

Category:

Division: OPERATIONS

Department: [Click here to enter text.](#)

Policy Title: [TRAVEL – FEDERAL AWARDS](#)

Policy Statement: [Click here to enter text.](#)

College business may require employees to travel. Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes consideration of personal advantage. Employees must exercise good judgment and conduct in all aspects of travel in a cost-efficient manner.

Procedures: [Click here to enter text.](#)

All College travel must be pre-approved by the appropriate supervisor. Out of state travel must be approved by the College President

Non-Exempt Employee Compensation While Traveling

Non-exempt (hourly) employees may be eligible for compensation for time spent traveling on College business. Contact Payroll Office for more information.

General College and Private Vehicle Use Guidelines

All College travel will utilize College vehicles unless unavailable or impractical as determined by the immediate supervisor. Alternative transportation will be requested according to travel procedure. The priority for use of College vehicles is: college sponsored group activities; required travel by small groups or individuals; authorized travel where transportation is not available.

Authorization to Drive Vehicles on College Business

All employees that wish to drive a College vehicle or their own vehicle on College business must submit a [Background GCCC Disclosure and Authorization Form](#) to Human Resources for a Motor Vehicle Record (MVR) review. The MVR and insurance review may disqualify the person from operating a vehicle for College business and may jeopardize his/her employment if it is dependent on vehicle operation. The authorization can take between three to seven business days or more depending upon several factors. New drivers should plan accordingly.

MVR reports will be run according to the [Motor Vehicle Policy](#):

Student Drivers

Normally, GCCC students are not allowed to drive college vehicles. If an exception is made, the student must have successfully completed Defensive Driving course and have a Motor Vehicle Record that meets the requirements of college policy.

Commercial Driver License

A commercial driver license (CDL) with passenger and air brake endorsements is necessary when operating a commercial motor vehicle that meets the following requirements.

- A GVWR of 26,001 pounds or more.
 - A gross combination weight rating of 26,001 or more pounds, if the trailer(s) has a GVWR of 10,001 or more pounds.
 - Designed to transport 16 or more passengers, including the driver.

If an employee will operate any vehicles meeting these criteria as part of their employment, they must contact the Transportation Coordinator to coordinate the appropriate training, physical exam, obtain proper licensing and schedule drug and alcohol testing (for CDL operators only). The Transportation Coordinator maintains the list of CDL drivers and medical requirements for the College.

College Vehicles

College vehicles may be used for the purpose stated on the travel request and may not be used for personal business.

Authorization

A Travel Request Form must be approved in advance for each trip or related series of trips. College travel that is a normal part of the assignment and that can be identified in advance may be approved at least annually on one vehicle request. Vehicle requests will be made at least twenty-four (24) hours in advance, except in emergency situations. Once approved and scheduled, College vehicles may be picked up at the scheduled departure time.

College Vehicle Guidelines

1. Accidents or Vehicle Problems: Employees using College vehicles are responsible for proper maintenance. In case of an accident or vehicle problems, follow the checklist provided in the vehicle glove compartment or the key packet.
2. Animals: An animal may not ride in College vehicles, except for a service animal supporting an individual with a disability.
3. Cancellations: Travelers are responsible for notifying the Transportation Coordinator of any cancellation.
4. Cell phones: Use of cell phones or texting while driving is not allowed. Drivers should pull over to a safe location to retrieve messages and return calls.
5. Driver Requirements: Employees who drive a vehicle on College business must be at least 18 years of age. They must possess a valid driver's license with the appropriate classification, and complete the MVR review process.
6. Driver Impairment: No employee is permitted to operate a College vehicle (or personal vehicle for College business) when any physical or mental impairment causes the employee to be unable to operate a vehicle safely or legally.

7. Seatbelts: The use of seatbelts is required.
8. Tobacco Products: Smoking and the use of other tobacco products is prohibited.
9. Unavoidable Delays: Should unavoidable delays be encountered during a trip that prohibits returning the vehicle on time, contact Transportation Coordinator.
10. Vehicle Pick Up: Assigned vehicles will be picked up at the designated time at the fleet parking lot (Penka Parking Lot). Retrieve vehicle keys and credit cards from Transportation Coordinator.
11. Vehicle Return: Users will remove trash before returning the vehicle, wash windshield, fill gas tank, lock it, and deposit keys, fuel receipts, and credit cards into the drop box located south of the maintenance building.
12. Failure to return the College vehicle at the designated time may result in charges to the driver's program or department for costs incurred by the next scheduled user, e.g., mileage, car rental.

Use of Personal Vehicles

If a college vehicle is not available, the immediate supervisor shall determine when travel by personal vehicle is in the best interests of the College. Drivers must receive prior authorization to drive their personal vehicle on College business. When a personal vehicle is used for travel, the employee should obtain college fuel credit cards from the Business Office.

When driving a personal vehicle on College business, automobile insurance and a valid driver's license are the responsibility of the employee or owner. Approved employees using personal vehicles for College business will utilize their personal insurance as primary coverage. The College does not carry insurance to protect employees from liability or claims arising from the use of a personal vehicle for College business. The College also does not carry insurance to cover theft of or physical damage to a personal vehicle used on College business.

Cost Reimbursement

Travel costs are the expenses for transportation, lodging, meals, and related items incurred by employees who are in travel status on official business of the institution.

These procedures are intended as a guide to reimburse individuals for College related travel expenses. The responsibility to observe the guidelines rests both with the traveler and the supervisor who certifies conformance to these guidelines by approving the expenditure(s). Reimbursement should be authorized only for expenses that conform to College policy and are allowable, reasonable, and allocable.

Employees requesting travel-related reimbursement shall complete the [Expense Report Form](#) and submit the form, receipts, and requisition to the Business Office.

Allowable Travel Cost Reimbursement

The College provides equitable reimbursement of reasonable and necessary expenses incurred while on official Garden City Community College business in accordance with this procedure.

Acceptable Substantiation

An original itemized receipt must support each purchase which includes the following:

- An original receipt or invoice from the vendor including:
 - Vendor name
 - Transaction amount
 - Date
 - Itemized description of the item(s) purchased
- For meals, include the names of individuals at the meal and the business purpose or reason for the meal

The College reserves the right to reject expenses not documented by a receipt.

Meal Reimbursement

Meals will only be reimbursed by the College if:

The employee is traveling away from home on college business, and the period away from home requires an overnight

OR

The employee incurs the meal expense during the active conduct of business with someone other than College employees, and there is a clear business reason for incurring the expense. Itemized receipts should include a description of the business purposes and guest names/titles of guests.

The following items are not reimbursable:

- Alcoholic beverages
- Beverages, snack items, and desserts not purchased with or as a meal.
- Tips in excess of 20%

Copies of all travel related documents should be kept on file with the grant director.

Other Reimbursable Costs

1. Air and rail transportation: Transportation via common carrier shall be at the rate of the actual cost of economy fares and supported by appropriate receipts. A valid receipt must show the transportation provider's name, the date(s) of service, the total cost of service plus taxes and fees, the date, amount, and method of payment.
2. Auto rental: Auto rentals are permissible with prior supervisor approval and must be justified by economic or business purposes. The employee must pay for the rental and request reimbursement via [Expense Report](#). Valid receipt must show the rental car agency name, specific dates of service, itemized unit costs, any additional charges (e.g., airport concession fees, taxes), and the total amount paid.

College insurance programs are in place to protect members of the Board, employees, and students of the College while conducting College business or participating in College activities. The protection afforded by these programs extends to exposures arising from authorized and approved travel. Therefore, the traveler should decline insurance coverage provided by the rental agency.

3. Baggage fees: Checked baggage fees to and from the flight destination are reimbursable expenses; excess baggage or lost baggage fees are not reimbursable expenses.
4. Fuel: The College issues fuel credit cards with all fleet vehicles. Travelers using a personal vehicle on College business may request a college fuel card by indicating such on the Trip Request Form.
5. Lodging: Lodging costs when attending a conference, convention or other formal meeting and staying at a designated hotel or a lower priced hotel within proximity are reimbursable. A valid receipt must show the lodging facility name, specific dates of lodging, the unit price, any additional charges (e.g. hotel taxes, city taxes), and the total amount paid.
6. Registration and conference fees: Registration fees for a meeting or conference at which attendance has been approved should be billed directly to a departmental or sponsored project source of funds through the College's payment system.
7. Taxi: Taxi, shuttle, or limousine (when traveling with large groups) costs are permissible for transportation between the hotel and airport or hotel and conference site. Include receipts with reimbursement documentation.
8. Telephone and other communication charges: The College will pay charges for local and long-distance calls made outside a College office for the purpose of conducting business. The Internal Revenue Service requires documentation of the business purpose for all reimbursed phone calls.

Business related telephone calls, faxes, or internet connections required during travel shall be reimbursed only on the basis of an itemized bill showing the date, amount, and purpose of the call. Personal calls are not reimbursable.

9. Tips: Tips are reimbursable for normal services associated with business travel such as food services, porters, etc. Tips included on meal receipts will be reimbursed. Travelers should not tip more than 20% of the bill.
10. Tolls and parking fees: Necessary charges for parking and tolls are allowable with a valid receipt.
11. Other: Consult supervisor regarding specific costs not listed here.

Non-Reimbursable Travel Costs

Expenses submitted for reimbursement should be reasonable, necessary, and business-related. The following list of non-allowable expenses is not intended to be all-inclusive:

- Airfares, first class
- Airline or other trip insurance (including automobile rental)
- Airline upgrades
- Alcoholic beverages
- Books, magazines, newspapers for personal use
- Childcare
- Credit card delinquency charges
- Damages or expenses incurred beyond the cost of lodging.
- Expenses not related to College business
- Mini bar purchases
- Personal entertainment and other personal expenses
- Repairs to personal vehicles used for College travel
- Room Service
- Theft, loss, or damage to any personal effects or luggage
- Tobacco products
- Traffic and parking fines

Spouse or Other Dependent Expenses

Costs for travel, lodging, meal, or other travel expenses for spouses or other dependents are not reimbursable but are the personal responsibility of the employee traveler.

In order to protect its tax-exempt status, the College cannot reimburse travelers for any expenses associated with people accompanying travelers who do not meet both of the following conditions listed below:

The person accompanying the traveler is an employee of Garden City Community College;

and

The person accompanying the traveler has a bona fide business purpose for official travel.

In situations of overnight travel, individuals are expected to share a room only with members of the same gender (family members excluded).

Post-Travel

The responsible employee will turn in all itemized receipts, remaining cash, a requisition, and the [Expense Report Form](#) to the Business Office within 5 working days after returning from the trip.

- Receipts must be itemized
- Receipts must list names of all students and the sponsor (or attach list)
- Any unused cash must be returned with this form

Charter Services and College Bus/Van Travel

Upon prior supervisor approval, a group sponsor may request a Charter or College Bus service if there are 20 or more travelers.

A charter or College bus request must include an itinerary, including a list of travelers and prior lodging arrangements (private room) for the driver.

The group sponsor must travel in the chartered bus or an accompanying College vehicle. If multiple vehicles are used, they must remain in sight of each other. The sponsor is responsible for the actions of the group throughout the trip. The maximum hours an individual may drive a College van or bus is:

- no more than 10 hours following eight consecutive hours off duty; or
- for any period after having been on duty 15 hours (of which no more than 10 hours can be driving time) following eight consecutive hours off duty.

Travel Exemptions:

The President or appointed designee has the ability to grant travel exceptions that adhere to Federal compliance detailed in § 200.474 *Travel cost- (Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations.)* Due reasoning is necessary for this to occur and this is only granted on an exclusionary basis.

Contacts: Chief Financial Officer

Approved Date: 7/1/2015

Policy History:

Keywords: trip, travel, vehicle, fuel, expense, reimbursement, hotel, motel, air, conference, registration, meal,

Related Form: [Expense Report Form - Trip Request Form](#)