

TRAVEL POLICY

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.4 Employee Travel

III. Policy Statement

Traveling to conduct College business and perform other College-related activities is essential to normal operations. In the case of travel covered by agreements and bargaining units, the travel shall be in accord with the conditions of said agreement.

IV. Reason for Policy

This policy is intended to provide guidance to employees, assure compliance with college policies and IRS guidelines and promote the prudent and accurate expenditure of College resources.

V. Entities Affected by this Policy

All employees
Student Workers
Board of Trustees

VI. Who Should Read This Policy

Executive Budget Control Officers (EBCO)
Budget Control Officers (BCO)
Employees who make arrangements for traveling off campus
Employees who will be seeking reimbursement for travel expenditures

VII. Related Documents

All Bargaining Unit Agreements
Meet and Confer Handbook
11.1 Employee Reimbursement Policy
11.15 Purchasing Policy
Procurement Card Agreement
Travel Card Agreement
IRS Publication 15
GSA Meal and Incidental Expenses Rates (www.gsa.gov/perdiem)

VIII. Contacts

Policy Owner: Executive Director of Financial Services
Administrative Assistant to the VP for Finance & Administration
EBCOs
BCOs

IX. Definitions

- A. **Reasonable and Customary Expenditures:** costs incurred, normally based on local rates, pertaining to lodging, transportation and other major expenses (other than meals and incidentals) where travel occurs.

- B. **Per Diem Rates:** a daily allowance for meals and incidentals (including tips).

X. Procedures

- A. Estimate total costs associated with travel plans, e.g., transportation, hotel, meals, fees.
- B. Prior to making travel reservations, secure the approval of the BCO and/or EBCO by completing an electronic Leave of Absence form. A leave of absence form must be completed and approved prior to leaving campus. Leave forms are required when an employee will be off campus for a half day or more and/or is traveling more than 25 miles from campus. This form can be found at <http://cms.grcc.edu/human-resources/forms>
 - 1. All non-faculty travel must be approved by the appropriate BCO
 - 2. All faculty travel must be approved by the appropriate Dean
 - 3. Faculty travel at administrative request must be approved by the appropriate Dean and the appropriate BCO
- C. Following approval, finalize plans for registration, transportation and lodging. Airfare may be purchased by contacting the Administrative Assistant to the VP for Finance & Administration. He/she will procure 2nd class airfare with a BOT approved travel agent. You may purchase 2nd class airfare on your own and submit for reimbursement following procedures in the Employee Reimbursement Policy.
- D. Travel advances are not permitted.
- E. Retain all receipts needed for reimbursement (except for meals, as noted below). Employees are required to submit claims for reimbursement within 60 days from the end of the month in which claimed expenses were incurred. This requirement is in accordance with IRS Publication 15 (Circular E) – Accountable Plans. Failure to submit claims within 60 days will result in the reimbursement being treated as taxable income. However, in no case will an employee be reimbursed for expenditures submitted later than six months after the original date of expenditure.

Careful planning and fiscally-conscious decisions can help limit expenditures associated with traveling and are considered essential to efficient operations. The following guidelines must be

adhered to when planning and while engaged in travel activities associated with College business.

Guidelines:

1. Common reasons for travel are: attend conferences and conventions relevant to the employee's work responsibility, workshops and classes which provide work related training, regulatory information update meetings, representing the College at public functions and day-to-day job responsibilities.
2. For decisions regarding the selection of expenditures associated with traveling (e.g., the training site or conference, mode of transportation, hotel accommodations, etc.) consideration must be given to having a balance between convenience for the employee and lowering costs for the College.
3. Teams or groups of employees who are assigned major College responsibilities must exercise caution and care regarding frequency and total costs associated with traveling as a team; decisions for teams to travel together must be made considering the benefit of team interaction versus sending a representative.
4. Alternatives to traveling off campus should be considered if the same quality training and/or learning can be achieved at a lower cost.
5. When appropriate, after returning from the trip, an employee must find the most effective way to share what they learned with their colleagues.
6. Depending on the nature of the employee's work, the number of trips per year will vary, especially for travel associated with learning skills and competencies. Travel for growth and development should be reasonable.

Expenditure Limits:

1. Meals will be reimbursed on a per diem basis, based on the current annual GSA meal and incidental expense (M&IE) rates found at www.gsa.gov/perdiem. It is NOT necessary to submit receipts for meals. The per diem rates include tips and taxes. The first and last day of travel is reimbursed at 75 percent of the per diem. Where meals are covered by a conference registration fee, provided via a group meal, etc., they should be deducted from the daily per diem rate at the indicated per meal (e.g. for breakfast, lunch, dinner) amounts. Refer to the Employee Reimbursement Policy for further information.
2. Mileage for business related travel by automobile may be made at a level up to, but not exceeding, the most current IRS publicized rate for mileage reimbursement. In addition, reimbursement will be allowed for reasonable and/or actual costs incurred by tolls and parking. Reimbursement of mileage and related expenses may not exceed second class or coach airfare for the same trip.
3. Actual costs for lodging will be reimbursed at no more than the single room rate or the approved conference negotiated rate. In no instance shall the reimbursement exceed the employee's actual costs, such as could be the case if two employees shared a room. If an employee shares a room with a person other than another employee, the employee will be reimbursed for the room at the single room rate.

Personal items such as in-room movies, laundry service or gym use are not reimbursable.

4. Reasonable and customary tips for bellhops, cab service, etc. will be allowed.
5. Reimbursement for the cost of conference, convention, travel or other official function expenses for a spouse/guest is not allowed unless the official function requires the attendance of the spouse/guest and then only with the prior written approval of the President or EBCO.
6. Employees are allowed reimbursement for one personal call per day while on extended College business, only if additional cost is incurred by the employee.
7. Actual costs for purchase of supplies, rental of audio-visual materials, or other similar items will be reimbursed upon presentation of proper approvals and documentation.
8. Expenses that are not business related or are deemed inappropriate by the Vice President for Finance & Administration or designee will be disallowed.

XI. Forms

Online Leave of Absence Form
Employee Reimbursement Request
Employee Mileage Reimbursement Request
Adjunct Faculty Mileage Reimbursement Request Form
IIPD & SSPD Grant & Reimbursement Forms

XII. Effective Date

August 8, 2012

XIII. Policy History

Adopted February 20, 1995
Revised August 4, 2003
Revised December 1, 2008
Revised August, 2012 – Created Employee Reimbursement Policy
Revised July 2016 – Updated to include per diem language, consistent with the Employee Reimbursement Policy

XIV. Next Review/Revision Date

July, 2019