
SUBJECT: TRAVEL POLICY

1.0 POLICY

- 1.1. To provide policy for travel authorization and expense reimbursement for College travel.

2.0 TRAVEL AUTHORIZATION

- 2.1. All College travel must be documented by a properly completed Snow College Travel Authorization and Reimbursement (TAR) form. Part 1 of the TAR form should be completed before the start of the travel. Part 2 of the TAR form shall be completed after the end of the travel.
- 2.2. All travel on College business, whether reimbursed by the College or not, must be approved by the appropriate supervisor. Expenses for unauthorized travel remain the responsibility of the traveler.

3.0 P-CARD USAGE

- 3.1. Travelers are required to use their Snow College P-card on all authorized travel expenses except per diem meals. (Travelers without a P-card may use personal resources to finance travel and seek reimbursement upon returning. The same documentation requirements apply for reimbursement).
- 3.2. Original P-card receipts must be kept with traveler's P-card files. Copies of travel receipts for expenses paid with traveler's P-card must be submitted with the TAR form. By way of a reminder, the following travel related items are unapproved P-card expenditures:
 - 3.2.1. Personal meals (Except for student groups/ teams traveling to college related functions or for payment of group meals associated with official college business. Payment in total should remain within established per diem rates based on the number of participants. For example: 12 participants x \$11.00 lunch = \$132.00 limit. An Optional Support Documentation form is required for all meal purchases).
 - 3.2.2. Alcoholic beverages
 - 3.2.3. Fines, late fees, penalties (including speeding or parking tickets)
 - 3.2.4. Entertainment (Except as authorized by some Federally funded programs)
 - 3.2.5. Cell phones, phone accessories, or cell phone plans.

- 3.2.6. Any non-authorized Merchant Commodity Code purchases.
- 3.2.7. Personal purchases. All purchases must be business-related.
- 3.2.8. Cash advances or cash awards, including honorariums.
- 3.2.9. Fuels, e.g. gasoline and diesel fuel for operating licensed vehicles (except for rental cars).

4.0 TRAVEL REIMBURSEMENTS

- 4.1. Travel reimbursements, part 2 of the TAR form, must be completed within thirty (30) days after the conclusion of travel. For reimbursements submitted after the (30) day deadline, approval of the Vice President for Finance and Administrative Services must be obtained.
- 4.2. Travel reimbursements must be accompanied by original receipts detailing items purchased (credit card receipts showing only a total are not valid original receipts) for all expenses except those for which flat allowance amounts are established (i.e., per diem and mileage).
- 4.3. All travel reimbursements must be accompanied by pertinent conference brochures, agendas, or schedules of meetings. These documents are subject to review of Internal Audit, the State Auditor, and other governmental agencies.
- 4.4. If multiple trips are taken in a month, a log detailing mileage and per diem may be completed and attached to the TAR form. Log must include: a) date of travel, b) total miles driven, c) destination city, and d) reason for travel.
- 4.5. Travelers may opt to claim standard miles between cities in lieu of tracking actual mileage. Distances will be determined by the Department of Purchasing using the latest Standard Highway Mileage Guide.

5.0 TRANSPORTATION

- 5.1. Each traveler is expected to evaluate the cost of travel and select the most economical alternative between College vehicle, personal vehicle, airline, and, if applicable, other means of transportation.
- 5.2. College Vehicle. See the College Motor Pool policies and procedures for information regarding College vehicles.

- 5.3. Travelers using College vehicles will be charged by the mile. Motor Pool rates can be found in the current *Schedule of Allowable Travel Rates*.
- 5.4. Personal Vehicle. Automobile Insurance – The College insurance program does not provide coverage for any personal vehicle, whether or not the personal vehicle is used for College business.
- 5.5. Transportation by personal vehicle will be reimbursed at the approved mileage rate or the applicable in-lieu-of airfare rate, whichever is lower. The approved mileage rate is outlined in the current *Schedule of Allowable Travel Rates*. Reimbursement for use of a personal vehicle will be based on mileage computed from the latest Standard Highway Mileage Guide.
- 5.6. Rental Cars. The College will pay for the most reasonable rental car available. Costs for unauthorized upgrades will remain the responsibility of the traveler.
- 5.7. Plane, Train, or Bus. The College will pay up to coach rate. Reservations are to be made on a timely basis to take advantage of the best fares. Travel agencies operating under state contracts usually offer the best value.
- 5.8. Airline boarding passes must be submitted with the TAR form to verify travel occurred. Receipts received when tickets are purchased must be included with P-card documentation.

6.0 LODGING

- 6.1. Reasonable lodging expenses for single occupancy will be reimbursed with a valid receipt that includes a copy of an itemized listing of all charges. Most hotels will honor the College's tax exempt status when presented with a tax exempt certificate (available from the Purchasing Office prior to travel).
- 6.2. Where travelers elect to lodge at other than commercial motels or hotels, (e.g., with friends or relatives, campers or campgrounds, etc.), the traveler will be reimbursed a set rate per night without a receipt. The set rate mentioned above can be found in the current *Schedule of Allowable Travel Rates*.

7.0 MEALS

- 7.1. Meals will be reimbursed according to the meal per diem rates in the current *Schedule of Allowable Travel Rates*.

- 7.2. Meals complimentary of a hotel, motel, and/or association, or included in the registration for a function, are not reimbursable. However, meals provided on airlines and continental breakfasts will not reduce the meal allowance.
- 7.3. Except as outlined within this section, College P-Cards may NOT be used to purchase meals claimed under establish per diem rates. Per diem is a reimbursable personal expense as outlined in this policy.
- 7.4. P-cards may be used to purchase meals, within accepted per diem rates, under the following circumstances:
 - 7.4.1. For students participating in an officially sanctioned College event such as athletic games or musical concerts requiring travel away from campus;
 - 7.4.2. For student related functions and activities such as recruiting trips;
 - 7.4.3. For employees hosting a business meeting with non-College employees which occurs during normal meal times; though such occurrences should be kept to a minimum.
- 7.5. All meals purchased with a P-card must be supported by actual receipts and an "Optional Support Form" detailing the reason for the expense and all individuals participating in the meal.
- 7.6. Meals provided exclusively to College employees must be approved in advance by the President or Vice President responsible for the employee making the purchase; though such occurrences should be kept to a minimum.
- 7.7. Tips and tax on meals are included in the meal per diem rates.
- 7.8. Alcoholic beverages are not reimbursable.
- 7.9. Meal per diem for Overnight Trips

The Day Travel Begins –Meal per diem the traveler is entitled to is determined by the time of day the traveler leaves campus (or home). The 24-hour period is divided into four quarters for making this determination.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
A.M.	A.M.	P.M.	P.M.
12:01 - 6:00	6:01 - noon	12:01 - 6:00	6:01 - midnight
* B, L, D	* L, D	* D	No Meals

*B = Breakfast; L = Lunch; D = Dinner

Days at the Location –Traveler is entitled to the total meal per diem less meals provided by the conference or event.

The Day Travel Ends –Meal per diem the traveler is entitled to is determined by the time of day the traveler returns to campus (or home). The 24-hour period is divided into four quarters for making the determination.

1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
A.M.	A.M.	P.M.	P.M.
12:01 - 6:00	6:01 - noon	12:01 - 6:00	6:01 - midnight
No Meals	* B	* B, L	* B, L, D

*B = Breakfast; L = Lunch; D = Dinner

7.10. Meal per diem is not available for same day travel.

7.11. Foreign Countries. The traveler may be reimbursed at a reasonable, actual meal cost, with original receipts.

8.0 MISCELLANEOUS EXPENSES

8.1. A traveler may incur necessary miscellaneous expenses while traveling. Receipts must be submitted for these items when the cost is greater than the amount listed on the *Schedule of Allowable Travel Rates*. Miscellaneous expenses can be but are not limited to:

8.1.1. Taxi, bus, and other ground transportation (personal use is not reimbursable).

8.1.2. Parking at airport, lodging, etc.

8.1.3. Telephone calls

8.1.4. Business calls – calls related to College business are reimbursed at the actual cost.

8.1.5. Personal calls – a personal call allowance is available for each night of an overnight trip as outlined in the *Schedule of Allowable Travel Rates*.

8.1.6. Tips are not a reimbursable expense

9.0 SCHEDULE OF ALLOWABLE TRAVEL RATES

9.1. Rates outlined in the College's current *Schedule of Allowable Travel Rates* require periodic updates. Rate changes are not considered a change in policy.

10.0 VIOLATION, ABUSE OR MISUSE

10.1. Any violation, abuse, or misuse of travel funds, policies, or procedures may result in disciplinary action.

Snow College
Schedule of Allowable Travel Rates
As of: August 1, 2009

TRANSPORTATION

A. College Vehicle (A flat minimum fee is no longer charged)

Motor Pool Rates

Automobile \$0.40 per mile

SUV \$0.65 per mile

B. Personal Vehicle Mileage Rate \$0.41 per mile

LODGING – Non-Commercial Set Rate \$20.00 per night
(e.g. Staying overnight with relatives)

MEALS – Per Diem Rate

	In-State	Out-of-State
Breakfast	\$9.00	\$10.00
Lunch	\$11.00	\$14.00
Dinner	\$16.00	\$21.00
Total	\$36.00	\$45.00

MISCELLANEOUS EXPENSES

Misc. Expense Receipt Submission Limit \$5.00 per item. Miscellaneous expenses greater than this amount must be accompanied with a receipt. Tips are not a reimbursable expense.

TELEPHONE

Daily Personal Call Allowance \$5.00 per night

(Not applicable to employees currently receiving a cell phone stipend.)

(All rates set by Administrative Review as appropriate)