
SUBJECT: TRAVEL REIMBURSEMENT POLICY

1.0 PURPOSE

- 1.1. To provide policy for travel expense reimbursement authorization for College business travel.
- 1.2. To ensure College resources are used prudently.

2.0 DEFINITIONS

- 2.1. Budget Holder - a person assigned and held accountable for a particular fund or organization.
- 2.2. Continental Breakfast - a light breakfast, typically consisting of coffee and rolls with butter and jam.
- 2.3. Days - calendar days.
- 2.4. Home Base - a place from which operations or activities are carried out; headquarters.
- 2.5. Schedule of Allowable Travel Rates - a schedule of per diem reimbursement rates showing the current per diems for mileage, meals, lodging, and other miscellaneous travel expenses. This document can be found on the Controller's office page of the College's website.
- 2.6. Supervisor - the Immediate or Line Supervisor who monitors and regulates employees in their performance of assigned or delegated tasks and approves time.
- 2.7. Travel Authorization and Reimbursement Form (TAR) - the authorization and reimbursement form used for all College travel. This document can be found on the Financial Services' office page of the College's website.
- 2.8. Traveler - the employee or approved volunteer traveling for Snow College business who will be seeking reimbursement of expenses.
- 2.9. Travel Meals - meal purchases during travel for College business purposes.

3.0 POLICY

- 3.1. Snow College reasonably reimburses Travelers for approved travel that is necessary for College business. Each Traveler is expected to evaluate the cost of travel and select the most economical alternative which may be virtual attendance through electronic means.

4.0 TRAVEL CHOICES

- 4.1. Each Traveler, with guidance from the Supervisor, should consider whether travel is necessary to accomplish the goals or desired outcomes or if virtual attendance, if available, would suffice. If travel is approved by the Supervisor, use of a College vehicle is preferred when feasible but travel may occur by air, personal vehicle or other means where appropriate and an economical choice. All out-of-pocket costs, including vehicle mileage rates, airline tickets, meals, lodging, car rentals, taxi fare

and other miscellaneous costs should be considered in the evaluation. The Schedule of Allowable Travel Rates is applicable to this decision-making process.

4.1.1. Compliance with the College's Vehicle Use Policy is required for personal mileage reimbursement.

5.0 TRAVEL REIMBURSEMENT AUTHORIZATION

5.1. All College travel shall be documented by a properly completed Travel Authorization and Reimbursement (TAR) form.

5.1.1. Part 1 of the TAR form shall be completed with a Supervisor and Budget Holder approval, if not the same person, prior to expending any travel costs and prior to any travel departure.

5.1.2. Part 2 of the TAR form shall be completed upon return from travel and also requires Supervisor and Budget Holder approval. Conferences will require an accountability report of what was learned.

5.1.3. The Traveler is responsible for ensuring that they have the necessary prior and post travel approval from their Supervisor for the trip, and for coordinating with the appropriate Budget Holder, if different from the Supervisor, to ensure that funds are available to cover the cost of travel. All out of state travel absolutely must receive prior approval.

5.1.3.1. If prior approval was not obtained from the Supervisor and Budget Holder (if applicable), the travel reimbursement request may be approved by the Supervisor and/or Budget Holder after return from travel and would require approval by the VP of Finance and Administrative Services prior to reimbursement. However, the travel reimbursement may not be approved by the Supervisor/Budget Holder and/or the VP of Finance and Administrative Services and would result in the traveler being held personally responsible for travel expenditures.

6.0 TRAVEL ADVANCES

6.1. Travel advances are only allowed for trips that include students, exceeds \$150.00 and must be pre-approved by the VP of Finance. An exception may be made if approved by the President and the VP of Finance. Employees who are issued an advance shall reconcile those advance funds and turn in that reconciliation to the Controller's office for review within 10 days of returning. The Controller's office is responsible to verify the Traveler's reconciliation and determine if advance funds need to be returned to the College. If so, the Traveler shall promptly return the funds. Advances will be processed in the same manner as the travel authorization. NO emergency drafts will be issued for travel advances. It is the Traveler's responsibility to obtain approval at least 7 days in advance to process the travel advance request in the routine manner.

7.0 TRAVEL REIMBURSEMENTS

7.1. General

- 7.1.1. Part 2 of the TAR form shall be completed within 30 days after the conclusion of travel. For reimbursements submitted to after 30 days, approval of the Vice President of Finance and Administrative Services must be obtained prior to issuing reimbursement to the Traveler and may be denied.
- 7.1.2. Travel reimbursements shall be accompanied by original, itemized receipts (credit card receipts showing only a total are not valid original, itemized receipts) for all expenses except those for which flat allowance amounts are established (i.e., daily meal allowance and mileage as outlined in the Schedule of Allowable Travel Rates).
- 7.1.3. All travel reimbursements shall be accompanied by pertinent conference brochures, agendas or schedules of meetings. These documents are subject to be reviewed by the Controller's Office, Internal Auditor, the State Auditor and/or other governmental agencies.
- 7.1.4. If multiple in-state trips are taken in a month, a log detailing mileage and daily meal allowance may be completed and attached to the TAR form. This log shall include: a) dates of travel, b) total miles driven if personal vehicle was used, c) starting city, d) destination city and e) College business purpose for travel.
- 7.1.5. Travelers may opt to claim standard miles between cities by the most direct route, in lieu of tracking actual mileage. When Travelers interrupt their business travel or deviate from the direct route for personal convenience or personal leave, they will be reimbursed only for the miles of travel by the most direct route. Distances will be reviewed by the Controller's Office prior to reimbursement.
- 7.1.6. Depending on the location and schedule of the meeting/conference, it may be necessary to travel the day before the meeting begins and/or stay the night the meeting ends. If approved, meals and lodging will be reimbursed.
- 7.1.7. Any decisions related to traveling the day before or staying the night the meeting ends should be documented. As a general rule, Travelers should never travel earlier than the day before or the day after a meeting/conference ends. However, if the safety of the driver is a factor, other options may be considered and must be approved by the Supervisor prior to departing for the trip.
- 7.1.8. If travel changes are made as a result of flight cancellation/delay or other similar cause, outside the control of the traveler, any incurred travel costs as

a result may be reimbursed. Some additional travel charges may include meal per diem, hotel charges, rental car fees, parking costs, etc. Any additional travel costs incurred by the traveler as a result of travel changes that are within their control, will be the sole responsibility of the traveler.

- 7.1.9. Tips for group meals and transportation while traveling shall not exceed 18% per instance where the traveler can choose the tip amount. Tips for meals being reimbursed through per diem, are considered part of the per diem rate and will not be reimbursed above and beyond the per diem rate. In cases where the group is sufficiently large that gratuity is automatically included, exceptions may be given for an amount up to 20%. The higher amount is still considered part of the per diem rate and will not be reimbursed above and beyond the per diem rate. The traveler shall be responsible for any excess tips related to travel meal costs purchased on a P-card or transportation costs exceeding 18% unless an exception is authorized under this policy by the Vice President of Finance and Administrative Services or by the President.

7.2. Lodging

- 7.2.1. Travelers shall use their Snow College P-card on all authorized travel expenses except daily Travel Meals. (Travelers without a P-card may use personal resources to finance travel and seek reimbursement upon returning.) Reasonable lodging expenses will be reimbursed with the original receipt that includes a copy of an itemized listing of all charges. Some hotels will honor the College's tax-exempt status when presented with a tax-exempt certificate.
- 7.2.2. Where Travelers elect to lodge at a non-commercial motel or hotel (e.g., with friends or relatives, campers or campgrounds, etc.), the Traveler will be reimbursed a set rate per night without a receipt. If you are requesting the reimbursement it shall be included on your TAR form. The set rate mentioned above is found in the current Schedule of Allowable Travel Rates.

7.3. Meals

- 7.3.1. Per diem for meals will be paid according to the daily Travel Meal allowance in the current Schedule of Allowable Travel Rates.
 - 7.3.1.1. Meals complimentary of a hotel, motel, and/or association, or included in the registration for a function decrease the daily meal allowance and are therefore not claimed on the TAR form. However, meals provided on airlines and Continental Breakfasts do not decrease the daily Travel Meal allowance.
 - 7.3.1.2. College P-cards shall not be used to purchase meals claimed under the established daily meal allowance rate unless the Traveler is traveling with student groups or Traveler is paying for meals for College employees where prior Vice President or

Provost approval has been obtained. Original itemized receipts for Travel Meals that are allowed to be put on P-cards shall be kept with Traveler's P-card files. Traveler shall reference "Paid by P-card" where appropriate on TAR form.

7.3.1.3. Meal tips and tax are included in the daily meal allowance rates. Tips shall not exceed approved tipping amounts per 7.1.9.

7.3.1.4. Alcoholic beverages are not reimbursable.

7.3.1.5. Daily meal allowance is only permitted for overnight trips, or for in-state trips requiring the traveler to be out of the office more than 6 hours and where the travel destination is a distance greater than 100 miles from the employee's home base. Prior approval must be granted to claim per diem.

7.4. Miscellaneous Expenses

7.4.1. A Traveler may incur necessary miscellaneous expenses while traveling. Common miscellaneous reimbursable expenses are found in the current Schedule of Allowable Travel Rates.

8.0 VIOLATION, ABUSE OR MISUSE

8.1. Any violation, abuse, or misuse of travel reimbursement policies or procedures may result in disciplinary action.