

CONSEQUENCES OF NON-COMPLIANCE

Failure to comply with the Baylor Travel & Entertainment Policies & Procedures puts at risk the assurance that the individual will receive reimbursement for travel and entertainment expenses. In addition, the reputation of Baylor may be harmed, and all other University travelers may be inconvenienced if non-compliance with this policy results in a determination of a non-accountable plan by the IRS. Consequences for travelers not complying with this policy include but are not limited to:

- Denial of reimbursement
- Payroll deduction
- Repeat violators must attend training
- Suspension of University Travel Card privileges
- Notification of non-compliance to Executive Council member and/or Dean
- Disciplinary action in accordance with Baylor University Personnel Policies up to and including termination of employment