

Treasure Valley Community College

Code: DLC-AR

Revised/Reviewed: 6/17/14

Travel Policy and Procedures

Treasure Valley Community College travel policy and procedures are noted in the following sections.

All travel activities, while on official business for the College, will be performed in accordance with the regulations within this document.

Employees are responsible for increased expense due to their negligence and/or oversight.

1. General Policies

a. Control of Travel

- (1) All travel by College employees is to be reimbursed in a manner consistent with the method of travel most economical and/or advantageous to the college. Employees are expected to exercise prudent judgment when incurring travel expenses while on official college business.
- (2) Travelers are responsible for any additional expenses incurred for personal preference or convenience. The number of employees attending a particular meeting should be the minimum necessary consistent with the benefit to be derived.
- (3) The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever possible, employees traveling to the same meeting/conference will car pool.
- (4) Transportation shall be by economy/coach class unless another class is more advantageous to the College.
- (5) Prior authorization of travel is required through an approved purchase order.

b. Authorization to Travel

All travel requests are to be approved in advance by the appropriate director and Administrator, through the automated purchase order process. The approval will outline the estimated expenses prior to the date of travel. Any approvals that are not in compliance with this policy must have a written explanation submitted to the College account payable department.

c. Lodging Facilities within 50 Miles

- (1) Reimbursement for lodging expenses incurred at a lodging facility or temporary work site located within 50 miles of the closer of either the employee's official residence or the employee home base of employment at the College is not allowed, except under one of the following conditions:
 - (a) The employee makes an overnight stay at a commercial lodging facility to avoid having to drive back and forth for back-to-back late night/early morning meetings;
or

- (b) The employee makes an overnight stay at a commercial lodging facility when the health or safety of the traveler is of concern; or
 - (c) When the employee can demonstrate that staying overnight is more economical to the College.
- (2) Employees are required to have written approval through an approved purchase order from their supervisor to use conditions a. and c. above. The citing of condition b. must be noted on the travel expense requisition by the employee when submitted for reimbursement.
- d. Compliance with the Americans with Disabilities Act

All College personnel are to be afforded equal opportunity to perform travel for official College business, even if the travel costs for disabled travelers will exceed what would normally be most economical to the college.

e. Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel-related activities. Travel plans and itineraries may be altered with consideration of inclement weather and other situations that could threaten the health and safety of College personnel.

- (1) When inclement weather is not involved: Alteration of travel plans and itineraries for health and safety reasons, which will result in extra travel expenses, including meal and/or lodging costs, must generally be pre-approved by the traveler's supervisor. In emergency situations, such as the onset of incapacitating illness or injury not due to the traveler's own misconduct, the traveler's supervisor should be contacted when appropriate.
- (2) When severe inclement weather is involved: Travel plans and itinerary alteration which cause additional costs to be incurred, require prompt notification of the traveler's supervisor. A short description of the severe inclement weather condition must also be noted on the traveler's request for reimbursement when submitted.
- (3) In case of an accident in a College vehicle please check the glove compartment for insurance and registration details:

Contact the TVCC business office at (541) 881-5842 during college business hours or (208) 695-1504 or (541) 212-6464 (after hours).

f. Travel for the Convenience of Employee

- (1) No reimbursement for meals, lodging, car rental, etc. is to be paid to an employee for extra travel time incurred if:
 - (a) Traveling to a destination for the traveler's own convenience is in advance of the necessary time for arrival; or
 - (b) Remaining at the destination following an official meeting or other work assignment is for the traveler's own convenience.
- (2) A traveler may couple a vacation or personal use onto a legitimate business trip where all the following conditions exist:

- (a) The primary purpose of the trip is official College business; and
- (b) The traveler uses approved leave for the vacation or personal part of the trip; and
- (c) The College does not incur any extra expense beyond what it would normally incur had the trip occurred without any personal use coupled to the trip. (All mileage to and from event would be included in reimbursement, but no mileage to and from personal activity would be considered reimbursable.)

2. Meals and Lodging

a. Travel Reimbursement

All travel reimbursements shall be claimed through the Travel Requisition form found in the “Vice President of Administrative Services” link under “Forms and Documents” section on the My TVCC website or through an approved requisition submitted through the on-line Jenzabar process. The form shall be approved by the supervisor/department chair, the appropriate Vice President, and the Vice President of Administrative Services and submitted with original receipts to the Business Office for processing. (If submitted through the on-line requisition process, all receipts shall be given to the accounts payable clerk in the business office before the requisition will be processed.)

- (1) Travel costs between the employee’s official residence and official work station (home base) are personal obligations of the employee and are not reimbursable by the College (“home to work/work to home”).
- (2) Reimbursement for alcoholic beverage expenses is strictly prohibited.
- (3) Meal reimbursement may be authorized for meetings when they are away from the employee’s regular workplace without regard to travel when:
 - (a) The meal is scheduled as an integral part of an official proceeding or program related to College business. If the meeting is part of a college work group, it must be justified in writing to and approved by the appropriate Supervisor/Director/ Department Chair.
 - (b) On official business when it is necessary to incur the cost of a meal while accompanying individuals, other than College employees, with whom business is being conducted. In such case, the actual cost or allowable cost (see Per Diem Rates) of the employee’s meal may be reimbursed. The name of the organization and the purpose of the meeting are to be included on the travel requisition or in the requisition when submitted online.
- (4) Reimbursement for the actual cost or allowable cost (whichever is less) of a meal may be made when the College requires the employee to attend a meeting away from the employee’s regular workplace without regard to travel status. A meal receipt and a copy of the program agenda (if available) must be attached to the requisition.
- (5) Reimbursement for meals or lodging will not be authorized under either of the following conditions:
 - (a) When the employee does not incur expenses for meals because they are furnished; or
 - (b) When an employee does not incur expenses for lodging at a commercial facility.
- (6) Meals will be reimbursed in relation to the employee’s travel status in using the following guidelines:

- (a) Breakfast will be reimbursable if the employee is in travel status at 7 a.m. or earlier;
- (b) Lunch will be reimbursable if the employee is in travel status through the noon hour;
- (c) Dinner will be reimbursable if the employee is in travel status after 6 p.m.

b. Meals and Lodging Reimbursement Rates

(1) Allowable Meal Rates

Receipts are not required for meals claimed during approved overnight trips.

Reimbursement for meals will be made in accordance with the following rates, including tip (not to exceed 20 %):

TVCC per diem rate - \$41.00 per day

Meals

Breakfast	\$ 7.00
Lunch	11.00
<u>Dinner</u>	<u>23.00</u>
TOTAL	\$ 41.00

(2) Allowable Lodging Rates

Without exception, a detailed lodging receipt from the hotel (a credit card receipt is not adequate) must be attached to the Travel Requisition in order to receive reimbursement. Reimbursement for lodging will be made on an actual basis only. Employees of the college are expected to use judgment in determining an appropriate/reasonable cost for a nights lodging.

3. Other Travel Expenses

a. Reimbursable Transportation Expenses

- (1) Reimbursable transportation expenses include all approved official travel on railroads, airlines, ships, buses and in private vehicles¹. Reimbursable expenses include baggage.
- (2) Travel costs between the employee’s official residence and official work station (home base) are personal obligations of the employee and are not reimbursable by the College (“home to work/work to home”).

b. Air Travel

- (1) Carrier reservations should be booked using the method that is most beneficial to the College. Employees of the College are expected to use judgment in determining an appropriate cost for air carrier fare. Costs deemed extravagant or misappropriation of

¹ Mileage for private vehicles will be reimbursed at a rate of \$0.50 per mile for the first 150 miles then \$0.20 for all remaining miles per trip.

college funds may not be reimbursed to the employee. Employees will not be reimbursed for any travel expenses above and beyond “coach” or equivalent level flying status.

- (2) Air fare can be purchased by the employee or through the use of a college credit card if the employee has been given one. In either case, all purchases must be approved through an approved purchase order number before any airfare can be booked. Reimbursement for personal expenses can only be obtained with an approved purchase order, which was received before the flight was reserved. If a college credit card is used, appropriate supporting documentation must be submitted.

c. Private Vehicle

- (1) Reimbursement for private vehicle mileage, with the exception of Rodeo, will be at \$0.50 cents per mile for official travel only, (unless another amount is approved by the College Administration) and will be determined by odometer readings or standard highway mileage guide.
- (2) Rodeo travel reimbursement will be as follows:
 - (a) For students in a car, the driver will be reimbursed at \$0.10 cents per mile, per student;
 - (b) Therefore, if a student took their personal car with four (4) other Rodeo students, they will be reimbursed at \$0.50 cents per mile;
 - (c) If pulling a stock trailer then reimbursement will be at \$0.20 cents per mile for each horse in the trailer;
 - (d) Therefore, if a student took a pickup/trailer with six (6) horses, they will be reimbursed at \$1.20 cents per mile.
 - (e) For the TVCC trailer, which can haul nine (9) horses, whoever pulls that trailer with their personal vehicle will be reimbursed at \$1.80 cents per mile.
- (3) Mileage reimbursement shall be payable to only one individual traveling in the same vehicle. Every effort should be made to carpool with others within the College going to the same meeting/conference. Exceptions must be approved in writing by the employee’s direct administrator.

d. Rental Car

- (1) If an employee is traveling via vehicle for College business a rental car is preferred for trips totaling more than 150 miles. Rental cars shall be used for official College business with an approved purchase order or travel requisition prior to the rental of the vehicle. Employees must use the official rental car provider for the College. Contact the business office for information regarding the official rental car provider for the College. Recruiters are exempt from this requirement and are subject to their direct supervisor to implement reasonable cost saving strategies for recruitment travel.
- (2) Arrangement for the use of a rental car will be made by the employee. Employees of the College are expected to use judgment in determining an appropriate cost for car rental. Costs deemed extravagant or misappropriation of College funds may not be reimbursed to the employee.
- (3) It is expected that the employee of the College will purchase and be reimbursed for, the full insurance coverage (i.e., liability, collision and comprehensive) as allowed by the car rental company and that the complete coverage will remain in effect throughout the time the employee is currently renting the vehicle.

- (4) Rental cars paid for by the College, may be used only when required while traveling on official College business. A rental car may not be used for other than official College business.
- (5) Transportation of unauthorized (non-college employees) passengers in a rental car is prohibited.
- (6) The original car rental receipt must be attached to the travel requisition, or submitted to accounts payable in the business office if an online requisition is used, when the employee is claiming reimbursement.
- (7) The traveler is personally liable and responsible for the payment of parking tickets, moving violations, etc., while using a rental, College-owned or privately-owned passenger vehicle for work related trips.

e. Miscellaneous Travel Expenses

- (1) {Level3}Reimbursable miscellaneous travel expenses essential to the transaction of official College business include (original receipts required for all expenses):
 - (a) Transit fares, taxi and shuttle fares, when necessary and on official business;
 - (b) Parking fees and ferry and bridge tolls;
 - (c) Registration fees required in connection with attendance at conventions, seminars, and official meetings;
 - (d) Minor supplies, postage, fax and reproduction costs incurred while in travel status (i.e., submit sales slip, cash register tape, etc.);
- (2) {Level3}Nonreimbursable travel expenses considered personal and not essential to official business include, but are not limited to:
 - (a) Valet, entertainment expense, and other items of similar nature;
 - (b) Taxi fares, motor vehicle rentals, and other transportation costs to or from places of entertainment and other similar facilities;
 - (c) Cost of personal trip insurance, not including vehicle insurance noted above;
 - (d) Personal telephone calls of the employee (except a call home to advise the employee's family of a change in travel plans);
 - (e) Alcoholic beverages;
 - (f) Any tips or gratuities associated with personal expenses, such as those listed above;
 - (g) Out-of-pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include retrieval of keys from locked vehicles, jump starting vehicles when lights have been left on, service charges for delivery of fuel, etc.

4. Travel Expense Advances

a. Purpose of Travel Advance

- (1) Travel advances may be provided at the employee's request. Travel advances will need to be submitted through a Travel Requisition or submitted through the on-line requisition process. Upon final approval by the Vice President of Administrative Services, a travel advance will be provided. Employees will be expected to sign the "Holders of Advance Money" document, which can be obtained from the accounts payable clerk in the business office, as part of receiving their travel advance and meet all of the requirements

noted on that document. The “Holders of Advance Money” will be attached to the advance and require the employee’s signature before the advance is received.

- (2) The employee requesting a travel expense advance will submit a signed Travel Requisition to their supervisor indicating the amount of advance requested. If approved, the supervisor will forward the Advance request to the appropriate Vice President for authorization with final approval coming from the Vice President of Administrative Services.

b. Accounting for Travel Expense Advances

- (1) Travel expense vouchers are to be submitted no later than two weeks after returning from your travel. In every instance in which a travel advance is issued, the employee must file a Travel Requisition, accompanied by all required receipts supporting the documented expenses as noted in the “Holders of Advance Money” document. The College maintains the right, through the signature approval noted on the “Holders of Advance Money” to withhold funds from the employee’s salary equal to the amount of the travel advance issued.
- (2) No new travel advance(s) will be made to any employee until all prior advances have been repaid or accounted for properly.

5. Travel Requisition Form

The purpose of the travel requisition form is to disclose all foreseeable costs associated with the employee’s travel. The grand total should disclose all expenses and the balance remaining owed to the employee if a travel advance was obtained.

- a. A Travel Requisition should be submitted to the Business Office no later than two weeks after the date which the travel occurred. All original, required receipts supporting the reimbursement claim must accompany the Travel Requisition.
- b. For all properly submitted forms, a seven-business day processing time is required for reimbursement after being approved by the Vice President of Administrative Services or Comptroller.
- c. The purpose of the trip is to be documented in the appropriate place on the Travel Requisition (or online requisition), and verified by an attached meeting agenda.
- d. The Travel Requisition must be signed by the employee (or submitted through the online requisition system).
- e. The expense account code must be entered in the requisition so proper accounting of costs can be made.

6. Disciplinary Action

If proper procedures as outlined in this document are not followed by the employee, discipline may result.

7. Use of College Credit Cards for Travel

College credit cards may be used to pay for expenses associated with official college travel. Travel expenses paid for with a college credit card must follow all policies and regulations contained in this document as well as other related documents including per diem rates and purchasing policies.

8. Ethics Considerations

In order to remain in compliance with ethics rules travel rewards earned from College travel shall be used for College use and not for personal use.

9. Policy Review

The Business Office shall review this policy annually and make recommendations to the Administration for any alterations to the per diem rate for meals, mileage reimbursement or any changes to this policy.