2300 – Travel

The College provides released time and resources for employee and student travel that benefits the College and the individual. Safety and security are the College's paramount concerns with regard to college affiliated travel. By participating in college affiliated travel, individuals assume responsibility for taking appropriate and reasonable actions which provide for their own safety and the safety of their fellow travelers. Individuals who travel on behalf of the College are expected to behave according to the same code of conduct that they would observe in the workplace. In situations of overnight travel, individuals are expected to share a room only with members of the same gender (family members excluded). Individuals are responsible for any damages or expenses (phone calls, room service etc.) incurred beyond the cost of lodging. All College funded travel requires prior approval by the immediate supervisor. Vehicles will be used only for the purpose stated on the travel request and may not be used for personal business.

Students may only drive a college vehicle when traveling with an approved college employee; may not drive distances in excess of 300 miles one way; and must be 18 years of age to drive a college vehicle. Student employees may drive a college vehicle independently, subject to procedures incorporated in the job description.

All College travel will utilize College vehicles unless unavailable or impractical as determined by the immediate supervisor. Alternative transportation will be requested according to 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.

Approved travel expenses for authorized employees and students will be reimbursed as per College procedures. Non-exempt (hourly) employees are eligible for compensation for the time he/she spends traveling on College business as outlined in the Payroll procedure.

A. Travel Authorization

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

B. Authorization to Drive Vehicles on College Business

All employees and students that wish to drive a College vehicle or their own vehicle on College business must submit a Driver's License Information Form (found on Barton's web site) to Human Resources for a MVR review. The MVR and insurance review may disqualify the person from operating a vehicle for College business and may jeopardize his/her employment if it is dependent on vehicle operation.

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 cancellation of driving authorization as determined by the Dean of Administration or his/her designee.

C. Use of Personal Vehicles

The immediate supervisor shall determine when travel by personal vehicle is in the best interests of the College. Approved employees using their own vehicles for College business will utilize their personal insurance as primary coverage.

D. Travel Costs/Reimbursement

Employees who are authorized to utilize their own vehicles for approved travel will be reimbursed for mileage when the required travel is from their primary work site to another location(s). In addition, 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 reimbursable mileage will be determined during hiring or assignment, and will be noted on the employment agreement.

E. Meal Reimbursement

Meals will only be reimbursed by the College if:

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

OR

The meal expense is incurred during the active conduct of business with someone other than college employees and there is a clear business reason for incurring the expense. Receipts must be itemized and the guests' name(s) written on them along with the purpose of the meeting.

The following items are not reimbursable:

Beverages, snack items, and desserts not purchased with or as a meal.
Tips in excess of 20%
Alcoholic beverages, tobacco products, personal items

F. Travel Costs/Reimbursement

Mileage for approved College travel using personal vehicles shall be reimbursed at the rate of .41 cents per mile using the most direct route. Faculty shall submit reimbursement forms within 2 weeks of the last class session.

Other approved travel and expenses may be reimbursed at actual cost upon proper submission of request forms, expense vouchers, and receipts to the Business Office within 3 business days of the travel (alcohol, cigarettes, and personal items are not reimbursable). Transportation via common carrier shall be at the rate of the actual cost of fares and supported by appropriate receipts. These fares may be charged directly to the College by submitting a requisition. If expenses exceed the budget allocations, the Dean of Administration and/or the appropriate administrator shall pro-rate the allocation according to the best interests of the College.

Travel advances will only be issued to employees responsible for the expenses of student groups and must be returned (within 30 days) to the Business Office. The responsible employee will turn in all receipts and the travel expense form to the Business Office within 3 working days of the trip.

G. Charter Services and College Bus/Van Travel

Charter/Bus service may be requested if:

- the number of people traveling equals 20 or more.

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 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 than10 hours following 8 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 8 consecutive hours off duty.

H. Vehicle Regulations

College vehicles must be requested at least 24 hours in advance. Requestors are responsible to notify Facility Management or Ft. Riley/Ft. Leavenworth administrator of any cancellation. 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.

If an employee fails to return the vehicle within the time frame stated on his/her travel request, and his/her failure to return the vehicle causes another employee to take his/her personal vehicle or rent a vehicle, the department that failed to return

the vehicle is responsible for the costs incurred and will reimburse the other department/employee (mileage, vehicle rental).

Users will remove trash before returning the vehicle and turn in the keys, fuel receipts, and credit cards to Facility Management or Ft. Riley/Ft. Leavenworth administrator. Tobacco use and the transportation of pets are prohibited in all College vehicles.

In case of an accident or vehicle problems, follow the checklist provided in the vehicle glove compartment.

(Based on policy 1300; revised and approved by President on 7/1/10)

Minor revision on 10/24/13