

SECTION VII: TRAVEL

Rule 7-1 TRAVEL

1. Rule
2. Travel Authorization
3. Travel Advance
4. Traveling Away from Home
5. Non-Allowable Travel Expenses
6. Certification and Approval
7. Reimbursement Requirements
8. Payment of Travel Expenses
9. Special Situations
10. Per Diem Rates - Meals and Incidental Expenses

1. RULE

1.1 Scope -This Rule addresses *allowable* travel expenses to College employees and officials. College employees and officials shall follow this Rule when *Traveling Away from Home* and for all other situations included in this Rule.

1.2 Travel Reconciliation – A *Traveler* may be use college funds for travel expenses under this Rule only if the *Traveler* is *Traveling Away from Home*, or meets the criteria in one of the special situations described in §9 of this Rule;

1.2.1 Travel:

- Is on *College Business* - travel charged to the College, regardless of the funding source,
- shall be for the benefit of the College;
- Is only for the time period necessary;
- Is completed using the most economical means available which will satisfactorily accomplish the *College Business*; and
- Is approved by the appropriate College *Approving Authority* as required by §2 of this Rule;

1.2.2 Expenses are reasonable under the circumstances;

1.2.3 *Traveler* submits adequate documentation of the travel expenses to the *Approving Authority*;

and

1.2.5 Policy of the College complies with this Fiscal Rule.

1.3 Traveler’s Responsibilities – A *Traveler* is responsible for controlling expenses at a reasonable level and ensuring that the College receives adequate value for the amounts expended. A *Traveler* shall identify *Expenses Incurred for the Benefit of the College* while *Traveling Away from Home* and shall reconcile only those expenses.

1.4 Approving Authority’s Responsibilities - The *Approving Authority* shall review the anticipated expenses claimed by a *Traveler* prior to travel and approve only those expenses incurred for *College Business*. The *Approving Authority* may require documentation, in addition to the documentation prescribed by this

Fiscal Rule, deemed necessary or advisable by the *Approving Authority* in connection with the review and authorization of expenses.

2 TRAVEL AUTHORIZATION

All travel shall be authorized in accordance with the Rules in this Rule regardless of the sources of funding (including reimbursements by third parties).

2.1 In-State Travel - Prior written or electronic authorization by the appropriate *Approving Authority* for all *In-State Travel* may be required, at the discretion of the College.

2.2 Out-of-State Travel - Prior written or electronic authorization by the appropriate *Approving Authority* shall be required for all *Out-of-State Travel*.

2.3 Foreign Travel - Prior written or electronic authorization by the appropriate *Approving Authority* and Chief Financial Officer shall be required for all *Foreign Travel*.

2.4 Travel at No Cost to the College - Prior authorization by the appropriate *Approving Authority* is required for any *College Business* travel for which reimbursement is made directly to a College employee by a non-College organization.

3. TRAVEL ADVANCE

3.1 Cash Advance – A *Travel Advance* may be requested from the College if the *Traveler* is traveling with a group of students or in other circumstances when approved by the College Controller.

3.2 Amount of Advance -The amount of the advance shall be computed using the applicable per diem rates and other allowable estimated out of pocket amounts.

3.3 Approval -*Travel Advances* requested from the College require prior authorization from the appropriate *Approving Authority*.

3.4 Settlement of Advance – Upon completion of travel, a *Traveler* shall settle his or her *Travel Advance* by following the requirements for timing, content and receipts set forth in §7 of this Rule. The *Traveler* shall reimburse the College within 14 days of the end of the trip to the extent that the amount of a *Travel Advance* received by the *Traveler* pursuant to §3 of this Rule exceeds the actual expenditures for reimbursable items in §4 of this Rule.

4. TRAVELING AWAY FROM HOME

A *Traveler Traveling Away from Home* shall be reimbursed for the items set forth in this section, if all other requirements of §1 of this Rule are met.

4.1 Lodging – The *Traveler* shall submit receipts for *Lodging* as documentation of the expense and shall utilize college funds for the actual cost of *Lodging*, provided the *Traveler* complies with College Travel Policy.

4.2 Meals – Under regulations issued by the Internal Revenue Service, *Travelers* are required to use the method chosen by Fort Lewis College for reimbursement of meals. The College has chosen to use the standard allowance method for meals, rather than the actual cost method. Under the standard meal allowance method, a *Traveler* shall claim the authorized meal per diem rate for each meal the *Traveler* would normally have eaten while *Traveling Away from Home*. If a meal is included in a conference fee or is provided with the cost of *Lodging*, a *Traveler* shall not request reimbursement for the standard meal allowance, unless the meal

is determined to be inadequate by the *Traveler*. Under no circumstances shall a *Traveler* request reimbursement for more than the applicable per diem rate. Receipts for meals are not required. See the Fort Lewis College travel website for reference to the current standard per diem rates for meals.

4.3 Meals for Days *Traveler* Departs and Returns – A *Traveler* may claim 75% of destination city’s per diem rate, including *Incidental Expenses*, for the day of departure; and 75% of the departing city’s per diem rate, including *Incidental Expenses*, on the day of return. If a *traveler*, on a multiday trip, leaves their house prior to 5:00 am and does not arrive to their destination until after 8:00 pm they are entitled to 100% of that city’s per diem. When returning from a multiday trip a *traveler* arriving back home after 8:00 pm is entitled to 100% of the per diem of the departing city.

4.4 Incidental Expenses –Under regulations issued by the Internal Revenue Service, *Travelers* are required to use the method chosen by the College for reimbursement of *Incidental Expenses*. The College has chosen to use the standard allowance method for *Incidental Expenses*, rather than the actual cost method. Under the standard allowance method, a *Traveler* shall include the total *Incidental Expense* per diem rate for each overnight stay and 75% of such rate for partial days. Under no circumstances shall a *Traveler* request reimbursement for more than the applicable per diem rate. Receipts for *Incidental Expenses* are not required.

4.5 Transportation – A *Traveler* shall utilize college funds only for the dollar equivalent of the most cost beneficial method of *Transportation* available to the *Traveler* that satisfactorily accomplishes the College Business. Expenditures shall be limited to the actual cost of commercial *Transportation*. A *Traveler* shall submit receipts for all *Transportation* expenses except as provided in §4.10 of this Rule.

4.6 Rental Vehicles –A *Traveler* may use a College motor pool vehicle or shall be required to use an approved or designated vehicle rental company, as available and in accordance with applicable campus policies. Certain upgrades provided at extra cost by vehicle rental companies, such as satellite radio, GPS units, etc., are not allowable unless necessary for *College Business* or safety reasons and approved by the *Approving Authority*. A *Traveler* shall submit receipts for rental vehicles and fuel expenses as documentation of the actual cost of rental vehicles, provided the *Traveler* complies with all relevant provisions of this Rule.

4.7 Mileage for Personal Vehicles – A *Traveler* shall be allowed mileage reimbursement for each mile actually and necessarily traveled on *College Business* using the *Traveler’s* personal vehicle as provided if no government-furnished or rental automobile is available. A *Traveler* normally shall be reimbursed at the mileage rate as designated by GSA Mileage Reimbursement Rate. Commuting expenses incurred while traveling between a *Traveler’s Residence* and *Traveler’s Regular Work Location* are non-reimbursable personal expenses.

4.8 Airfare - A *Traveler* shall follow applicable travel policies regarding the use of approved or designated airlines and, in accordance with such travel policies, may purchase airline tickets utilizing college funds, including baggage fees if not included in the airfare.

4.9 Tips – A *Traveler* cannot claim tips as a separate item on a *Travel Reconciliation*. Tips paid to porters, baggage carriers, bellhops, hotel maids, and skycaps for airport check-in are included in *Incidental Expenses*. Tips paid in conjunction with meals are included in the standard meal allowance. Tips paid in connection with taxi and shuttle expenses should be included as part of these expenses.

4.10 Other Allowable Travel Expenses - In addition to *Lodging*, meals, and *Transportation*, the actual expenses identified below, incurred as a part of approved travel, are allowable if necessary to complete *College Business*:

4.10.1 Commercial *Transportation* such as taxi and shuttle expenses, including tips. A receipt shall be required for each individual ride in a commercial vehicle costing over \$25;

4.10.2 Camping site fees paid for a commercial camp ground or a state or national park. A receipt shall be required for any fee over \$25;

4.10.3 Parking fees. A receipt shall be required for any single fee over \$25;

4.10.4 Registration fees for conferences or other meetings. A receipt shall be required for all registration fees;

4.10.5 Telephone, fax, internet access, and other similar miscellaneous business expenses paid for *College Business*. A receipt shall be required for any single charge over \$25;

4.10.6 Toll road charges. A receipt shall be required for charges over \$25; and

4.11 Summary of Allowable Travel Expenses

Type of Travel Expense -Receipt Required?

| Type of Travel Expense | Rate | Receipt Required? |
|--|----------------------|---|
| <i>Lodging</i> | Actual | Yes |
| Meals | Per Diem Rate | No |
| <i>Incidental Expenses</i> | Per Diem Rate | No |
| <i>Transportation</i> (other than airfare) | Actual | Yes, if over \$25 |
| Rental Vehicle | Actual | Yes |
| Mileage for Personal Vehicles | Federal Mileage Rate | No – Log or other documentation of actual miles is required. |
| Airfare | Actual | Yes |
| Baggage Fees | Actual | Yes –for one bag only unless prior approval for additional bags |
| Registration | Actual | Yes |
| Other Allowable Expenses | Actual | Yes, if over \$25 |
| Tips included in Per Diem Rate | | No |

5. NON-ALLOWABLE TRAVEL EXPENSES

A *Traveler* shall not be reimbursed for the following expenses:

5.1 Alcoholic beverages;

5.2 Entertainment expenses;

5.3 Personal expenses incurred during travel that are primarily for the benefit of the *Traveler* and not directly related to *College Business*;

5.4 *Political Expenses*;

5.5 The cost of traffic fines and parking tickets;

5.6 Certain insurance coverage - The cost of additional or other types of coverage shall not be reimbursed by the College, including without limitation, expenses paid by a *Traveler* for the following:

- Collision damage waiver or loss damage waiver for rental vehicles;
- Supplemental liability insurance on rental vehicles;
- Value premiums on airline tickets;
- Trip cancellation insurance;
- Additional liability insurance for rental vehicles;
- Personal accident insurance on rental vehicles; and
- Supplemental life insurance for airline or common carrier travel.

6. CERTIFICATION AND APPROVAL

6.1 Certification - Each *Travel Advance* request form or *Travel Reconciliation* shall contain the following certification signed manually or electronically by the *Traveler*: “I certify that the statements in the above schedule are true and just in all respects; that payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed for which reimbursement is claimed was performed by me on *College business* and that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by College fiscal policies; that amounts claimed for meals are limited to the total daily Maximum Meal Reimbursement amount established by travel policy or the amounts actually incurred for meals; and that I actually incurred or paid the expenses of the motor vehicle for which reimbursement is claimed on a mileage basis.”

6.2 Approval – The *Approving Authority* shall endorse the Travel Authorization or *Travel Advance* request manually or by electronic signature. The *Approving Authority* will need to approve the *Travel Reconciliation* only in instances where the *Travel Reconciliation* is larger than the authorized travel amount.

7. REIMBURSEMENT REQUIREMENTS

7.1 Timing - A *Travel Reconciliation* shall be filed within 30 days of completion of travel to allow for proper recording of expenses and to obtain reimbursement for approved travel expenses, unless otherwise provided under this Rule or applicable Travel Rule.

7.2 Content - *Travel Reconciliation* forms may be obtained from the Purchasing website and must include the following information:

7.2.1 Amount – The amount of each separate expenditure incurred while *Traveling Away from Home*, such as the cost of *Transportation* or *Lodging*;

7.2.2 Time – Dates of departure for and return from *Traveling Away from Home* and the number of days spent on *College Business* while *Traveling Away from Home*;

7.2.3 Place – Destinations or locality of travel, described by name of city or town or other similar designation; and

7.2.4 College Purpose – Reason for travel or nature of *College Business* benefit is derived or expected to be derived as a result of the travel.

7.3 Receipts:

7.3.1 Receipts Required -Receipts are required for all expenses over \$25, except for meals, *Incidental Expenses*, mileage for personal vehicles, and tips, which do not require receipts regardless of dollar amount. Receipts are required for *Lodging*, rental vehicles, airfare and registration, regardless of the amount. See §4.11 of this Rule. Receipts shall be detailed vendor receipts. Non-specific charge card transaction slips shall not be accepted as proper documentation.

7.3.2 Receipts Waived – The College Controller may waive the requirement for a receipt in extenuating circumstances, upon receipt of a written certification from the *Traveler*, certifying that the cost was incurred and providing the reason why a receipt was not obtained or available. Further, the College Controller may establish alternative documentation requirements for recurring travel to certain locations, e.g. *Foreign Travel*, or for group travel, where compliance with the receipt requirement is determined to be impractical by the designated Approval Authority, with concurrence from the College Controller.

7.4 Application to Travel Advances – The requirements with respect to timing, content and receipts set forth in this §7 shall apply to the settlement of *Travel Advances* as provided in §3 of this Rule.

7.5 Compliance – A *Traveler* shall comply with the reimbursement requirements in this §7 regardless of the method of payment used. See §8 of this Rule.

8. PAYMENT OF TRAVEL EXPENSES

The College shall use one or more of the methods set forth in this §8 to pay for travel expenses or reimburse *Travelers*.

8.1 College Credit Cards

Procurement Card – The Procurement Card shall be used to pay for all applicable travel expenses. Utilizing the procurement card for travel is the preferred method of payment for all College business related travel.

8.2 Electronic Reimbursement – The College shall pay a *Traveler* for expenses claimed on the *Travel Reconciliation* form or the *Travel Advance* form by direct deposit using Electronic Funds Transfer (EFT). College warrants shall not be used for the payment of travel reimbursement, unless the *Traveler* is not on the payroll of the College. Should a traveler choose to use a personal card in lieu of a p-card for any travel expenses the College will not reimburse the traveler for any in state taxes incurred.

8.3 Travel Advance – See §3 and §7 of this Rule.

9. SPECIAL SITUATIONS

9.1 Travel within a Single Day – If travel is completed wholly within a single day, reimbursement for lunch and incidentals shall not be allowed. If, however, an employee or official leaves home prior to 5:00 a.m. on *College Business* that requires the employee to extend the workday, the *Approving Authority* may allow a meal per diem for breakfast. In addition, if an employee or official remains away from home after 8:00 p.m. on *College Business* that requires the employee to extend the workday, the *Approving Authority* may allow a meal per diem for dinner.

9.2 Travel to a Temporary Work Location - A *Traveler* may be reimbursed for *Transportation* expenses to a *Temporary Work Location* in accordance with these Rules.

9.3 Travel to Conferences, Meetings, Training Sessions, and Other Business-related Activities – A *traveler* may be reimbursed for *Transportation* expenses for these activities in accordance with these Rules.

9.4 Allowances for College Job Applicants - To obtain the best-qualified individual for a given College employment position, it may be necessary to pay interview related travel expenses for job applicants. At the discretion of the designated *Approving Authority*, such travel expenses, including the meal per diem rate established by these Rules, may be reimbursed to the applicant.

9.5 Allowances for Travel Not Solely for College Business - In some instances, the purpose of travel may be partially for *College Business* and partially for personal reasons. In these instances, the *Traveler* shall make a reasonable allocation of the expenses between *College Business* and personal or political purposes and the *Travel Reconciliation* for such expenses shall contain such allocation and sufficient documentation to explain the basis for the allocation. If a College employee obtains lower rates for *Lodging* or *Transportation* because travel is extended for personal or political reasons, these lower rates shall also apply to the *College Business* portion of the travel.

9.6 Allowances for Travel Paid Directly by a Non-College Entity - In limited instances, College officials and employees may be invited to attend a committee meeting, seminar, or conference concerning *College Business* where their travel expenses are paid directly or reimbursed by the sponsor of the meeting, seminar or conference. In such instances the official or employee may accept the invitation if the travel has been approved by the appropriate *Approving Authority* and does not violate other state statutes or constitutional provisions.

9.7 Allowances for Travel with Spouse, Relatives, or Friends - The College shall not reimburse the cost of an employee's spouse or other person(s) accompanying the College employee on a business trip, unless specifically permitted by these Rules.

9.8 Allowances for Travel by the President of the College - In the case of travel by the President, security, protocol, ceremonial functions, and time demands may require considerations not accorded any other College official or employee. If protocol requires that the President's spouse accompany the President, travel expenses incurred by the President's spouse may be paid using College funds. When the President allocates travel *costs* between *College business* and personal or political purposes, the allocation shall take into account all the various factors involved in the travel.

9.10 Airline Travel: Airline travel shall be completed using the most economical means available. The expectation is that economy or coach class will be the norm. However, upgrade to economy plus will be allowed to accommodate special needs. Medical disability must be certified by a written statement from a competent medical authority. Such certificate will be kept on file for all future travel and a copy attached to the *traveler's* reconciliation. In addition, any leg of a flight lasting three hours or longer will also be eligible for an upgrade to economy plus.

10. PER DIEM RATES - MEALS AND INCIDENTAL EXPENSES

The current maximum meal and *Incidental Expense* per diem rates as defined by GSA Per Diem Rates and are updated on their website.