

SECTION VII: TRAVEL

Rule 7-1 TRAVEL

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1. RULE

1.1 Scope-This Rule addresses allowable travel expenses. 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:

- x Is on College Business - travel charged to the College regardless of the funding source,
- x shall be for the benefit of the College
- x Is only for the time period necessary;
- x Is completed using the most economical means available which will satisfactorily accomplish the College Business; and
- x 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

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 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 - Prior written or electronic authorization crp-4 (o)1

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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; ss

7.2.1 Amount— The amount of each separate expenditure incurred while Traveling Away from Home such as the cost of TransportationLodging

7.2.2 Time— Dates of departure for and return fromTraveling Away from Homeand the number of days spent on CollegeBusinesswhile 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 CollegePurpose— Reason for travel or nature of CollegeBusiness benefit is derived or expected to be derived as a result of the travel.

7.3 Receipts:

7.3.1 Receipts RequiredReceipts are required for all expenses over \$25, except for meals, rental 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. Specific charge card transaction slips shall not be accepted as proper documentation.

7.3.2 Receipts Waivednd ti()JTJtj 02e C6 (.ol4.6 (i)6.2 (l)-4.6 (e))9.2 (ge)-C3.7 (d)1nt6 (qui)6.8 (f)ol4.6 (i)6.

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 ~~by~~ ^{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 EXPENS ES