other assets or deferred giving (estate planning) and give to the office of Advancement.

Professional Meetings
The faculty member is encouraged to attend professional meetings during the course of the year if approved by the department chairperson and the dean. Limited resources are available for travel expenses. Priority is given to travel requests for faculty who are making a professional presentation or serving as an officer in the professional association. Satisfactory arrangements for the class sessions to be missed must be made at the time the request is presented.

Expense Account
Scope: The provision of the policy shall cover employees and students of Biola University who have been given permission by authorized supervisory personnel to make expense account charges while on university business.

Allowances
- Private cars
  1. Reimbursement for use of a personal car is authorized only for official Biola business. The trip must be required in the performance of Biola duties. This does not include travel to and from home, personal church speaking engagements, etc.
  2. The employee or student shall be reimbursed for the use of a private car at the rate of 57.5 cents per mile.
- Hotel or Motel
  1. When school business requires employees or students to be away from their residences overnight, they shall be reimbursed the full cost of the hotel or motel room. Discretion is to be used in the selection of accommodations to avoid unnecessary costs.
• Meals
  1. Actual cost of meals, not to exceed $40 per day, shall be allowed when an employee
     or student is away on school business overnight.
  2. Actual cost of banquet or individual meal will be reimbursed when an employee or
     student is required to attend while representing the university in an authorized
     capacity.
• Public Transportation
  1. When school business requires employees or students to travel by public
     transportation, they shall receive the actual cost of tickets. The school will not
     reimburse employees or students for traveling expenses of members of their families.
• Reimbursable and non-allowable expenses
  1. Cost of meals are an allowable expense only when incurred during a university-
     related business trip or as part of an official meeting that could most appropriately be
     held at meal time.
  2. "Getting together" for lunch, particularly among Biola personnel, is considered a
     personal expense.
  3. "Convenience" meetings held over breakfast, lunch, or dinner are also considered
     personal expenses unless they are officially declared and attendance is required
     (subject to e.(1) above).
• Reporting of Expenses:
  1. A form has been prepared by the Accounting Department for use in reporting any or
     all of the personal expenses above. The forms are available from the Accounting
     Department or in the forms section of my.Biola.
  2. The form includes such things as: travel expenses, expense accounts, reimbursement
     for items purchased by the faculty member for Biola's use, accounting after the
     receipt of a travel advance, and reimbursement of petty cash.
  3. In order to be processed by Accounting, all requests for reimbursement, or reporting
     on the use of funds advanced, must be:
     • Described by expense, sub-account number, etc.
     • Accompanied by a receipt for each expense.
     • Explained as to the need for the expense.
     • Signed by the individual who made the expenditure.
     • Approved by the administrator to whom the department reports.
     • Turned in to Accounting within ten (10) days of incurring the expense. (In
       the case of accounting for a travel advance, the receipts and any cash left
       over are to be turned in within ten (10) days of return).

Travel Accident Insurance
Travel/accident coverage with a death benefit of $500,000, is provided for faculty members while
traveling on school business, whether by common carrier or private vehicle (no more than three
Biola faculty on the same carrier or vehicle). The Insurance/Risk Management Office must have
prior notification of an impending trip.