

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provides operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. It is created in Word and is in Read-only@ format. The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

TRAVEL EXPENSE REIMBURSEMENT POLICY

Policy 6.12
BOT 6-21-94
BOT 5-16-95
BOT 3-17-98
BOT 4-15-08

Applies to: All Faculty and Staff

A. General Guidelines

The following rules and regulations will govern all allowable travel expenses and other related expenses incurred by individuals officially representing the College. Allowable expenses consist of the direct expenditures made by travelers in meeting their actual, necessary and reasonable expenses while traveling on official College business. Travelers will be held responsible for unauthorized cost and additional expenses incurred for personal preference or convenience. Exceptions to these reimbursement procedures shall be allowed as long as it is for the benefit of the College and approved in writing by the President or the President's designee prior to travel.

B. Authority to Travel

All employees who are required to travel on behalf of the College must have approval in advance from the appropriate supervisor. Once approved, the traveler will determine the estimated amounts on the Travel Expense Report. The Travel Expense Report must be signed by the appropriate supervisor(s) and then forwarded onto the Business Office. A copy will be sent back to the traveler in order to report actual expenses.

C. Forms

1. Request for reimbursement of travel expenses must be submitted on the College's Travel Expense Report. Travel Expense Reports are required to be submitted with appropriate receipts to the Business Office for reimbursement within 30 days of the last date of travel. The traveler will specify the nature and purpose of the proposed trip as well as the names of Rhodes State College personnel going on the same trip, if applicable. Expenses must be itemized with the appropriate supporting receipts attached. All expenses incurred for one travel must all be reported on the same Travel Expense Report. When appropriate, Travel Expense Reports must be accompanied by a letter of invitation, a printed program, an announcement, an agenda or itinerary or some documentation that will verify the official nature of the proposed trip.
2. For monthly routine travel consisting of mileage only, attach a monthly mileage summary to the travel expense report, which includes the following information: dates, destinations, purpose, mileage per trip, and total mileage for the month.

D. Absence from Regular Duty Form

Prior to each trip, the traveler must furnish the appropriate supervisor(s) with a completed Absence from Regular Duty Form which will be submitted to Human Resources. Forms can be obtained from Human Resources.

E. Advances

No advance payment of personal travel expenses will be issued prior to the travel. Advances are not permitted per the Auditor's Office of State of Ohio.

F. Departure & Return

1. The departure time and date is the exact time the traveler leaves for the destination. It is not the time they were last at work.
2. The return time and date is the exact time the traveler returns from the travel. It is not the time they return back to work.
3. These times should not include any extra time taken for vacation.

G. Registration Fees

1. The College can prepay the registration fee before the date of the conference. This needs to be indicated on the Travel Expense Report by marking the box *to be prepaid by Rhodes State College*. The completed registration form must accompany the Travel Expense Report.
2. Approved registration fees may be paid by the traveler and reimbursed upon return. Claims for reimbursement must be accompanied by adequate documentation, which includes but is not limited to, the printout of an internet confirmation, an itemized receipt, registration form, etc. Documentation must give evidence of the amount paid. Copies of personal credit card or banking statements will not be accepted.
3. Registration payments may be made for actual expenses of meals when such meals are an integral part of the seminar or conference provided it will be in the best interest of the College for the traveler to attend. These meals will be deducted from the per diem amounts.
4. The cost of activities such as golf outings, museum tours, etc will not be paid by the College.

H. Transportation

1. The traveler will indicate which type(s) of transportation will be used on the requested trip. It is possible to use more than one form of transportation on a particular trip in which case each type of transportation with each estimated cost should be provided on the Travel Expense Report. When submitting a Travel Expense Report, the traveler must attach a mileage estimate from Map Quest located at www.mapquest.com or any similar website. The traveler is obligated to select the most cost-effective travel arrangements. Travel may involve one or more of the following types of transportation:
 - a) Personal Automobile
 - 1) Mileage exceeding 100 miles per day requires the usage of a rental car.

Refer to section H.1.c.

- 2) Reimbursement for travel by privately-owned vehicle shall be made to the owner of the vehicle using the IRS standard mileage rate.
- 3) No traveler may be reimbursed for expenses on a mileage basis unless he or she has a valid driver's license and carries personal motor vehicle insurance. Further, College and State regulations require that the seat belts be worn by College travelers while on authorized travel.
- 4) Travelers seeking reimbursement for mileage within the city of Lima or to off-campus locations shall submit their mileage on the travel mileage summary. This summary shall be held by the traveler and submitted for reimbursement at the end of each month by attaching to the Travel Expense Form. All other mileage reimbursements and miscellaneous expenses shall be documented on the Travel Expense Form as they are incurred.
- 5) Mileage is payable to only one person when two or more employees are traveling on the same trip in the same vehicle. The names of all persons traveling together on the same trip must be indicated on the Travel Expense Report.
- 6) Mileage reimbursement for the commute between home and the College is not reimbursable.
- 7) Mileage reimbursement to and from the various airports listed shall not exceed the stated ranges. Mileage reimbursement to the various cities can vary but any deviation must be supported with justification for the variance.

From Rhodes State (Round Trip):

Cincinnati Airport	280 miles
Columbus Airport	196 miles
Dayton Airport	142 miles
Toledo Airport	170 miles

- 8) When round trips of four hundred miles or more is estimated, the traveler must provide a quote for airfare for dates of travel as well as car rental. The lesser of the two costs will be reimbursed. Traveler will not be reimbursed for extra expenses incurred because a car rental is used when airline would have been less expensive. (e.g. extra meals or lodging)

b) Airline

- 1) Airline tickets may be prepaid when booked through the College's designated travel agencies. Contact the Business Office for current contact information.

- 2) Travelers can book flights using the method of their choice (e.g. travel agent, on-line or directly contacting the airline). Travelers shall attempt to obtain the lowest possible fare.
- 3) The traveler is personally liable for any charges assessed for unused travel reservations which are not released within the time limits specified by the carriers. Expenses for unused tickets paid for with College funds shall be reimbursed by the traveler to the College within 30 days.
- 4) Consistent with an Ohio Ethics Commission ruling (for complete text, see: <http://ethics.oh.gov>) travelers may not accumulate frequent flyer miles resulting from business travel. Travelers are expected to take an active role in preventing the posting of frequent flyer mileage. That is, when booking an airline reservation for any trip paid for by the College, travelers must ensure that their frequent flyer account number is not linked to the reservation.

c) Car Rental

- 1) Business travel that exceeds 100 miles per day will require the usage of a rental car.
- 2) Rental cars must be obtained from the company that the College has negotiated with for discounted rates. It is the traveler's responsibility to make the necessary rental car arrangements. Contact the Business Office for current contact information.
- 3) Gas purchased for the rental car will be reimbursed to the traveler in full if reasonable in relation to the mileage traveled. Receipts are required for gas reimbursement.
- 4) If a traveler traveling 100 miles or more per day elects to use his/her personal vehicle, the College will reimburse the traveler the lowest daily rental rate currently being charged to the College for a midsize car rental. No gas cost or mileage reimbursement will be paid.
- 5) Travelers driving their own private vehicles while on College business assume all responsibility for accidents, property damage and public liability.

d) Local Travel

- 1) Local travel includes all of the following but is not limited to parking, taxi, shuttle, tolls and ferry service that are associated with the trip.
- 2) Receipts are required for all local travel expenses.

3) Tips associated with fares are reimbursable up to 15% of fare.

I. Lodging

1. If the authorized trip involves overnight lodging, the actual cost of the lodging will be reimbursed. The College does not pre-pay lodging.
2. The lodging at the actual site of a conference will be reimbursed at the lowest published conference rate.
3. An itemized hotel billing is required for all requests of lodging reimbursements. Personal credit card/checking statements will not be accepted.
 - a) Phone, parking, safe or internet charges will be reported on separate lines of the Travel Expense Report. It is not to be combined with the actual lodging cost.
 - b) Any room service will be reimbursed through the per diem rate.
 - c) Expenses for one personal telephone call per day to the traveler's family at home may be reimbursed if the traveler is on authorized travel for more than one day. These calls must be marked as "BP" (business/personal) on the hotel bill.
 - d) All business calls are reimbursable. These calls must be marked as "B" (business) on the hotel bill.
 - e) Expenses incurred for laundry, dry cleaning and pressing may be reimbursed if the traveler is on a continuous authorized trip in excess of one week without returning home during that time.
 - f) Movies, games or other personal charges are not reimbursable.
 - g) Taxes on lodging are reimbursable as they are not classified as sales tax.
4. Traveler must make his or her own lodging arrangements. Many hotels have a discounted rate for "state" employees. When making reservations, request "state rates". A business card or College ID may be required to be eligible for these discounted rates.
5. No reimbursement will be made for lodging within the traveler's county of residence, in Allen County or within 30 miles of the college.

J. Meal Allowance

1. To the fullest extent possible within these guidelines, the College will reimburse meal expenses directly related to the performance of approved College assignments or activities at sites other than the traveler's primary place of work.

2. The per diem is designed to offset the cost of travel, not to entirely pay for the traveler's meals.
3. Meal reimbursement, including gratuities, for all In-State travel for a full 24 hour day will be the current Standard CONUS meal per diem rate located at www.gsa.gov/mie. Out of State travel will be based upon the medium CONUS meal per diem rate. Contact the Business Office for current rates.
4. When meals are provided at a conference or are included in the registration fee, the meals provided will be deducted at the CONUS rates. For example:

		<u>In - State</u>	<u>Out of State</u>
In FY2008	If breakfast was provided, deduct	\$ 7	\$10
	If lunch was provided, deduct	\$11	\$15
	If dinner was provided, deduct	<u>\$18</u>	<u>\$26</u>
Total daily per diem rate		<u>\$36</u>	<u>\$51</u>

5. If the traveler is on an authorized trip which does not consume the entire day and is therefore not eligible for the full meal allowance, the following will apply:
 - Breakfast If travel begins at 7am or prior to & continues until 9am or after, the CONUS breakfast rate is reimbursable.
 - Lunch If travel begins at 11am or prior to & continues until 1pm or after, the CONUS lunch rate is reimbursable.
 - Dinner If travel begins at 5pm or prior to & continues until 8pm or after, the CONUS dinner rate is reimbursable.
 - Breakfast & Lunch If travel begins at 7am or prior & continues until 1pm or after, the CONUS breakfast & lunch rates are reimbursable.
 - Lunch & Dinner If travel begins at 11am or prior & continues until 8pm or after, the CONUS lunch & dinner rates are reimbursable.
 - Breakfast, Lunch & Dinner If travel begins at 7am or prior & continues until 8pm or after, the full daily CONUS rate is reimbursable.
6. Business Meals constitute an exception to the Meal Allowance. These meals generally include at least one non-College employee. If authorized by the President or appropriate Vice-President, occasional business meals including only College employees may also be reimbursed as a business meal. Documentation must include a list of those that are in attendance, when and where the meeting took place, the purpose or business subject of discussion and the original itemized receipt. Please note that the business purpose of the travel itself is not enough to constitute a business meal. The meal allowance must be reduced appropriately. Gratuities for business meals are reimbursable, but not to exceed 15% of meal cost. Sales Tax is also reimbursable.
7. Limitations: No reimbursement will be made for entertainment, alcoholic beverages or other non-work related affairs.

K. Clinical Travel

1. Clinical Travel is governed by the same guidelines listed.
2. Mileage must be submitted on a monthly basis using the travel mileage summary.

L. Foreign Travel

1. Foreign Travel is governed by the same guidelines listed.

M. Travel Expenses for Employment Candidates

In order to conduct interviews with the most qualified candidates for a position, Rhodes State College may pay a portion of travel expenses incurred by a candidate.

1. Mileage for use of a personal vehicle shall be paid in accordance with Policy.
2. Actual commercial carrier costs will be reimbursed in accordance with Policy.
3. Car rental expenses will be reimbursed in accordance with Policy.
4. Food & lodging will be reimbursed in accordance with Policy.
5. All expenses must be supported by the appropriate receipts.
6. Expenses incurred by an accompanied such as a spouse, are not reimbursable.
7. No payment will be provided to any candidate who lives within 85 miles of the College.
8. Total reimbursement may not exceed \$500.
9. This reimbursement is discretionary. If it is decided to reimburse a candidate's travel expenses, this decision will be made in advance of the occurrence of the travel by the appropriate Dean or Chairperson, Vice President and Director of Human Resources.
10. It is the responsibility of the chairperson of the search committee for the position in question to inform the candidate of the contents of this policy before the candidate incurs any expenses to be reimbursed under this policy.

N. Miscellaneous Travel Expenses

1. Expenses incurred for storage of baggage, telephone calls for official college business, rental of equipment or temporary meeting or office facilities necessary for conducting official College business may be reimbursed.
2. Expenses incurred for special purchases essential for the fulfillment of the travel or work assigned may be reimbursed upon the approval of the appropriate Vice President or their designee(s).
3. Receipts shall be submitted for all miscellaneous expenses.

O. Limitations

1. No reimbursement will be made for lodging within the traveler's county of residence, or in Allen County, or within thirty miles of the College.
2. No allowance for meals, lodging, incidentals, or miscellaneous expenses may be claimed when a traveler voluntarily returns to his/her College office or residence for

nonwork days. Mileage may be claimed for travel to the residence and return to temporary headquarters for nonwork days. The mileage claimed, however, shall not exceed the amount allowable for living expenses had the traveler remained at the temporary headquarters for such non-work days.

3. A faculty or staff member cannot claim reimbursement for mileage, transportation, meals, lodging, incidental or miscellaneous expenses incurred while they are on vacation leave or any leave of absence. Faculty members can claim these reimbursements for attending conferences or meetings during an off-quarter (i.e. summer quarter) for which prior approval had been granted.
4. The President, the appropriate Vice President or their designee(s) may reduce or disallow any claim for reimbursement for lodging, mileage, transportation, meals, incidental or miscellaneous expenses which either exceed or are in violation of the limitations established in this policy.
5. Reimbursement is not authorized for entertainment, gratuities (except as described in paragraph J.6.), alcoholic beverages, etc.
6. No traveler may be reimbursed for expenses on a mileage basis unless they carry motor vehicle liability insurance.

P. Additional Notes

For additional clarification regarding the Travel Expense Reimbursement Policy, contact the Business Office.

The Travel Expense Reimbursement Policy is subject to review every three (3) years.

Any exceptions to this Travel Expense Reimbursement Policy must be approved by the President or the President's designee.