

BOSTON UNIVERSITY REQUEST FOR SPOUSAL TRAVEL

Faculty and staff whose spouses are asked to travel at University expense must complete this form and obtain approval of the President or Provost prior to travel. The approved Request for Spousal Travel form must be attached to the employee's Travel and Business Expense Report.

In order for the University to cover a spouse's travel expenses, the President or Provost must first determine that it is beneficial to the University for a spouse to attend a particular event on behalf of the University.

The University must then determine, in accordance with IRS regulations, whether the spouse's travel (a) has a "bona fide business purpose" in which case coverage or reimbursement of travel expenses is not taxable to the employee; or (b) does not have a "bona fide business purpose," in which case coverage or reimbursement of travel expenses will be included in the employee's taxable wages as a taxable "fringe benefit" and the appropriate taxes will be withheld. The determination of taxability will be made by the Office of the Comptroller.

Note that, under IRS regulations, to qualify as a bona fide business purpose, the presence of the spouse must be essential (not merely beneficial) to the employee's ability to carry out his/her University responsibilities. The spouse's performance of some incidental service (such as typing notes) and/or accompanying the employee to luncheons and dinners is not a bona fide business purpose.

Employee Name:

Spouse Name:

Employee Title:

Employee School/Dept:

Employee University ID Number:

Employee's Purpose for the trip:

Travel Location:

Travel Dates:

Describe the business-related duties of the spouse during the trip (e.g. fundraising, press relations, recruitment, etc.), including the amount of time spent on business-related activities. Please attach agenda if available:

Supervisor's Approval Signature

Executive Approval Signature

Date

Date