2300 -- Travel

It is understood that College/Foundation business may require employees to travel. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes consideration of personal advantage. Employees must exercise good judgment and conduct in all aspects of travel in a cost-efficient manner.

General Travel Procedures and Guidelines

Travel Authorization

All College/Foundation travel must be pre-approved by the appropriate supervisor. Although local and in-state travel occurs more frequently than out-of-state travel, supervisors should still assure that such travel is necessary and approved.

Travel Advance

Pre-Travel

Travel advances are only issued to employees responsible for the expenses of student groups and must be returned (within 30 days) to the Business Office.

The Business Office only issues travel advances to employees responsible for the expenses of student groups. The trip sponsor shall submit a *Travel Request Form* at least two weeks in advance and upon supervisor approval, the Accounts Payable Clerk shall prepare a check.

Post-Travel

The responsible employee will turn in all itemized receipts, remaining cash, a requisition, and the *Travel Reimbursement Form* to the Business Office within 5 working days after returning from the trip.

- Receipts must be itemized
- Receipts must list names of all students and the sponsor (or attach list)
- Any unused cash must be returned with this form

Non-Exempt Employee Compensation While Traveling

Non-exempt (hourly) employees are eligible for compensation for time spent traveling on College business as outlined in the Payroll procedure.

General College and Private Vehicle Use Guidelines

All College/Foundation travel will utilize College vehicles unless unavailable or impractical as determined by the immediate supervisor. Alternative transportation will be requested according to travel procedure. The priority for use of College vehicles is: college sponsored group activities; required travel by small groups or individuals; authorized travel where transportation is not available.

Authorization to Drive Vehicles on College/Foundation Business

All employees and students that wish to drive a College vehicle or their own vehicle on College/Foundation business must submit a *Background Authorization Form* to Human Resources for a Motor Vehicle Record (MVR) review. The MVR and insurance review may disqualify the person from operating a vehicle for College/Foundation business and may jeopardize his/her employment if it is dependent on vehicle operation. The authorization can take between three to seven business days or more depending upon several factors. New drivers should plan accordingly.

MVR reports will be run according to the following schedule:

- Initial pre-employment MVR
- If the MVR indicates that the individual has excessive violations, and the decision has been made to hire the individual, the individual will be restricted from driving for college business until the number/type of violations have cleared.
- Violations of the law may result in cancelation of driving authorization as determined by the Dean of Administration or his/her designee.

Commercial Driver License

A commercial driver license (CDL) with passenger and air brake endorsements is necessary when operating a commercial motor vehicle that meets the following requirements.

- A GVWR of 26,001 pounds or more.
  - A gross combination weight rating of 26,001 or more pounds, if the trailer(s) has a GVWR of 10,001 or more pounds.
  - Designed to transport 16 or more passengers, including the driver.

If an employee will operate any vehicles meeting these criteria as part of their employment, they must contact the Coordinator of Facility Management to coordinate the appropriate training, physical exam, obtain proper licensing and schedule drug and alcohol testing (for CDL operators only). The Facility Management Office maintains the list of CDL drivers and medical requirements for the College.

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/Foundation business. See Item II.A. Authorization to Drive Vehicles on College/Foundation Business.

College or Personal Vehicle

As a general rule, travelers are encouraged to use available College vehicles when traveling locally and in-state.

College Vehicles

College vehicles may be used for the purpose stated on the travel request and may not be used for personal business.

Authorization

A *Travel Request Form* must be approved in advance for each trip or related series of trips. College/Foundation travel that is a normal part of the assignment and that can be identified in advance may be approved at least annually on one vehicle request. Vehicle requests will be made at least twenty-four (24) hours in advance, except in emergency situations. Once approved and scheduled, College vehicles may be picked up at the scheduled departure time.

College Vehicle Guidelines

1. Accidents or Vehicle Problems: Employees using College vehicles are responsible for proper maintenance. In case of an accident or vehicle problems, follow the checklist provided in the vehicle glove compartment or the key packet.

2. Animals: An animal may not ride in College vehicles, except for a service animal supporting an individual with a disability. See also Procedure 2220 - Animals in College Facilities and in College Vehicles.

3. Cancelations: Travelers are responsible for notifying Facility Management or Ft. Riley/Ft. Leavenworth administrator of any cancelation.

4. Cell phones: Use of cell phones or texting while driving is not allowed. Drivers should pull over to a safe location to retrieve messages and return calls.

5. Driver Requirements: Employees who drive a vehicle on College business must be at least 18 years of age. They must possess a valid driver's license with the appropriate classification, and complete the MVR review process.

6. Driver Impairment: No employee is permitted to operate a College vehicle (or personal vehicle for College business) when any physical or mental impairment causes the employee to be unable to operate a vehicle safely or legally.

7. Seatbelts: The use of seatbelts is required.

8. Tobacco Products: Smoking and the use of other tobacco products is prohibited.

   See also Policy 1210 – Tobacco Use.

9. Unavoidable Delays: Should unavoidable delays be encountered during a trip that prohibits returning the vehicle on time, contact Campus Safety at 620-792-9217.

10. Vehicle Pick Up: Assigned vehicles will be picked up at the designated time at the fleet parking lot, behind the Technical Building or Ft. Riley/Ft. Leavenworth location. Retrieve vehicle keys and credit cards from Facility Management or Ft. Riley/Ft. Leavenworth administrator.

11. Vehicle Return: Users will remove trash before returning the vehicle, lock it, and turn in the keys, fuel receipts, and credit cards to Facility Management or Ft. Riley/Ft. Leavenworth administrator.

    Assigned vehicles will be picked up and returned by the designated time to the fleet parking lot, behind the Technical Building or Ft. Riley/Ft. Leavenworth location, with at least ¼ tank of fuel.

    Failure to return the College vehicle at the designated time may result in charges to the driver's program or department for costs incurred by the next scheduled user, e.g., mileage, car rental.

Use of Personal Vehicles

The immediate supervisor shall determine when travel by personal vehicle is in the best interests of the College/Foundation. Drivers must receive prior authorization to drive their personal vehicle on College/Foundation business. See Item II.A. Authorization to Drive Vehicles on College/Foundation Business.

When driving a personal vehicle on College/Foundation business, automobile insurance and a valid driver's license are the responsibility of the employee or owner. Approved employees using personal vehicles for College/Foundation business will utilize their personal insurance as primary coverage. The College/Foundation does not carry insurance to protect employees from liability or claims arising from the use of a personal vehicle for College/Foundation business. The College/Foundation also does not carry insurance to cover theft of or physical damage to a personal vehicle used on College/Foundation business.

Cost Reimbursement

Travel costs are the expenses for transportation, lodging, meals, and related items incurred by employees who are in travel status on official business of the institution.

These procedures are intended as a guide to reimburse individuals for College/Foundation-related travel expenses. The responsibility to observe the guidelines rests both with the traveler and the supervisor who certifies conformance to these guidelines by approving the expenditure(s). Reimbursement should be authorized only for expenses that conform to College policy and are allowable, reasonable, and allocable.

Employees requesting travel-related reimbursement shall complete the *Travel Reimbursement Form* and submit the form, receipts, and requisition to the Business Office.

Allowable Travel Cost Reimbursement

The College/Foundation provides equitable reimbursement of reasonable and necessary expenses incurred while on official Barton County Community College business in accordance with this procedure.

Acceptable Substantiation

An itemized receipt or substitute documentation must support each purchase. Monthly credit card statements alone are not acceptable as backup documentation. The College/Foundation accepts the following documentation; in order of preference:

- An original receipt or invoice from the vendor including:
  - Vendor name
  - Transaction amount
  - Date
  - Itemized description of the item(s) purchased
- For meals, include the names of individuals at the meal and the business purpose or reason for the meal
- Copies or facsimiles or the original receipt or invoice

The College/Foundation reserves the right to reject expenses not documented by a receipt.

Meal Reimbursement

Meals will only be reimbursed by the College/Foundation if:

The employee is traveling away from home on college business, and the period away from home requires an overnight stay.

OR

The employee incurs the meal expense during the active conduct of business with someone other than College employees, and there is a clear business reason for incurring the expense. Itemized receipts should include a description of the business purposes and guest names/titles of guests.

The following items are not reimbursable:

Alcoholic beverages
Beverages, snack items, and desserts not purchased with or as a meal.
Program or department meals associated with a staff meeting
Tips in excess of 20%

Grant-funded Employees

Grant-funded employees requesting travel-related meal reimbursement shall complete the *Travel Reimbursement Form* and submit the form, itemized receipts, and a requisition to the Business Office. Copies of the documents must also be maintained in the grant files.

Personal Vehicle Cost Reimbursement

Mileage is not reimbursable if a College credit card is used to purchase fuel for the personal vehicle.

Associate Faculty

In some cases, Associate Faculty may be reimbursed for mileage that is in excess of 20 miles from their place of non-college work or home. (Whichever is the point of embarkation to the primary teaching site, as determined by the immediate supervisor.) The supervisor shall determine the reimbursable mileage during hiring or assignment and note the amount on the employment agreement. The Supervisor must ensure the Associate Faculty member has an approved MVR on file prior to reimbursement. Associate Faculty shall submit reimbursement forms within two weeks of the last class session.

Other Employees

Employees who are authorized to utilize personal vehicles for approved travel will be reimbursed for mileage when the required travel is from their primary work site to another location(s). The mileage rate for approved College/Foundation travel using personal vehicles is .41 cents per mile using the most direct route. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs.

Grant-funded Employees

Grant-funded employees requesting mileage reimbursement shall complete the *Travel Reimbursement Form* and submit the form, itemized receipts, and a requisition to the Business Office. Copies of the documents must also be maintained in the grant files.

Other Travel and Expense Reimbursement

Other approved travel and expenses may be reimbursed at actual cost upon proper submission of a *Travel Reimbursement Form*, itemized receipts, and a requisition to the Business Office within 5 days of returning from the trip.

Other Reimbursable Costs

1. Air and rail transportation: Transportation via common carrier shall be at the rate of the actual cost of economy fares and supported by appropriate receipts. A valid receipt must show the transportation provider's name, the date(s) of service, the total cost of service plus taxes and fees, the date, amount, and method of payment. These fares may be charged directly to the College by submitting a requisition. If expenses exceed the budget allocations, the Dean of Administration or the appropriate administrator shall pro-rate the allocation according to the best interests of the College.

2. Auto rental: Auto rentals are permissible with prior supervisor approval and must be justified by economic or business purposes. A valid receipt must

show the rental car agency name, specific dates of service, itemized unit costs, any additional charges (e.g., airport concession fees, taxes), and the total amount paid.

College insurance programs are in place to protect members of the Board, employees, and students of the College while conducting College/Foundation business or participating in College/Foundation activities. The protection afforded by these programs extends to exposures arising from authorized and approved travel. Therefore, the traveler should decline insurance coverage provided by the rental agency.

3. Baggage fees: Checked baggage fees to and from the flight destination are reimbursable expenses; excess baggage or lost baggage fees are not reimbursable expenses.

4. Fuel: The College issues fuel credit cards with all fleet vehicles. Travelers using a personal vehicle on College/Foundation business are eligible to receive a mileage reimbursement upon the submission of a Travel Reimbursement Form, itemized receipts, and a requisition submitted to the Business office.

5. Lodging: Lodging costs when attending a conference, convention or other formal meeting and staying at a designated hotel or a lower priced hotel within proximity are reimbursable. A valid receipt must show the lodging facility name, specific dates of lodging, the unit price, any additional charges (e.g. hotel taxes, city taxes), and the total amount paid.

6. Registration and conference fees: Registration fees for a meeting or conference at which attendance has been approved should be billed directly to a departmental or sponsored project source of funds through the College's payment system.

7. Taxi: Taxi, shuttle, or limousine (when traveling with large groups) costs are permissible for transportation between the hotel and airport or hotel and conference site. Include receipts with reimbursement documentation.

8. Telephone and other communication charges: The College will pay charges for local and long-distance calls made outside a College office for the purpose of conducting business. The Internal Revenue Service requires documentation of the business purpose for all reimbursed phone calls.

   Long distance calls to the College should be made using the toll free numbers:

   - Fort Leavenworth Campus 1-855-509-3374
   - Fort Riley Campus 1-877-620-6606
   - Great Bend Campus 1-800-748-7594

   Business related telephone calls, faxes, or internet connections required during travel shall be reimbursed only on the basis of an itemized bill showing

the date, amount, and purpose of the call. Personal calls are not reimbursable.

Employees are encouraged to use a College-owned MiFi or hotspot available through the employees department and/or Information Technology. If one is not available, wireless charges may be permissible with prior supervisor approval. Include receipts with reimbursement documentation.

9. Tips: Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts will be reimbursed. Travelers should not tip more than 20% of the bill.

10. Tolls and parking fees: Necessary charges for parking and tolls are allowable with a valid receipt.

11. Other: Consult supervisor regarding specific costs not listed here.

Non-Reimbursable Travel Costs

Expenses submitted for reimbursement should be reasonable, necessary, and business-related. The following list of non-allowable expenses is not intended to be all-inclusive:

- Airfares, first class
- Airline or other trip insurance (including automobile rental)
- Airline upgrades
- Alcoholic beverages
- Books, magazines, newspapers for personal use
- Childcare
- Credit card delinquency charges
- Damages or expenses incurred beyond the cost of lodging.
- Expenses not related to College business
- Mini bar purchases
- Personal entertainment and other personal expenses
- Repairs to personal vehicles used for College travel
- Room Service
- Theft, loss, or damage to any personal effects or luggage
- Tobacco products
- Traffic and parking fines

Spouse or Other Dependent Expenses

Costs for travel, lodging, meal, or other travel expenses for spouses or other dependents are not reimbursable but are the personal responsibility of the employee traveler.

In order to protect its tax-exempt status, the College cannot reimburse travelers for any expenses associated with people accompanying travelers who do not meet both of the following conditions listed below:

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

and

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

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

See also, Procedure 2476 – Presence of Children, Other Family Members, or Friends in the Workplace.

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.

A charter or College bus request must include an itinerary, including a list of travelers and prior lodging arrangements (private room) for the driver.

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:

- 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.

Travel Exemptions:
The President or appointed designee has the ability to grant travel exceptions that adhere to Federal compliance detailed in § *200.474 Travel cost- (Federal Register, Vol.78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations.)* Due reasoning is necessary for this to occur and this is only granted on an exclusionary basis.

Contact(s):

Coordinator of Facility Management, Dean of Administration

Related Form(s)

- *Background & Driver Authorization Form*
- *Travel Reimbursement Form*
- *Travel Request Form*

References

§ 200.474 Travel costs. *(Federal Register, Vol. 78, No. 248/Thursday. December 26, 2013/Rules and Regulations).*

Barton Procedure 2476 – Presence of Children, Other Family Members or Friends in the Workplace
Barton Procedure 2220 - Animals in College Facilities and in College Vehicles

Relevant Policy or Procedure(s): 1300 – Travel Procedure

Approved by: President

Date: 1/14/08

Revision(s): 7/1/08; 9/15/08; 2/23/09; 7/1/10; minor revision 10/24/13; 6/1/15