

SECTION 10.0 - TRAVEL

Policy Statement

It is the policy of the College that all official travel shall be properly authorized, reported and reimbursed in accordance with the College's travel policies. Travelers shall observe normally accepted standards of propriety in the type and manner of expenses incurred. Under no circumstances shall charges for personal travel be charged to or personally funded by the College; nor may College funds be used for any travel that is not ultimately chargeable to the College, including travel sponsored by professional organizations, governmental advisory groups, etc. Any payment made to an employee in connection with official travel shall not result in additional taxable income to the employee. Accordingly the following guidelines are designed to conform to the substantiation rules published by the Internal Revenue Service.

NOTE: This policy does not apply to College employees seeking reimbursement for expenditures incurred while traveling to and from work and home. Official travel and the application of this policy apply to employees who are authorized to be on official travel status and exclude travel for College employees to and from work and home.

10.1 Introduction

Travel funds are authorized during the initial budget hearings and may be revised during the midyear hearings. All department heads/ budget managers must provide detailed information regarding his/her request for travel, including the purpose of traveling, the destination of the travels, and the projected cost of traveling. These requests are reviewed and, if approved, the funding is included in the department's budget. Before traveling all employees must submit to his/her department head a completed [Approval of Travel Plans form, Exhibit U](#).

10.2 Travel Advance

If a travel advance is necessary, the traveler must complete the Request for [Travel Advance, Exhibit U](#), and have it approved by his/her supervisor. Outstanding travel advances for completed trips must be cleared within 30-days following the end of the trip or before a new travel advance will be issued, whichever is earlier.

A travel advance will only be issued to the traveler incurring the travel expenses. Further, the amount of the travel advance must be less than or equal to the costs expected to be incurred by a single traveler. No travel advance will be issued more than 30 days in advance of the scheduled trip unless necessitated by the organization sponsoring the meeting/event.

Travel advances for employees authorized to use the PCard will be limited to travel expenses which cannot be paid by a credit cards.

10.3 Travel Agencies

The following provides information on the College's designated travel agent and outlines the provisions required to charge travel costs to a central Hastings' account through the designated travel agent.

10.3.1 Preferred Travel Agency – When using the College’s preferred travel agency, airfare is billed directly to the College eliminating this out-of-pocket cost to the traveler. The Agency has a list of employees authorized to make travel arrangements. The agency can also assist travelers in reserving hotel rooms, rental cars and arranging other travel needs. A service fee will apply to all reservations. Refer to [Exhibit O, Travel Reimbursement Schedule](#), for information regarding the College’s preferred travel agent.

10.3.2 Travel Agency Invoice Processing – All invoices are received and processed for payment centrally in the CFO’s office. Prior to payment, each Department Head shall receive a summary of previous month’s travel costs being charged to their department along with copies of the travel itinerary. Department Heads should review this for accuracy and report any errors to the report’s preparer.

10.3.3 Travel and Entertainment form - The Travel and Business Expense Reimbursement form, along with the passenger’s airline receipt, must be submitted to Accounts Payable within 30-days of the date of travel, whether reimbursement is due to the traveler or not. This process is required to confirm the travel expense incurred by the College and appropriately charge the department’s cost center.

10.4 Travel Claim

10.4.1 Travel and Business Expense Reimbursement form - Travel reimbursement requests are to be made on the College’s [Travel and Business Expense Reimbursement form \(Exhibit N\)](#). All original and itemized receipts must be attached. See [Exhibit N-1 for instructions](#) on completing the form. Travel reimbursement requests must be submitted to Accounts Payable for processing within 30-days of completion of the trip. Claims for in-State and out-of-State travel expenses can be submitted on the same form. Trip(s) being charged to both State and non-State funds can also be submitted on the same form. Payment or reimbursement requests for the Diners Club Corporate Card invoices should be submitted on a separate form with the itemized, original receipts affixed to the form.

Accounts Payable will audit all Travel and Business Expense Reimbursement forms for compliance with College policies and procedures. Disallowed reimbursements will be deducted from the reimbursement request. Reimbursements are generally available within one to two weeks following submission.

10.4.2 Costs in Excess of Maximum Daily Amounts - If the traveler incurs expenses in excess of maximum daily amounts, he/she may, if available, use appropriate non-State accounts to fund the excess costs. When using both State and non-State funds, the budget manager/department head must indicate on the Reimbursement form the specific costs covered by non-State funding.

The Division Head must approve the travel reimbursement request when the total cost of the travel exceeds 200% of the maximum daily allowable amount, as set forth in the Travel Reimbursement Schedule, Exhibit O. The request for reimbursement must be supplemented with a document outlining the circumstances which are

unavoidable or necessary to accomplish a College business purpose. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

10.4.3 Reimbursement for Foreign Travel - Reimbursement for foreign travel will be made as set forth in the out-of-state reimbursement rates.

10.4.4 Travel Reimbursement Authority - The Travel and Business Expense Reimbursement form must be signed by the traveler and approved by the department head/budget manager for the cost center being charged. If the department head is the traveler, his/her supervisor must approve the department head's Travel and Business Expense Reimbursement form. If the Chancellor and Dean is the traveler, the Chair of the Board of Directors must approve the reimbursement.

10.5 Allowable Travel Expenses

Meal and lodging expenses will be reimbursed for actual costs up to the maximum daily amounts as set forth in [Exhibit O](#).

Allowable State travel expenses include the following:

10.5.1 Meals - The College does not reimburse for meals on a per-diem basis. Original, itemized receipts are required for reimbursement.

10.5.1a Reimbursement Rates - Reimbursement for meals will be made in accordance with the schedule set forth in Exhibit O.

10.5.1b Reimbursement Time Frames

- 7:00 a.m. to 7:00 p.m. - If travel occurs between 7:00 a.m. and 7:00 p.m. in a single day no reimbursement for meals will be made, except as provided in section 10.7.5, Business-Related Meals.
- More than 12, less than 24 hours - If travel begins before 7 a.m. or ends after 7 p.m. and lasts more than 12 hours, but less than 24 hours, the traveler will be reimbursed for actual meal costs subject to the maximum daily amount as set forth in Exhibit O
- More than 24 hours - If the trip exceeds 24 hours, the traveler will be reimbursed for actual expenses up to the maximum daily amount for each 24 hour increment as set forth in Exhibit O. If the trip does not fall in 24-hour increments (i.e. 36-hour trip), the meal reimbursement during these excess hours (i.e. 12 hours) become subject to the "More than 12, less than 24 hours" rule outlined above.

10.5.1c Reimbursement Adjustments - Adjustment of the meal reimbursement amount is necessary when the meals are furnished as part of the official College's entertainment, included as part of the registration fee, billed directly to the College, or offered complimentary by a hotel

for patronage of guest rooms. Copy of the registration material including the agenda must accompany the travel expense claim.

10.5.2 Lodging - All claims for lodging must be supported by original, itemized receipts. Lodging reimbursements will not be made if the lodging site is within a 50-mile radius of the traveler's established place of employment or residence. Receipts for lodging must indicate the traveler as a registered guest, the name of the hotel or motel, address, occupancy dates, and daily rate. Advance room and tax payments can be made by the traveler through a travel advance. The traveler is responsible for forwarding the advance payment to the hotel/motel.

- State Government Rates – Travelers on official business of the College should request the State Government Room Rate when making lodging reservations.
- Exemption from Hotel Occupancy Taxes - As a general rule, those traveling on official College business are exempt from occupancy taxes imposed by cities or counties on transient rental of rooms. Travelers should request such an exemption when hotel reservations are being made and again when checking into the hotel. The traveler may be required to complete an occupancy tax exemption certification and is authorized to do so on behalf of the College
- Pre-Purchased Hotel Packages – The College will not reimburse travelers for pre-purchased lodging purchased as part of a travel package (e.g., airline, hotel, and car rental) made via Priceline or other similar websites as the College is unable to identify the individual cost of the hotel. To avoid misunderstandings, travelers should identify themselves as persons associated with the College traveling on official business and claim exemption from the tax when checking into the hotel and request an Occupancy Tax Exemption form. The traveler may execute a certificate if required.

10.5.3 Transportation - Transportation expenses consist of charges for commercial carriers, private cars, overnight and day parking of State or privately-owned cars, bridge and road tolls, and other charges essential to the transport to and from the campus.

Reimbursement will be made only for the method of transportation, which is in the best interest of the College, considering both direct expenses as well as the employee's time. Expenses arising from travel between an employee's home and the College will not be allowed. In the instance where a trip commences or terminates at the claimant's home, the distance traveled will be computed from either the employee's home or the College, whichever results in a lesser distance.

Whenever an accident involves a State vehicle or an employee on State business, the traveler must immediately inform Security.

10.5.3.1 Methods of Transportation - Reimbursement will be made utilizing the following methods of transportation:

10.5.3.1a Airplanes - The College's designated travel agent has been instructed to provide Hastings' travelers with the lowest cost fare.

10.5.3.1b State Pool Vehicles - The College has one State vehicle for use by employees. To use this vehicle, the traveler must be a State employee and have a valid driver's license. To reserve this car, please contact Safety and Security.

10.5.3.1c Privately Owned Vehicles - Reimbursement for use of a privately-owned automobile will be allowed for the driver of the vehicle only.

- Refer to [Exhibit O](#) for the current mileage reimbursement rate.
- Drivers are required to carry liability insurance of 30/15/5; the College will be responsible for insurance only after the driver's primary insurance is exhausted. Drivers of privately owned vehicles will be required to sign Form 261, Exhibit P, Authorization to Use Privately Owned Vehicle on State Business form, certifying proper insurance coverage is in effect.

10.5.3.1d Rental Cars - If an employee has the need to rent an automobile, reimbursement will be made for actual and necessary costs. Many car rental agencies recommend the purchase of the collision damage waiver (i.e., insurance). The College does not reimburse this cost. Employees are required to have Form 261, Exhibit P, on file before reimbursement of rental car expenses will be made.

10.5.3.1e Special Vehicles - When it is necessary to hire special vehicles, (i.e. trucks) a full explanation of the necessity must accompany the expense claim.

10.5.4 Miscellaneous Business Expenses - Business expenses consist of the charges for business telephone calls and telegrams, emergency clothing, equipment or supplies, and all other charges necessary for the completion of official business. All emergency expenses must be explained.

10.5.5 Conference Registration Fees - The College will pay up to the amount of the early registration fees for an employee to attend a conference. If an employee is charged a higher registration fee due to late registration, the employee will be responsible for paying the additional registration cost.

10.5.6 Hosted Travel – When a traveler lodges with a colleague, friend or relative while on official business for the College, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to \$100. Original, itemized receipts to substantiate the cost must be submitted for reimbursement. Only one gift per stay may be provided to a host.

10.5.7 Decanal Spouse or Partner Travel – The travel expenses of a spouse or partner who accompanies the Chancellor and Dean or travels on behalf of the Chancellor and Dean are reimbursable under this policy provided it can be established that the spouse’s presence serves a bona fide College purpose.

The presence of a spouse or partner at a function should serve a College purpose. Ceremonial functions, fundraising events, alumni gatherings, community, and recruiting events are examples of activities at which the presence of a spouse or partner may contribute to the mission of the College.

- Travel Reimbursement Rates – Reimbursement of decanal spousal or partner travel expenses will be made at the same rates provided for in this policy.
- Travel Reimbursement Request Documentation – Reimbursement requests for spousal or partner travel expenses shall be made on the College’s Travel Reimbursement form. Original, itemized receipts should be provided to substantiate the expenses incurred.
- Funding – Decanal spousal or partner travel expenses may not be charged to state funds.

10.6 Business Related Meals Not Related to Travel

When it is necessary to conduct official College business during a meal, employees may be reimbursed for actual meal expenses up to the maximum daily amount as allowed from 7.a.m to 7 p.m., in the Travel Reimbursement Schedule, Exhibit O.

The Division Head must approve the reimbursement request when the total amount requested for reimbursement exceeds 200% of the maximum daily allowable amount, as set forth in the Travel Reimbursement Schedule, Exhibit O. The request for reimbursement must be supplemented with documentation outlining the circumstances which are unavoidable or necessary to accomplish College business. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

The cost must be supported by original, itemized receipts in order to claim reimbursement for a business related meal. The reimbursement request must also state the names of the individuals participating in the business meal and a general description of the College business conducted during the meal.

Claims for reimbursement of expenses for meals where business is incidental to the meal or where the attendance of the employee is primarily for public or community relations are specifically prohibited.

- Funding – To the extent the business-related meal expense(s) not related to travel exceeds the maximum allowable amount, the amount in excess may not be charged to State funds.

The cost of alcohol may not be charged to State funds.

10.6.1 Decanal Spouse or Partner

The cost of meals or light refreshments incurred by the decanal spouse, or partner may be reimbursed provided the expenditure serves a bona fide College purpose.

The presence of a spouse or partner at a function should serve a College purpose. He or she must make an important contribution to the success of the event or have a significant role in the proceedings. Ceremonial functions, fundraising events, alumni gatherings, community, and recruiting events are examples of activities at which the presence of a spouse or partner may contribute to the mission of the College.

- Reimbursement Request Documentation – Reimbursement requests for spouse or partner expenses shall be submitted on the College's check request form with original, itemized receipts attached to substantiate the expenses incurred.

10.7 Receipt Requirements

10.7.1 General Provisions: Itemized, original receipts are required for reimbursement of all expenses except allowable incidental expenditures as set forth in Exhibit O. If an original receipt is lost, a duplicate copy must be obtained in order to process the Travel and Business Expense Reimbursement form.

10.7.2 Airline Travel Receipts: The passenger airline receipt must be submitted with the Travel and Entertainment Reimbursement form when airfare costs are incurred. This provision applies whether the airfare was paid for directly by the traveler or charged to the College by the designated travel agency.

10.8 Reimbursement for Non-College Travelers

Travelers in this category include prospective employees, panelists, speakers, foreign visiting scholars and the Decanal spouse or partner.

Reimbursement for travel made to any non-college traveler will be made in accordance with the procedures outlined above. Additionally, the relationship of that individual to the College should be outlined in an Agreement for Services and include an authorization for travel reimbursement. A copy of the fully executed Agreement should be attached to the Travel Reimbursement Form.

Note: This provision excludes current members of the Board of Directors.