

5.03 Staff Travel

All out of town travel must be approved (according to the employee handbook section 3.4.25) ten (10) working days prior to departure. The employee requesting to travel must complete a Request for Travel Form. Adequate support must be attached to the travel form to document the purpose of travel and estimated cost.

- 1) Once the travel form is approved, a designated individual shall make the necessary plane or hotel reservations and also request any per diem and other costs. Travel arrangements must be made as far in advance as possible to secure the most affordable rates.
- 2) All advance funds must be accounted for in full. Failure to do so may result in any unaccounted for advances being deducted against employee's next paycheck. The employee must complete the attendance portion of the travel form upon return from the trip to account for all the funds that were advanced and expenses incurred within ten business days of return. All supporting receipts must be attached to the expense form. The expense form must be processed based on the instructions on the form. When students are involved, the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Services shall approve the expense form (excluding approved athletic teams).
- 3) Employees required to travel by way of personal automobile for the College must obtain prior written authorization from the appropriate supervisor and Vice President for Finance and Administration. When students are involved, the Vice President for Academic Affairs and the Vice President for Student Affairs and Enrollment Services must approve the expense form. The employee must maintain a daily travel log that shows the beginning and ending odometer reading or provide mileage from computer generated mapping information. At the end of the trip, the employee should complete the personal auto use section of the Travel Expense and Attendance Report. The report must be approved by the appropriate managers as reflected above.

Reimbursement will be based upon actual mileage and approved rates.

- 4) Mileage to and from residence will not be paid by the College.
- 5) Incomplete or incorrect travel vouchers will be returned to the supervisor.

- 6) Checks will be prepared in accordance with the College's check preparation policy (Section 5.06).
- 7) Each employee shall prepare a report summarizing the results of out-of-town travel and attach the report to their expense report. Brochures or literature may be attached in lieu of a summary report.
- 8) Travel forms are required to be approved and processed within 24 hours in order to secure the least possible airfare cost and minimize the time the traveler must wait to get reimbursed.

The Accounts Payable Accountant shall maintain an open employee travel advance file. The file should contain each open travel advance. The Accountant should also maintain a Travel Advance Log to identify employees whose travel advance has been outstanding over 10 business days. The Controller should be notified of any advances outstanding over 10 days. The Controller should take the appropriate action required to clear the advance including contacting the employee and deducting the advance from the employee's next paycheck.