

Employee Questions/Comments **2300 – Travel**

Employee 1 Questions/Comments:

- When you talk about baggage carriers, can we make it clear that it is not the baggage charges that the airlines charge -- \$25/way?
- Can someone save all of their allotment for the day and eat a dinner that costs over \$25?

Employee 2 Questions/Comments:

I have a question about meals reimbursement. Here is the scenario: There is a meeting for the Two Yr. Library Directors Council (business not with college employees), and it a lunch/meeting, out of town, no overnight. Would this qualify for reimbursement?

Employee 3 Questions/Comments:

I have a question about meals reimbursement. Here is the scenario: There is a meeting for the Two Yr. XXXXXXXX Directors Council (business not with college employees), and it a lunch/meeting, out of town, no overnight. Would this qualify for reimbursement?

Employee 4 Questions/Comments:

Section: Student Drivers

Barton students must be 18 years of age or older to drive a College vehicle, may only drive when traveling with an approved college employee, and may not drive distances in excess of 300 miles one way. Student employees may drive a college vehicle independently, subject to procedures incorporated in the job description. Student drivers must receive prior authorization to drive a vehicle on College business. See Authorization to Drive Vehicles on College Business.

Question(s): I do not understand this restriction or I am misunderstanding. 300 miles from the college seems irrelevant. If it is for a period of no more than 300 miles without a rest period, that makes sense. If it is travel beyond 300 miles, then I believe that this is damaging. On longer trips it is necessary to switch out drivers. This policy seems to state that student drivers may not relieve an employee if they are more than 300 miles from Great Bend. Fix: eliminate one way and replace with "without a rest period" changing this to four hours or whatever is recommended by KDOT or AAA would also work.

Section: Maximum Allowable Meals and Incidental Expenses (M&IE)

The separate amounts for breakfast, lunch, dinner and incidental expenses listed in the applicable chart provide the maximum amounts allowed for M&IE. Reimbursements will be actual expenditures up to these maximum amounts.

Question(s): This seems like a per diem without actually giving the per diem. 1) Why do we want the record keeping, blizzard of paperwork nightmare? KC area is \$64/day. Just offer the per diem and be done with it.

2) I regularly scrimp on breakfast and/or lunch and enjoy a quality meal for dinner. It appears that this chart would reimburse me for actual expenses for breakfast, lunch and dinner with each being calculated separately, not a total of the three. Assuming that the concern here is “what will the taxpayers say”, they are going to say it anyway and assume that the college is paying even if I am reimbursed only \$28 for dinner. Some of the noisiest tax payers may think that \$15 is too much for dinner. The total as a per diem (preferred) or the total accompanied by receipts would be better than this “big brother knows what you want to eat and when you want to eat it” solution.

Section: Non-Reimbursable Travel Costs

Room Service

Question(s): There is no reason to deny room service. If I choose to have my dinner in my room and it is within the **Maximum Allowable Meals and Incidental Expenses (M&IE)**-rate or if above, up to that allowable rate then why not. I sometime choose room service because it is the best option, it may be safer, I’m exhausted, etc. Are we worried about the perceptions of tax payers again?

Section: Spouse or Other Dependent Expenses

The person accompanying the traveler is an employee of Barton Community College.

Question(s): Or student? Or contractor?

Section: Spouse or Other Dependent Expenses

The person accompanying the traveler has a bona fide business purpose for official travel.

Question(s): This statement alone and elimination of the above seems to satisfy.

Section: Spouse or Other Dependent Expenses

In situations of overnight travel, individuals are expected to share a room only with members of the same gender (family members excluded).

Question(s): I would just eliminate this. What is your rationale? There is no combination of people who cannot have a romantic relationship or feel uncomfortable about another person’s motives. Marriage between any two people is legal in the state. This seems to create more problems than it solves. Alternatively, a statement that clarifies that this is a voluntary action. “Employees may share a room with another employee if they both wish to do so. In no case is an employee required to share a room.”

Section: Charter Services and College Bus/Van Travel

Upon prior supervisor approval, a group sponsor may request a Charter or College Bus service if there are 20 or more travelers.

Question(s): When it is the most cost effective option OR college vehicles are not available OR approved by AD or Dean or VP.

Section: Charter Services and College Bus/Van Travel

The group sponsor must travel in the chartered bus or an accompanying College vehicle. If multiple vehicles are used, they must remain in sight of each other. The sponsor is responsible for the actions of the group throughout the trip. The maximum hours an individual may drive a College van or bus is:

Question(s): I can't believe that any insurance company or our own campus safety department would agree that this is safe. Caravanning is perhaps the most dangerous method of travel. Have you ever run a red light to keep up with someone you are following? Not only should we not require this, we should require that they NOT do it. There will be multiple phones in each vehicle if questions arise. This was probably written before cell phones were available.

<http://www.brotherhoodmutual.com/index.cfm/resources/ministry-safety/article/avoid-caravanning/>

Section: Charter Services and College Bus/Van Travel

- no more than 10 hours following eight consecutive hours off duty; or
- for any period after having been on duty 15 hours (of which no more than 10 hours can be driving time) following eight consecutive hours off duty.

Question(s): this does not match the 300-mile rule above. Are students not permitted to drive college vans?

Employee 5 Questions/Comments:

Thanks for updating the policy.

What about adding in it that when attending conference or training, if the conference offers meals, you are expected to partake in what is offered and not to spend any extra unless you plan to pay for it? Enough conferences now offer choices for those that have food allergies that everyone should be able to eat offered meals.