

Travel – Employee Procedure	Procedure Number	4.4P
	Effective Date	March 20, 2012

1.0 PURPOSE

The purpose of this procedure is to explain the various aspects of travel on College business.

2.0 REVISION HISTORY

Adopted on: 3/20/12

3.0 PERSONS AFFECTED

This procedure applies to all official College travel, including travel funded under federal grants and contracts. Additionally, this procedure applies to:

- A. Individuals traveling on College business, regardless of the source of funds
- B. Individuals who have supervisory responsibilities for College budgets
- C. Individuals who make travel or business related arrangements for themselves or others
- D. Individuals who initiate, review approve, process, or record financial transactions on behalf of the College

4.0 DEFINITIONS

Out of town travel is defined as traveling on College business past a 50-mile radius of the workplace and requiring an overnight stay.

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.

5.0 PROCEDURES

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.

It is the traveler’s responsibility to report his or her actual travel expenses in a responsible and ethical manner, in accordance with the regulations set forth in the procedure.

- A. Alcohol

A person who consumes alcoholic beverages prior to or while driving on College business is subject to disciplinary action, which may include suspension and/or dismissal from College employment.

B. Approval of Travel

All travel requires a pre-approved Travel Request form, which is available from administrative assistants or Accounting staff. This includes in-town conferences or retreats. 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 he or she reports either directly or indirectly, with the exception of the President.

C. Payment of Travel

An approved completed travel expense form with attached receipts is submitted to the Accounting Office to receive reimbursement. A blank form is located on EaglesEye.

D. Transportation Expenses

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.

1) Mileage Expenses

Mileage shall ordinarily be computed between the traveler's work base and the destination. Expenses for travel between the traveler's residence and work base (commuting expense) shall not be allowed. However, mileage expenses may 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.

2) Air Travel

Coach class or any discounted class airfare shall be used. The use of business or first-class or other high cost services may not be used at the College expense. The traveler may upgrade at their own expense. The traveler may purchase tickets on-line or through a local travel agency.

3) Automobile Travel

All drivers traveling on College business using either a College vehicle or a private vehicle need to be approved by completing the Driver Information Form. The form is submitted to the Executive Administrative Assistant, Administration and Finance Services. The forms are forwarded to the Insurance Company for approval to drive. The approval process includes a review of the driving record. The review and response from the Insurance Company may take up to 5 days to complete.

a. Private Vehicles

Travelers may use their private vehicle for business purposes, if a fleet vehicle is not available.

b. Mileage Reimbursement Rate

The standard mileage reimbursement rate is set at the IRS 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. The Accounting Office is responsible for notifying travelers of the current rate.

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

c. Surface Transportation Used in Lieu of Air Travel

If advance approval 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, tools, 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.**

d. 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 requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip. Refueling charges may be reimbursed. Hand-held or uninstalled GPS devices will not be reimbursed unless the traveler is unfamiliar with the location of travel.

4) 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. Local public transportation is allowed; taxi fares, including tips, are allowed only if the use of public transportation or airport shuttle service is impractical or unavailable.

E. Subsistence Expenses

Subsistence expenses incurred while on travel status consist of charges for lodging and meals and incidental expenses (M&IE). Incidental expenses include tips and fees for services.

1) 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. For domestic travel, reimbursement is limited to the actual and reasonable cost of lodging. 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.

2) 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). Lodging will be reimbursed on actual and reasonable costs. Expenses for lodging must be supported by an original itemized receipt.

3) EXCEPTION: The credit card procedures supersede this procedure when using a College credit card. Meal receipts will need to be submitted with the Travel Expense Form.

F. 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 Request 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 professional meetings. Miscellaneous expenses must be supported by original itemized receipt.

G. Insurance for Travelers

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

Vehicles: When private vehicles are used on College business, drivers are responsible to provide their own collision, comprehensive, and liability coverage insurance.

The College does not provide insurance coverage for livestock. When permission is granted to haul personal livestock, the driver must sign a release and waiver agreement 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. This requirement is the responsibility of the administrator approving the trip.

Before driving a vehicle on College business, the College insurance carrier requires that a check be made of the drivers’ records. After the initial review, driving record checks are made annually on the employee’s birth date. A check of driving records is made for students at the beginning of each semester. The insurance carrier will determine if the driver is approved to drive on College business.

H. Type of License Required

A current “C” driver’s license is required to drive College vehicles. A commercial driver’s license (CDL) is required for any College vehicle whose gross vehicle weight (GVW) exceeds 26,000 pounds. In some instances, driving a truck tractor and pulling a trailer out-of-state may require a “B” or an “A” license. The driver(s) must check the requirement of the State(s) in which they will be driving.

It is the driver’s responsibility to ensure (s) he has been issued the proper license for the vehicle which will be driven.

I. Using A College Vehicle

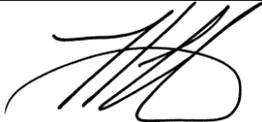
A travel request must be completed for all travel whether using a College vehicle or a private vehicle. A blanket travel request may be filled out at the beginning of each semester for trips by individuals who make frequent trips for similar purposes (e.g. to pick up parts, steel, or hay, or to make community service trips within the community college district). When traveling in a College vehicle, non-college individuals may not travel in the vehicle to reduce the liability risk to the College.

J. On the Road

All drivers are expected to be courteous and obey posted highway signs and applicable state laws. If the driver is ticketed for any reason, it will be his/her responsibility to pay the fine.

If a vehicle is involved in any accident, contact the appropriate law enforcement agency. If using a College fleet vehicle, the College’s insurance information will be located in the glove compartment. Contact the College Security Office as soon as possible and give them the details of the accident.

At least two properly licensed College approved drivers are required to share the driving when taking students on College trips which require driving more than 500 miles per day.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	12/13/11
Approval by President’s Cabinet		3/20/12
Approval by President (Signature)		3/20/12