

SUBJECT: Travel	Effective Date:	Policy Number:
	March 2011	04-6-006
	Supersedes:	Page 1 Of 3
	Responsible Authority: Purchasing	

I. Purpose and statement of operational policy underlying the procedure.

To establish policy for employees traveling to conduct business on behalf of the College and to provide general information to all College employees regarding the travel policy of the College

II. Applicability/Scope

This policy applies to all College employees.

III. Process for Implementing Procedure

All college employees are required to adhere to travel policies and obtain advanced approval of travel from his/her Division Chair and Cabinet Member.

Per Diem, baggage fees, and ground travel expenses such as taxi cabs, shuttles and gasoline may be provided in advance to the College employee or student traveling on behalf of the College. Request for travel expenses should be received in the Purchasing Department at least 7 business days prior to the date travel.

Gasoline expense should be calculated at rate of \$.33 per mile only when the employee drives his/her personal vehicle on behalf of the college.

When a rental vehicle is used for travel, gasoline should be calculated based on the number of miles to and from the event and current fuel cost to travel those miles. Supporting documentation should include a printout of the calculations usually from Internet sources such as MapQuest, Yahoo Maps, and AAA fuel cost calculator.

Per Diem is paid to an employee or student as follows:

Full Day (breakfast, lunch and dinner)
 \$25 – Students
 \$36 – Faculty/Staff

Breakfast Only
 \$5 – Students
 \$7 – Faculty/Staff

Lunch Only
 \$7 – Students
 \$9 – Faculty/Staff

Dinner Only
 \$13 – Students
 \$20 – Faculty/Staff

Responsibility	Action	Timeline
Cabinet Member	Approve travel for their responsible division	Varies
Division Chairs	Authorize and review expenses related to travel	Varies
Controller	Responsible for ensuring audit controls are in place for the travel taking place and that appropriate documentation is maintained for travel expenses and reimbursement to the employee for out of pocket expenses	Varies
Vice President/CFO	Review and sign requisitions	1 to 2 business days
Manager of Purchasing	Work with requestor to make travel arrangements and pay any fees to attend conferences	2 to 3 business days
Manager of Purchasing	Make flight arrangements using a travel agency, Expedia or the airline's website	1 day
Manager of Purchasing	Reserve rental vehicle for ground travel	1 to 2 business days
Manager of Purchasing	Contact hotel to make reservation for traveler	1 to 2 business days
Manager of Purchasing	Email the requestor flight itinerary, hotel and vehicle rental confirmations	1 to 2 business days
Employee	Review flight itinerary, hotel and vehicle reservations to confirm with Purchasing the information meets their travel schedule	Within 24 hours of reservation
Manager of Purchasing	Complete and faxes the credit	1 week prior to travel

Manager of Purchasing	card authorization form to the hotel Make copy of requisition for per diem and ground travel expense and forward original to accounts payable	7 business days before travel
Employee	Reconcile travel using the Travel Expense Report to give to the Division Head for signature and the Cashier to return unused funds	1 to 2 business days upon return to campus
Employee	Bring hotel and vehicle rental receipts to Purchasing upon return to campus	1 to 2 business days upon return to campus
Employee	Complete a request for reimbursement if personal funds were used during travel	7 business days upon return to campus
Manager of Purchasing	File original requisition and receipts to give to Cashier for reconciling with the credit card statement	Monthly

IV. Related policies/References for more information

Detailed policies and procedures for employee travel are in the Purchasing Policy and Procedures Manual

Authorizing Official: <u>Jim Dugger</u>	Authorization Date: <u>10/6/11</u>
Title: <u>Vice President/Chief Financial Officer</u>	