

College Travel, 5:03(a)
Chapter 5: Financial

Procedure:**I. Authority to Travel:**

- a. All employees who are required to travel on behalf of the College must have prior written authorization from the budget manager responsible for the budgetary funds from which the expense is to be paid. The traveler will complete the relevant portions of the Travel Expense Report, with relevant supporting documentation, and send to the budget manager for approval. The approved Travel Expense Report will be sent to the Business Office for review, with a copy (Yellow Copy) of the Travel Expense Report sent by the Business Office to the traveler for completion after travel occurs.
- b. Upon completion of the travel, the completed second copy of the Travel Expense Report must be submitted to the Business Office. The completed report must be approved by the appropriate budget manager should the expenses be over 10% or over \$50 of the preapproved request.
- c. All incomplete Travel Expense Reports requiring additional documentation or explanation/justification of travel expenses after review by the Business Office will be sent to the budget manager for follow-up.
- d. Only substantiated expenses compliant with this policy will be reimbursed.
- e. Violations of the travel policy and procedures may result in revocation of travel privileges and/or further disciplinary actions.

II. Forms: The approved Travel Expense Report with corresponding receipts must be submitted to the Business Office within seven (7) calendar days of the completion of the authorized travel.

- a. The Travel Expense Report must reflect all actual expenses related to the travel, including prepaid expenses, and receipts of all documented expenses must be attached to the Report.
 - i. Where the traveler incurs and claims expense for which there is a lost or missing receipt, the traveler must include an itemized listing of those expenses, with an explanation of facts surrounding the lost or missing receipt. Both the traveler and the budget manager must sign the listing.
 - ii. The business purpose of the trip must be documented with the Travel Expense Report by including a copy of the conference itinerary, the appropriate portion of the conference program, or any other means that clearly describes the business nature of the trip.
- b. A completed Travel Expense Report must be submitted even if all expenses have been paid by the College and even if no personal reimbursement to the traveler is requested.

- c. For monthly routine travel consisting of mileage only, a monthly mileage spreadsheet (H:\Business Office Forms\Mileage Spreadsheet) must be attached to the completed Travel Expense Report. The spreadsheet must include the following information: dates, destinations, purpose, mileage per trip, and total mileage for the month. Monthly mileage spreadsheets must be submitted monthly.
- III. Travel Headquarters / Primary Work Location:**
- a. The headquarters for any employee is the office address of his/her primary work assignment.
 - b. The headquarters of an employee whose primary work assignment involves regularly scheduled and recurring travel shall be the place from which the employee can be dispatched most effectively in carrying out assigned duties.
- IV. Advances:** Advance payment of personal travel expenses are not permitted per the Ohio Auditor of State.
- V. Departure & Return:** Estimated departure and return times must be updated with exact time incurred for travel when completing the final Expense Report to be submitted for approval. These times should not include reimbursement for any extra time taken for vacation.
- VI. Registration Fees:**
- a. The College may prepay the registration fee prior to the date of the conference. Such request must be indicated on the Travel Expense Report by marking the box “ to be prepaid by Rhodes State College” and filling in the necessary payment information. The completed registration form must accompany the Travel Expense Report.
 - b. Approved registration fees may be paid by the traveler and reimbursed upon return. Claims for reimbursement must be accompanied by appropriate documentation, including evidence of the amount paid. Copies of personal credit card or banking statements will not be accepted.
 - c. Registration payments may be made for actual expenses of meals when such meals are an integral part of the seminar or conference and 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.
 - d. Travelers should take advantage of “early bird” registration savings when possible.
- VII. Transportation:** The traveler will indicate which type(s) of transportation will be used on the requested trip; in the case of more than one form of transportation on a particular trip, each type of transportation should be identified on the Travel Expense Report. The traveler is obligated to select the most cost-effective travel arrangements, giving consideration to constraints on time, value of employee time, elimination of overnight lodging, and cost of meals. When traveling by automobile, the traveler must attach a mileage estimate from MapQuest or similar website. Travel may involve one or more of the following types of transportation:

- a. Personal Automobile: Reimbursement for travel by privately-owned vehicle shall be made to the owner of the vehicle using the IRS standard mileage rate.
(H:\Business Office Forms\Current Per Diem Mileage Rates Travel Agent)
 - i. No traveler will be reimbursed for mileage expenses unless he or she has a valid driver's license and carries personal motor vehicle insurance complying with Section 4509.51 of the Ohio Revised Code.
 - ii.
 - iii. College and State regulations require that seat belts be worn by College travelers while on authorized travel.
 - iv. 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 in the same vehicle, as well as the employing department of each person, must be indicated on the Travel Expense Report.
 - v. Mileage costs for the commute between an employee's residence and the College is not reimbursable.
 - vi. Mileage reimbursement to and from the various airports listed shall not exceed the stated ranges; any deviation to various cities must be supported with justification for the variance:

From Rhodes State	Round Trip Mileage
Cincinnati Airport	280 miles
Columbus Airport	196 miles
Dayton Airport	142 miles
Toledo Airport	170 miles

- vii. When round trips of four hundred miles or more are estimated, the traveler must provide a quote for airfare for dates of travel, as well as car rental with the lesser of the two costs being reimbursed.
- b. Airline: Airline tickets shall be booked by the traveler using the most cost effective means possible.
 - i. Travelers should consider promotional rates, single-stop or change-of-place service, and time of day/day of week services that may offer substantially lower fares.
- c. Payment or reimbursement is authorized at the basic, least expensive, unrestricted accommodations class rate available. Airline reservations shall be made as early as possible to take advantage of potential discounted rates. In the case of flight cancellations, all credits received shall be tracked by the traveler in order to utilize the credit on a future travel; it is encouraged that non-refundable tickets be purchased rather than purchasing the much more expensive refundable airline tickets. Airline expenses must be listed on the Travel Expense Report and be accompanied by original receipts.
- d. Other Aircraft:

- i. Under no circumstances is an employee to:
 - a) Fly personally owned aircraft on College business
 - b) Fly with anyone who is not an approved charter operator
 - c) Arrange a charter flight with anyone who is not an approved charter operator
 - d) Authorize anyone to fly their own aircraft or charter an aircraft on College business
 - ii. In the event a private charter is necessary, approval to hire a charter must be obtained from the College's President.
 - iii. Expenses must be listed on the Travel Expense Report and be accompanied by original receipts.
 - iv. The traveler will be liable for any charges assessed for unused travel reservations 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.
 - v. Consistent with Ohio Ethics Commission Advisory Opinion No. 91-010 (<http://www.ethics.ohio.gov/advice/opinions/91-010.pdf>) travelers may not accumulate frequent flyer miles resulting from business travel. Travelers must ensure that personal frequent flyer account numbers are not linked to the reservation.
- e. Car Rental: Rental cars must be obtained using the most cost effective means possible. The traveler shall be responsible to make the necessary rental car arrangements.
 - f. If more than one traveler is traveling in the same rental car, each additional traveler's name shall be added at time of rental.
 - g. While on overnight travel status, travelers should consider rental vehicles when they are estimated to be less expensive than any necessary taxi/shuttle fees.
 - h. Gas purchased for the rental car will be reimbursed to the traveler in full; original receipts must be attached to the Travel Expense Report for gas reimbursement.
 - i. When renting a vehicle, decline the insurance, since the College already has insurance coverage that includes rental vehicles.
 - j. Other Transportation Expenses: Reimbursement for ferry, bridge, highway, and tunnel tolls; parking charges; and taxi fares may be claimed.
 - k. Tips associated with taxi fares are reimbursable up to 15% of fare.
 - l. For trips involving air travel best efforts should be made to park utilizing the least expensive airport rate.

VIII. Lodging:

- a. If the authorized trip involves overnight lodging, the arrangements for lodging shall be booked by the traveler.
- b. An itemized, original hotel receipt is required for all approved lodging.
- c. Parking, safe or internet charges shall be reported on separate lines of the Travel Expense Report and not combined with the actual lodging cost.

- d. Any room service will be approved through the applicable standard meal allowance.
- e. Expenses incurred for laundry, dry cleaning and pressing may be authorized 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 authorized.
- g. Taxes on lodging are authorized as they are not classified as sales tax.
- h. No authorization will be made for lodging within the traveler's county of residence, in Allen County or within 60 miles of the College.

IX. Meal Allowance:

- a. To the fullest extent possible within these guidelines, and consistent with IRS regulations, the College will authorize meal expenses directly related to the performance of approved College assignments at sites other than the traveler's primary place of work. IRS regulations prohibit employees from being reimbursed for meal expenses unless traveling on overnight status.
- b. Reimbursement is permitted when the employee is engaged in legitimate business activities with nonemployees of the College; appropriate documentation and original receipts, including business purpose, persons in attendance, amount, and date are required.
- c. For both the departure and return dates from a business trip, allowable reimbursement rates are based in accordance with IRS Publication 463. Please reference the Travel Report Guidelines (H:\Business Office Forms\Travel Expense Report Guidelines.doc) for applicable standard meal allowance amounts (rates include gratuities, not to exceed 15%, and tax). Itemized receipts are required.
- d. For both the departure and return dates (partial day travel) from a business trip, travelers may claim $\frac{3}{4}$ of the standard daily meal allowance.
- e. When traveling to a "high cost area," please reference the Travel Report Guidelines (H:\Business Office Forms\Travel Expense Report Guidelines.doc) for standard meal allowance amounts.
 - i. The "high cost areas" included in this policy are, for example: Atlanta, GA; Atlantic City, NJ; Baltimore, MD; Boston, MA; Chicago, IL; Denver, CO; Dallas, TX; Detroit, MI; Houston, TX; Indianapolis, IN; Las Vegas, NV; Los Angeles, CA; Nashville, TN; New Orleans, LA; New York City, NY; Newark, NJ; Newport, RI; Orlando and Tampa FL; Philadelphia and Pittsburgh, PA; Phoenix, AZ; Providence, RI; Salt Lake City, UT; San Diego and San Francisco, CA; Seattle, WA; St. Louis, MO; Washington, DC; and all destinations outside the continental United States.
- f. When traveling to an international location as defined by the U.S. Department of State, travelers are to use the meals per diem rates provided by the Department of State (daily rates can be found at http://aoprals.state.gov/web920/per_diem.asp). These rates differ by countries

and cities and are updated monthly. The "M & IE Rate" is to be used. If it is necessary to break daily rates down by individual meals due to partial visits to a particular city/country, the percentages to be allocated to each meal are: breakfast - 20%, lunch - 30%, and dinner - 50%. Unless the traveler is within the actual city limits of a particular city, the traveler must use the per diem rate listed as "Other," regardless of proximity to a particular city.

- g. Expenses incurred for entertainment or alcoholic beverages are considered personal and are not authorized.
- h. In the case of conferences that assess a separate charge for meals or banquets provided during a period of the conference, with the expectations that all conference participants are to attend, these cost will be authorized in lieu of the standard per diem charge. If the meal is offered at an off-site location, the cost will be authorized only if the traveler can demonstrate the business purpose or relationship to the conference consistent with this policy.

X. Local Travel:

- a. Local travel is defined as that travel which does not require overnight lodging.
- b. Mileage reimbursement for local travel will be calculated providing consideration to the employee's normal commuting expense; reimbursable miles shall be calculated as the total miles driven that day for all legs of all trips less the employee's normal commuting miles between home and the employee's primary work location. Mileage to and from the airport as part of an overnight travel is not considered local travel and is not subject to subtracting normal commuting miles when calculating the mileage reimbursement.
- c. An account of local travel (mileage and related expenses, except registration fees) should be recorded on a mileage spreadsheet (H:\Business Office Forms\Mileage Spreadsheet) and submitted for reimbursement for a period of time not to exceed one month. The business purpose for each local trip must be documented on the Travel Expense Report with all appropriate receipts attached.

XI. Foreign Travel:

- a. Foreign Travel is governed by the rules and regulations listed in this policy and procedure.
- b. Travel to countries with a United States Department of State "travel warning" must be approved by the College's President prior to departure.
- c. All federally funded travel must comply with the Federal Travel Regulation, and the U.S. Fly American Act; all foreign travel on grants must be approved in advance.

XII. Miscellaneous Travel Expenses:

- a. Original receipts shall be submitted for all miscellaneous expenses.
- b. Expenses incurred for storage of baggage, rental of equipment or temporary meeting or office facilities necessary for conducting official College business may be authorized.

- c. Expenses incurred for special purchases essential for the fulfillment of the travel or work assigned may be authorized upon the approval of the appropriate cabinet member.
- d. As part of the original travel purpose, the traveler, with budget manager approval, may arrive at the destination the day before or depart the day after a conference, if starting and/or ending times of the conference necessitate such scheduling. When a traveler extends his or her trip in excess of the number of days of a conference by either arriving to the travel destination early or staying later than the end date of the conference in order to conduct additional College business, the traveler must provide a memo or similar documentation with an explanation of the business nature of the extension, other third parties involved, and itemized receipts of additional expenses as allowed by this policy. If available, agendas and/or itineraries may be attached.

XIII. Limitations:

- a. Authorization for mileage, transportation, meals, lodging, incidental or miscellaneous expenses incurred while travelers are on vacation, leave or any leave of absence are prohibited. Faculty members may request approval to attend conferences or meetings during an off-semester (i.e. summer semester).
- b. The President or the appropriate cabinet member may reduce or disallow any authorization or reimbursement for lodging, mileage, transportation, meals, incidental or miscellaneous expenses which either exceed or are in violation of the limitations established in this procedure and the corresponding policy.
- c. Consistent with Ohio Ethics Commission Advisory Opinion No. 2011-07 (<http://ethics.ohio.gov/advice/opinions/2011-07.pdf>), if a non-employee accompanies the employee on official College travel, the College will pay only for the employee's expenses; any expenses incurred because of or by the non-employee are not authorized.

XIV. Travel Expenses for Employment Candidates:

- a. 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.
- b. With the approval of Human Resources, the appropriate cabinet member will inform the candidate of the contents of this policy and procedure before the candidate incurs any expenses to be reimbursed hereunder.
- c. Mileage for use of a personal vehicle, car rental expenses, meals and lodging shall be paid in accordance with policy and procedure.
- d. Actual commercial carrier costs will be reimbursed in accordance with policy and procedure, at the discretion of the President.
- e. All expenses must be supported by the appropriate receipts.

History:

	Date:	Reason:
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This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering 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.