

Employee Travel Procedure	Procedure Number	4.4.1P
	Effective Date	October 27, 2017

1.0 PURPOSE

The purpose of this procedure is to outline the processes to be followed and requirements which must be met for travel on official College business.

2.0 REVISION HISTORY

Adopted on: 9/5/17 (Adopted by Temporary Executive Order through 1/5/18)
10/27/17 (This procedure replaces Travel – Employee Procedure 4.4P.)

3.0 PERSONS AFFECTED

This procedure applies to all official College travel, including travel funded under Sponsored Awards and contracts (Sponsored Awards may have additional restrictions). This procedure applies to:

- A. Employees, volunteers, and student employees traveling on College business, regardless of the source of funds
- B. Employees who have supervisory responsibilities for College budgets
- C. Employees who make travel or business related arrangements for themselves or others
- D. Employees who initiate, review approve, process, or record financial transactions on behalf of the College
- E. Employees traveling with students will follow this procedure as well as the [Student Travel Procedure 4.4.2P](#).
- F. Potential employees who are travelling to the College for interviews. (See Appendix A)
- G. Employees in Sponsored Award Funded Positions (See 5.0, H. Travel Under Sponsored Awards)

NOTE: Board of Trustees travel is addressed under [Board Travel Policy 1.2.9](#).

4.0 DEFINITIONS

- A. *Authorizing Administrator* – An LCCC administrator as designated on the Signature Authorization List on the Administration & Finance Portal, who evaluates proposals for travel, classifies travel utilizing the guidelines in this procedure, and/or authorizes budgetary funds
- B. *College Vehicle* – A licensed vehicle or trailer that is owned, rented, leased or otherwise under the possession or control of LCCC
- C. *Driver* – Anyone who drives, or seeks to drive, on College business including, but not limited to, employees, students, volunteers and guests
- D. *Domestic Travel* – Travel within the United States of America
- E. *Expenses Incurred for the Benefit of the College* – Expenses incurred that enable an employee to perform assigned duties or enable the College to carry out the responsibilities required by law
- F. *International Travel* – Travel outside the United States of America
- G. *Local travel* – Less than 50 miles from primary work location

- H. *Personal Vehicle used for College Business* – A licensed vehicle owned by a private individual during the time the Personal Vehicle is being used for LCCC business
- I. *Qualified Driver* – Anyone who is approved by LCCC’s insurance provider to drive a licensed College Vehicle or a Personal Vehicle used for College business in accordance with this Policy
- J. *Out-of-Town Travel* – Traveling on College business beyond a 50-mile radius of the workplace or requiring an overnight stay
- K. *Sponsored Award* – A sponsored award is the transfer of money or property from an external funder that requires performance of specific duties. The funding relationship usually reflects a joint partnership in setting/meeting project goals. Most governmental funding will be for the purpose of conducting a sponsored award. The funding mechanisms used to meet this purpose can include memoranda of understanding, grants, contracts, cooperative agreements, and other legally binding means of transfer
- H. *Travel with Students* – With regard to travel that includes students, authorizing administrators are also responsible for determining if a chaperone is required for each individual travel authorization, and approving the designated chaperone(s). Authorizing Administrators are required to be on-call during authorized travel to respond to the needs of those traveling. Only qualified drivers can drive student travelers. Reference Student Travel Procedure 4.4.2P.

5.0 PROCEDURES

A. Training

Special Note: Training requirements implemented with this procedure will not be required until January 2018.

All employees who travel for the College (with or without students) are required to complete annual Travel Training. This online training is mandatory and can be found on the Human Resources portal. When the training is complete, employees will turn in a copy of the certificate to HR Training and Development Specialist and a copy to their Supervisor. Additional training is required for operating 16-passenger coaches, vans, and other larger vehicles. Point of contact is HR Training & Development at 778-1685.

B. Conduct/Discipline

LCCC Standards of Conduct apply to all employees while on travel activities. Employees are expected to behave in an ethical manner when representing the College. Reference: LCCC Employee Conduct and Discipline Policy 6.10 and Procedure 6.10P found at <http://policies.lccc.wy.edu>.

C. Planning

All official College travel shall be properly authorized, reported, and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by, the College unless otherwise noted in this policy. Travel should be planned as far in advance as possible. Employees should take advantage of early registration and discounted travel and lodging as much as possible. Employees should choose the most economical mode of transportation.

D. Travel Request and Approval

- 1) Travel Request Completion – A Travel Request Form must be completed and approved in advance for all travel and BEFORE any expenses are incurred.
- 2) Blanket Travel Request – A blanket travel request must be completed at the beginning of each fiscal year by employees who make frequent trips for similar purposes (e.g. to pick up parts, steel, hay, or site visits), or to make community service trips within the community college district (50-mile radius). A list of all applicable staff must be attached to the Blanket Travel Request. Updates to the travel request must be done in writing. Requests must include locations, (e.g., nursing faculty must include clinical sites).
- 3) Approval – All travel requires completion of a travel request and approval signature of an Authorizing Administrator. This includes local travel for conferences or retreats. Travelers must include the agenda for conferences and retreats. If no agenda is attached, traveler will be paid 75% of per diem. Any additions to travel requests must be submitted in writing. All international travel for employees must be approved by the College President and requires at least **90** days' notice. Approval for trips costing over \$5,000 requires Vice President or higher approval.

E. Automobile Travel

- 1) Driver Qualifications – **All** drivers traveling on College business using either a College Vehicle or a Personal Vehicle must complete the **Driver Information Form** annually at the start of each fiscal year. The form is submitted to the Executive Administrative Assistant, Administration and Finance. The forms are forwarded to the insurance company for a review of the employee's driving record before approval to drive. The review and response from the Insurance Company may take up to 5 days to complete. The driver will be notified via email upon approval.
- 2) Only qualified drivers may drive a **College Vehicle or a Personal Vehicle used for College Business**. A driver is considered qualified by meeting the requirements of the Vice President of Administration and Finance, which include:
 - a. At least 18 years old
 - b. Have a valid United States or Canadian driver's license and has held a valid driver's license from any jurisdiction, foreign or domestic, for at least one (1) year prior to the request to be a **Qualified Driver**. If any portion of the record for the one year prior to the request to be a **Qualified Driver** is from a jurisdiction other than the United State or Canada, the individual must submit a copy of the record from the foreign jurisdiction to the Vice President of Administration and Finance with the request to become a **Qualified Driver**
 - c. Have the correct license for the vehicle type that they will be driving, including any required endorsements
 - d. Have a satisfactory driving history record (MVR-Motor Vehicle Record). A driving history record is considered satisfactory when it meets the requirements established by the College's insurance provider
 - e. Notifies the driver's supervisor and the Vice President of Administration and Finance when there is a change in his/her license status
 - f. Complies with any other requirements of the Vice President of Administration and Finance for driver qualifications
- 3) Type of License Required
A current "C" driver's license is required to drive a **College Vehicle**. A commercial driver's license (CDL) class A or B (depending on circumstances under WYDOT regulations) is required for any single vehicle or combination of the College's vehicles (truck or trailer) whose gross combined vehicle weight (GCVW) exceeds 26,001 pounds. It is the driver's responsibility to ensure he/she has been issued the proper license for the vehicle which will be driven. Operation of a **College Vehicle** without the proper driver's license will result in appropriate disciplinary action determined by LCCC.
- 4) Use of College Vehicle

- a. The College encourages the use of a **College Vehicle for College business** whenever possible.
- b. Scheduling a College Vehicle is done through the Physical Plant administrative assistant. Vehicles are dispatched in safe mechanical working order, however, the **Driver** should visually inspect the vehicle for safety issues such as tires, wipers, lights, and any other safety equipment. Any vehicle deficiencies will be reported on the Trip Ticket issued with the keys, at the conclusion of the trip.
- c. College vehicles may not be parked at Denver International Airport (DIA) for the duration of the trip. Travelers may use their Personal Vehicle or be dropped off by an employee using a College Vehicle.
- d. College vehicles may be used for activities reasonably associated with College business such as obtaining meals while on a travel status. A **College Vehicle** will not be used for transportation to businesses that only serve alcohol.
- e. Drivers may use a college vehicle to pull a personal trailer if the following guidelines are met:
 - i. Towing of trailers is only allowed with SUVs or pickup trucks equipped with properly-installed towing packages.
 - ii. The trailer load weight must not exceed the limits specified by the trailer manufacturer and the total load weight of the trailer does not exceed the towing limits specified by the tow vehicle manufacturer.
 - iii. The trailer load is appropriately distributed and adequately secured in place.
 - iv. The wheel base of the tow vehicle is adequate for the trailer being towed.
 - v. All trailer lights and brakes are in proper working order. Trailer tires are properly inflated.
 - vi. The trailer emergency chains are adequate and secured as required by law.

Drivers must complete a [Vehicle Accident Report Form](#) found in the glove box and immediately submit it to the Vice President of Administration and Finance in the event of an accident. If the accident or damage occurs on campus, the driver must also contact Campus Safety for investigation. If the accident or damage occurs off campus, the driver must obtain a copy of the report from the law enforcement agency and provide it to Campus Safety.

- f. In the case of emergencies, (weather, physical, or mental health, accident vehicle breakdown, etc.):
 - i. The employee will contact the appropriate responding agency as deemed necessary for the emergency (i.e., 911) and make initial assessment and actions to stop, prevent, and remedy additional negative impact to employees.
 - ii. The employee shall notify the Authorizing Administrator of the emergency at their earliest convenience.
 - iii. The employee will plan a course of action with the Authorizing Administrator.
 - iv. The Authorizing Administrator will notify everyone on the appropriate chain of command report (see addendum) including family members of the employee(s) as needed.
 - g. If an employee is injured while operating a College Vehicle or while traveling, they should follow normal procedures and file a Worker's Compensation Claim with the Human Resources Office.
- 5) Use of Personal Vehicle for College Business
- a. Employees will not transport students in the personal vehicles.
 - i. Individuals using **personal vehicles** for College business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for College purposes. The individual using the **Personal Vehicle** must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for College business. Individuals using personal vehicles to pull a college

trailer will ensure that there are adequate liability limits on their personal vehicle that would extend to the trailer.

- ii. In an accident involving a **Personal Vehicle**, the owner must use their individual automobile insurance coverage as the primary insurance. The College's excess liability coverage will apply when the **Driver was a Qualified Driver on College business** at the time of the loss, and the vehicle owner's policy has been exhausted. The College will not reimburse an employee or other private owner, his/her insurer for any deductible or liability claim paid by their personal auto insurance policy.

6) Passengers

- a. Individuals who are relevant to College business (e.g., contractors, employees of other public entities, College clients, participants in College programs, College volunteers, etc.) may be transported in a **College Vehicle** or **Personal Vehicle**. Their names must be included on the Travel Request along with their business name and position.
- b. Transporting unauthorized passengers; such as family members, friends, or other individuals, in a College Vehicle for College Business is prohibited. Exceptions may be requested by sending a waiver request to the Vice President of Administration and Finance prior to the planned travel and will be granted only in limited circumstances when necessary for College business or otherwise in the best interest of the College. Copies of the approved waiver must be attached to the Travel Request.
- c. Passengers who are not related to College business (e.g. family members, friends, etc.) may be transported in a **Personal Vehicle** if the **Driver** has obtained a signed [Transportation Waiver for Unaffiliated Passenger](#) from each non-College-related passenger (or their appropriate guardian, if the passenger is a minor or dependent adult) and filed it with the Executive Administrative Assistant for Administration and Finance. If a **Driver** anticipates transporting the same non-College related passenger on a regular basis, the **Driver** may submit a waiver covering multiple trips. Such a waiver must be resubmitted at least annually and the **Driver** must submit an estimate of the number of days each non-College passenger will be in the **Personal Vehicle**.
- d. The College is not, under any circumstance, responsible for injuries or damage to any passenger who is not related to College business. An employee who transports a passenger who is not related to College business in a **Personal Vehicle** without obtaining and filing the required waiver for each such passenger is deemed to be outside the course and scope of employment. In that action, the College will not be responsible for any resulting liability, and the employee may be subject to appropriate discipline up to, and including, termination.
- e. In the case of a vehicle being rented and carrying a non-College related passenger, the **Driver** must utilize his or her personal insurance or purchase the insurance available from the rental car company at the individual's own cost.

7) Misuse of Vehicles – Engaging in any of the following activities constitutes a misuse of a **College Vehicle** or **Personal Vehicle used for College Business** (except where noted):

- a. Driving when not a **Qualified Driver**
- b. Driving while under the influence of drugs, alcohol, prescription drugs, or illegal substances
- c. Possessing or transporting alcohol in a **College Vehicle** unless transporting such substances is within the scope of the **driver's** official job duties
- d. Possessing or transporting any illegal, controlled substance
- e. Operating any **College Vehicle** without the use of available seatbelts by all occupants. The Driver is responsible for ensuring the number of occupants does not exceed the number of available seatbelts and that each occupant is using the provided seatbelts whenever the vehicle is in motion
- f. Talking on, texting with, or otherwise using a handheld mobile communication device while driving. Use of a hands-free device while driving is permitted
- g. Smoking in a **College Vehicle**

- h. Driving during restricted hours or for extended periods of time:
 - i. A driver may drive up to 10 hours and then must have eight consecutive hours off duty.
 - ii. A driver may remain on duty up to 15 hours, including driving and on-duty time. After this limit is reached, the driver must have eight consecutive hours off-duty.
 - iii. A driver may not drive after having been on-duty for 70 hours in any consecutive eight-day period.
 - iv. For multiple drivers, number iii. above would apply. Also drivers should take a break of 30 consecutive minutes after driving for 8 hours.
- i. Failing to comply with any state's applicable traffic laws, ordinances or regulations. In addition to being considered misuse of a **College Vehicle**, failure to comply with laws or regulations may subject the **Driver** to personal responsibility for any consequent damages or fines, as well as a possible loss of indemnification by the College.
- j. Failing to pay any parking tickets or similar fines and related penalties and interest. Such costs are the responsibility of the **Driver** and must be paid timely to the appropriate jurisdiction.
- k. Failing to promptly report any accident or damage to a **College Vehicle** to the Vice President of Administration and Finance
- l. Transporting unauthorized passengers in a **College Vehicle or a Personal Vehicle used for College Business** without an approved waiver
- m. Transporting pets or animals, other than service dogs for individuals with disabilities or animals associated with College business in any **College Vehicle**
- n. Allowing anyone who is not a **Qualified Driver** to operate a **College Vehicle**
- o. Operating any **College Vehicle** "off-road" unless necessary for official College business
- p. Transporting any hazardous materials (including, but not limited to chemical, biological and medical materials) unless in compliance with applicable Federal, State, local and College hazardous materials transportation policies
- q. Operating a **College Vehicle** for personal use is prohibited, including trips of short duration or "detours" from official College business. This includes personal use of any **College Vehicle** while "on call." A **College Vehicle** cannot be taken home without explicit, prior, and appropriate Cabinet member approval
- r. Driving a vehicle towing a trailer without complying with the following requirements:
 - i. Towing of trailers is only allowed with SUVs or pickup trucks equipped with properly-installed towing packages
 - ii. The trailer load weight must not exceed the limits specified by the trailer manufacturer and the total load weight of the trailer does not exceed the towing limits specified by the tow vehicle manufacturer
 - iii. The trailer load is appropriately distributed and adequately secured in place
 - iv. The wheel base of the tow vehicle is adequate for the trailer being towed
 - v. All trailer lights and brakes are in proper working order. Trailer tires are properly inflated
 - vi. The trailer emergency chains are adequate and secured as required by law
- s. Adding storage or luggage racks above any vehicle owned by the College unless the addition is facilitated through Fleet Maintenance

8) Sanctions

Employees, students and volunteers who misuse any **College Vehicle or Personal Vehicle for College business** may be subject to discipline up to and including suspension or dismissal from College employment in accordance with [LCCC Employee Conduct and Discipline Procedure 6.10P](#). Students may also be subject to the Student Code of Conduct. Misuse may also lead to a requirement to take a defensive driving course and/or loss of driving privileges.

F. Reimbursement of Expenses

- 1) Approval Authority – Travelers may **not** approve the reimbursement of their own travel expenses. In addition, an employee shall not approve the travel expenses of an individual to whom they report either directly or indirectly. Travel expenses are approved by Authorizing Administrators in accordance with the Signature Authorization list.
- 2) Transportation expenses shall be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip. Requests for “other than economy/coach” travel must be made and approved in advance by the Authorizing Administrator of the travel unless an extenuating/emergency circumstance make the authorization impossible. Travelers must include the cost difference in the request and clearly explain the circumstances by providing background and justification for the upgrade. “Other than economy/coach” may be authorized due to medical/special needs as documented by a medical professional and approved by Human Resources.
- 3) It is the traveler’s responsibility to report their actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the LCCC procedure. **A traveler must not be directed to perform official travel at personal expense or at reimbursement rates inconsistent with the rates/amounts outlined in this policy.** Travel reimbursements must be filed on the [Travel Expense Form](#) with the Accounting Office **within 30 days** of return. A completed and approved travel expense form, including current per diem rates for meals and any additional receipts, is submitted to the Accounting Services Office to receive reimbursement. Employees traveling with students may choose between the employee per diem rate or student rate. Exceptions will be handled on a case-by-case basis. Current per diem rates can be found at www.gsa.gov.
- 4) Reimbursable Expenses – Employees required to attend meetings or training at another College location (Cheyenne, Laramie, Pine Bluffs, or FE Warren) when no **College Vehicle** is available, will be reimbursed mileage for using their Personal Vehicle. This method of travel must be approved on the Travel Request Form by the Cabinet member or Authorizing Administrator responsible for the budget.

Employees assigned by the college to work at another location when no **College Vehicle** is available, will be reimbursed mileage for using their Personal Vehicle.

Employees required to travel to The University of Wyoming, local High Schools, or medical facilities for clinicals, and no **College Vehicle** is available, will be reimbursed mileage for using their Personal Vehicle. This method of travel must be approved on the Travel Request Form by the Cabinet member or Authorizing Administrator responsible for the budget.

Commuting mileage is not reimbursable. Commuting expenses are those for travel between the traveler’s residence and primary work location. Mileage is reimbursed as outlined in G. below. Current mileage rates may be found at www.gsa.gov. Refer to Section H. Travel Under Sponsored Awards for compliance and regulation.

EXPENSES	REIMBURSABLE	NOT REIMBURSABLE	SPONSORED AWARDS REIMBURSABLE	SPONSORED AWARDS NOT REIMBURSABLE
Baggage, check in fee curbside	X			
Baggage, excess	X			
Baggage handling & tips		X ³		X ³
Computer Internet connections	X			
Conference Registration Fee	X		X	
Costs associated with employee disability or special need ⁴	X		X	
Lodging, Employee only	X		X	
Paper Ticket Fees	X		X	
Lodging while on Leave		X		X
Lodging extras (i.e., movies)		X		X
Parking Fees at Terminal	X		X	
Parking Fees at Hotel	X		X	
Rental vehicle	X		X	
Rental vehicle, Fuel	X		X	
VISAs, Passports, Immunizations, & Clearances for International Travel	X			X
Spouse or family travel		X		X
Transportation to/from terminal (taxi, shuttle,)	X		X	
GPS Rental ¹	X		X	
Office Expenses ²	X			X
Alcohol		X		X
Dependent Care		X	X	
Air Travel: Seat Assignment	X		X	
Air Travel: Seat Upgrade		X		X
¹ Requires Supervisor approval				
² Charge to Office Supply Line				
³ Reimbursement is included in M&IE (Meals and Incidental Expenses)				
⁴ As approved by HR				

G. Allowable Travel Expenses

1) Mileage Expenses

Mileage shall be computed between the traveler’s primary work location and the destination. Expenses for travel between the traveler’s residence and primary work location (commuting expense) shall not be allowed. Exceptions: mileage expenses will be allowed between the traveler’s residence and the destination, if the College business travel originates or terminates before or after the traveler’s working hours, or if travel originates or terminates during a regularly scheduled day off.

The standard mileage reimbursement rate is set at the GSA reimbursement rate, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Under IRS regulations, travelers who claim this

rate are not required to substantiate the actual costs of operating vehicle. Current mileage rates may be found at www.gsa.gov.

The mileage rates for reimbursing College employees for use of personal vehicles for College business is the higher rate when NO **College Vehicle** is available and the lower rate when the use of a personal vehicle is for the convenience of the employee. Consult www.gsa.gov for current mileage rates.

Travelers with physical disabilities who must use specially equipped or modified vehicles may claim reimbursement at the IRS reimbursement rate.

2) Air Travel

College funds will pay for economy/coach class or any discounted class airfare. The only exception may be for a medical condition or disability accommodation that is pre-approved by Human Resources. The use of business, first-class, or other high cost services will not be paid for using College funds. Tickets may be purchased on-line or through a local travel agency. A traveler must use economy/coach class fares unless other fares are authorized in advance by the appropriate authority.

3) Surface Transportation Used in Lieu of Air Travel

If advance signed approval by an Authorizing Administrator has been obtained, a traveler may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, taxis, and ferries incurred while in transit by surface transportation may be reimbursed. **Such cost shall not exceed the cost of airfare, based on the regular coach fare available for the location of travel for a standard commercial air carrier plus the costs to and from the terminals.** Proof of airfare costs is required.

4) Rental Cars

A vehicle may be rented when renting would be more advantageous to the College than other means of commercial transportation, such as using taxis or shuttles. Advance reservations should be made whenever possible and a compact or economy model should be requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. Refueling charges may be reimbursed.

5) Other Forms of Transportation

Rail or bus transportation may be used when required by the destination or by business necessity. If a traveler's destination is served by a regularly scheduled airline, the use of rail transportation shall be reimbursed in accordance with the procedures specified under Surface Transportation In lieu of Air Travel (paragraph 3 above). Local public transportation is allowed along with taxi or Uber fares and tips.

6) Subsistence Expenses

Subsistence expenses incurred while on travel status consist of charges for meals and incidental expenses (M&IE). Incidental expenses include tips not to exceed 20% and fees for services.

a. Travel of Less Than 24 Hours

For travel **of less than 24 hours**, M&IE shall not be reimbursed unless the travel includes an "overnight stay" as supported by a lodging receipt and a travel request. The reimbursement of daily subsistence expenses shall be based on the federal per diem rate for meals and incidentals (www.gsa.gov). An exception to the overnight stay requirement may be allowed when the traveler incurs a meal expense as part of a business meeting and must be substantiated.

b. Travel Greater Than 24 Hours

For travel assignments greater than 24 hours, the reimbursement of daily subsistence expenses shall be based on the federal per diem rate for meals and incidentals (www.gsa.gov). NOTE: P-Card procedures supersede this procedure. (SEE [Procurement and Contracting Manual](#)) THE ONLY EXCEPTION is Recruiting and Athletics. Detailed meal receipts must be submitted with the End of Month P-Card statement and are used instead of per diem.

7) Lodging

For domestic travel, reimbursement is limited to the actual and reasonable cost of lodging. Lodging will be reimbursed on actual and reasonable costs. Expenses for lodging must be supported by an original itemized receipt.

8) Miscellaneous Travel Expenses

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. The Travel Expense Form must include an explanation of why such expenditures are being claimed. Miscellaneous expenses may include business office expenses, internet, special fees for foreign travel, and registration fees for conferences and professional meetings. Miscellaneous expenses must be supported by original itemized receipt.

H. Travel Under Sponsored Awards

Generally, Sponsored Award -funded travel (specifically federal funds) must comply with the college's travel policy and procedures. However, specific Sponsored Awards may impose stricter requirements that must be followed. It is expected that Sponsored Award -funded travelers are aware of applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to the Sponsored Award are in full compliance with a Sponsored Award's requirements. The following applies to Sponsored Awards subject to the Uniform Grant Guidance (UGG).

1) Travel Costs

Travel costs may be paid or reimbursed with federal funds at actual cost, on a per diem or mileage basis, or a combination thereof. Whatever method is chosen, it must be applied to the entire trip, rather than varied from day to day. For example, if an employee is traveling on a per diem rate for food, the employee would not be permitted to claim actual costs on those days when he or she exceeded the per diem allowance.

2) Per Diem or Actual Cost Reimbursement

Reimbursement of daily subsistence expenses shall be based on the federal per diem rate for meals and incidentals. Exceptions may include travel with students, whereby actual costs for meals and/or food will be reimbursed. In this case, receipts must be submitted with travel reimbursement requests.

Sponsored Award-funded travelers using the per diem rates will be reimbursed at 75% of the total M&IE per diem rate for the first and last day of travel. All other days of travel will be based upon actual meals being paid for by the traveling employee. For example, if lunch is provided by the conference the employee is attending, the employee will submit a reimbursement request for breakfast and dinner and incidental expenses.

3) Lodging and Subsistence

The cost of lodging and incidental expenses may be reimbursed with Sponsored Award funds, provided they are in compliance with LCCC's policy and procedures, are reasonable, and are incurred as part of a Sponsored Award-funded project. The traveler is required to provide the following documentation:

- a. Actual receipt/invoice of lodging
- b. Evidence that the travel is necessary for the project completion

4) Care for Dependents

Costs for temporary care of dependents may be reimbursed with Sponsored Award funds provided the costs:

- a. Exceed regular dependent care costs
- b. Directly result from travel to conferences related to the federally funded project
- c. Are consistent with LCCC's travel policy and procedures
- d. Are confined to the period of travel
- e. Note that this allowance is limited. It applies only to temporary costs arising from attendance at conferences, not to all travel that might arise in the performance of a federally funded project.

Travel expenses for dependents are generally not allowed, unless the travel is in excess of six months or prior approval is obtained from the awarding agency.

5) Air Travel

The cost of airfare may be paid or reimbursed with Sponsored Award funds, provided they are in compliance with LCCC's policy and procedures, are reasonable, and are incurred as part of a Sponsored Award -funded project.

Whenever first-class or business-class fares are required to meet a traveler's medical needs, the reason for the additional expense must be documented and maintained with the travel request. Without documentation, such additional expenses may not be paid or reimbursed with federal funds.

Documentation must also be provided whenever fares in excess of the basic, least expensive rate are incurred (e.g., basic fare would have excessively prolonged travel or no basic fare seats were available on the date in question).

In addition, the "Fly America Act" requires that travel paid with federal funds be restricted to US carriers. Certain limited exceptions apply. Please contact the Office of Sponsored Awards and Compliance if suitable service is not available from a US carrier.

6) Ground Transportation

The cost of ground transportation may be paid or reimbursed with Sponsored Award funds, provided they are in compliance with LCCC's policy and procedures, are reasonable, and are incurred as part of a Sponsored Award-funded project.

I. International Travel

Study Abroad Programs and other international travel with students requires at least two employees as chaperones. It is preferable to have chaperones represent the gender of the students. Passports, Visas, Immunizations, and clearances will be reimbursed on travel forms. All international travel for employees must be approved by the College President and requires at least **90 days' notice**.

J. Insurance for Travelers

Employees: All College employees are routinely covered 24 hours a day, against accidental death or dismemberment and other accidents and incidents while on an official College business trip under Worker's Compensation.

Vehicles: When personal vehicles are used on College business, drivers are responsible to provide their insurance pursuant to this procedure.

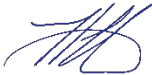
The College does not provide insurance coverage for livestock, including livestock hauled in personal trailers and pickup trucks. The driver must sign a [Livestock Transportation Waiver Agreement/Assumption of Risk and Waiver](#) before the livestock is loaded, stating that the owner is aware that the College does not provide insurance on the stock and that the owner will not hold the College responsible for damage or loss of life occurring to animals. Livestock owners will also sign a Livestock Transportation Agreement/Assumption of Risk and Waiver releasing liability of the driver and the College. This requirement is the responsibility of the Authorizing Administrator approving the trip.

K. Duty Status While Traveling

- 1) Time spent by an employee in travel as part of their job, is work time and must be counted as work hours. All employees must be in a paid status for hours worked while traveling unless they are a passenger. To determine the amount of time for compensation, reference [Department of Labor Fact Sheet #22](#).
- 2) Employees may take leave in conjunction with travel; however, they cannot request reimbursement for any expenses incurred on those days when they are on leave. Spouses or family members may travel with an employee, but this will be at the employee's expense and there must be no expense to the College. Spouse or family members are not allowed to travel in a College Vehicle without the approval of the Vice President of Administration & Finance.

L. Travel Cancellation

A traveler must promptly cancel airline and/or lodging reservations when it is known they will not be used. All unused tickets must be promptly returned to the issuing travel agency. Failure to follow these procedures may make the traveler financially liable for any resulting losses. Travel impacted as a result of inclement weather (cancelled or delayed flights) or emergencies are to be communicated with the Authorizing Administrator. The Authorizing Administrator will notify the Accounting Office and Physical Plant in writing through email of any travel changes or cancellations. Any additional expenses incurred as a result of these situations is to be documented in writing upon return to the College and included as part of the reimbursement form. Any receipts for credits from cancelled travel will be included with the travel reimbursement form.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Administration and Finance Vice President Rick Johnson Human Resources Executive Director Tammy Maas	8/29/17
Approval by President's Cabinet		9/5/17
Ratified by College Council	College Council Co-Chair Sabrina Lane	10/27/17
Approval by President (Signature)		10/27/17

APPENDIX A

Interviewee Travel

Hiring Managers will host on-site interviews for candidates as part of the standard hiring process. Hiring Managers are allowed to bring three candidates to the College for on-site for interviews. If it is necessary to interview more than three candidates, the Hiring Manager must seek budget approval from HR prior to inviting the candidates. Interviewees must follow all guidelines in this Employee Travel Procedure 4.4.1P. Local Interviewees will not be reimbursed for expenses.

Hiring Manager will contact the Human Resources Assistant to arrange candidate travel.

Approved Reimbursements for Candidate Travel

- Laramie County Community College will cover flight, baggage, rental car, parking and tolls if applicable.
- Candidate may submit gas receipts for rental car only.
- Rental car insurance may be arranged at the candidate's expense.
- Personal mileage may be reimbursed when driving to the airport and from the airport (one time only).
- Meals will be reimbursed with **itemized** receipts. These will apply for the day of travel to Wyoming, the day of the interview, and the day of travel when returning to their hometown. Reimbursement for meals is based on per diem rates for Cheyenne, Wyoming. **Alcoholic beverages are not be eligible for reimbursement.**
- When choosing to drive from the candidate's home to Cheyenne, Wyoming, HR will compare flight and rental car expenses to the personal mileage expense based on per diem rates set by the IRS and reimburse the candidate up to the amount the flight and rental car whichever is the least amount.