

January 20, 2016



TRAVEL POLICY:

This policy provides guidance for college business related travel expenditures. The policy supports our belief that all business related travel expenses for the College should be undertaken in the most economical manner possible. The College will pay all or part of the travel expenses of employees who officially represent the College off campus. All travel **must** have Supervisor approval in advance. College approved travel does not include commuting between home and the campus. Expenses for travel, hotel bookings, conference registration, etc. can be paid for through the College's purchase order system, or by using a College credit card, or through reimbursement.

All travel will be reimbursed in compliance with IRS guidelines. In the regulations, the IRS states that ordinary and necessary business related expenses are deductible or reimbursable. The IRS defines ordinary as "common in your field of trade, business or profession"; and necessary as "helpful and appropriate for your business." The IRS also states that meals, hotels, and entertainment expenses cannot be "lavish or extravagant."

Timely, accurate reporting of all travel expenses and the timely submission of all receipts are critical.

Current Internal Revenue Service regulations require that employers include reimbursement to employees for business and travel expenses as taxable compensation on the employee's W-2 form if the employee does not account to the employer for those expenses by furnishing detailed receipts or other documentation. The IRS refers to this as maintaining an "accountable plan". Failure to submit proper receipts and documentation may result in additional taxable compensation being added to the employee's annual W-2 form.

The submission of all receipts: the signature receipt and the purchase detail receipt are essential.

Use of Automobiles and Vans

Employees are expected to use the least expensive form of transportation available when engaging in college business-related travel. Employees who choose a mode of transportation other than the least expensive will be reimbursed at the least expensive rate. Automobiles should generally not be used if other travel arrangements such as plane or train would be less expensive.

When traveling by automobile on College business, employees must use College vehicles when they are available. Employees using personal cars without first checking to see if College cars are available will be reimbursed at the gas-only rate of 20 cents per mile. In all instances where

the employee uses his/her own car, the employee MUST carry liability insurance coverage for personal injuries and property damage to third parties. In the event of an automobile accident, the employee is responsible for her/his own automobile insurance deductible.

The use of College vehicles for personal use is strictly prohibited. This includes using college vehicles to commute to and from home, even when done immediately prior to or returning from a trip on College business. All trips should originate and end at the College. Employees must provide, on the College's *Travel Expense Record*, a clear description of where they have been, together with beginning and ending odometer readings.

Operation of college vehicles first requires a valid driver's license with proper classification, completion of a DMV records check, and completion of our web-based safe driving course. Employees who fail the records check, do not complete the safe driving course, or are rejected for insurance coverage by the College's insurance carrier, are not allowed to drive College vehicles, nor may they drive personal vehicles on official College business. The driver of a college vehicle is responsible for the vehicle and its occupants. The driver should be familiar with the principles of safe and lawful operation of a motor vehicle and must obey all traffic laws. Failure to assume proper responsibility for the vehicle and its occupants will result in a loss of driving privileges. Please see the College's *Motor Vehicle Use Policy* for additional information regarding the responsibilities of drivers of College vehicles and the *Reserving College Vehicles Policy* for information regarding the vehicle reservation process.

Students are generally prohibited from driving College owned vehicles. Exceptions to this rule will be made only under unusual circumstances, using a pre-approved list of student drivers which is maintained in the College Business Office. Under no circumstances are student owned vehicles to be used for transporting school groups to or from events on behalf of the College. (An example would be students driving intercollegiate athletic team members in their own cars to athletic events with permission from a coach to be reimbursed for mileage.) Club sport teams are responsible for transporting themselves to events as these trips are not "on behalf of the College".

When an advance request for a College vehicle is made, but no College vehicles are available, employees may use their personal cars and expect to be reimbursed for such use by the College. The College will reimburse employees in accordance with the current Mileage Reimbursement Chart. Reimbursement will not be made unless employees clearly identify where trips originate and terminate, and record beginning and ending odometer readings. If employees travel to more than one destination and thus need to drive other than the most direct route, they must indicate each destination in order of arrival.

In the rare instance when a vehicle must be rented for college business related transportation as there are no other options, the Enterprise office in Galesburg should be used. When rental vehicles are used, employees should purchase the collision damage waiver option provided by the rental agency. If the car rental is outside of the continental United States, full insurance coverage: liability, property, and uninsured motorists coverage should be purchased. If a rental cost is to be charged to the College, an approved purchase order should be obtained prior to the rental.

No smoking and no pets are allowed in College owned vehicles. No consumption or transportation of alcohol is allowed in College owned vehicles. Employees driving in any vehicle on College business while intoxicated will be subject to disciplinary action, up to and including discharge. Cell phone usage and texting while operating college vehicles is NOT permitted. Employees should not leave college vehicles idle, such as parked at airports, for extended periods of time.

When vehicles are returned to the College, they should have a full tank of gas and interiors should be clean.

The College has purchased road-side assistance coverage from Auto Club of America for college-owned vehicles. In the event of a College vehicle breakdown while traveling, employees should contact AutoClub of America at the phone number provided in the vehicle. Auto Club of America can make minor repairs, replace a tire, or add gas to the disabled car. Otherwise, make arrangements with them to have the vehicle towed to a nearby auto dealer who services the particular make of car. The employee should accompany the tow truck to the dealership and if the vehicle can be repaired quickly the employee should wait for the vehicle. If the vehicle cannot be repaired quickly, the employee should seek to rent a vehicle to complete his travel and inform the College physical plant office of the location and phone number of the repair dealership.

Emergency road service is also available for the cars leased from Enterprise. Contact information can be found on the key ring for the vehicle and in the vehicle information envelope in the glove compartment.

Airline Carriers

All airline tickets should be purchased only after receiving an approved purchase order. When a destination is less than 400 miles, employees should use airlines only when cost savings can be achieved. Such consideration will include the additional cost of taxis, car rentals, etc., and savings of motel bills, meals, etc., if the duration of the trip can be shortened. Employees, upon approval of the travel, may book their own flights using the internet, travel agency or other means. The College maintains a relationship with *Far and Near Travel* in Monmouth. All travel must be coach/ economy class airfare. Please attach a printout of the travel itinerary showing all costs to the travel expense report documents.

Use of Credit Cards

The College will provide a Visa purchasing card to certain employees who frequently travel on College business. Those employees who are issued a Visa purchasing card are still required to obtain receipts and submit post travel reports with receipts attached. In the event that improper purchases are made, the College may cancel a Visa purchasing card and may require an employee to reimburse the College for improper purchases. Such reimbursement will be deducted from the employee's paycheck.

For those employees that are not issued a Visa Purchasing Card, employees will be issued a credit card for a major gas station chain when traveling in a College provided vehicle. Unless unavoidable, all purchased gas, oil, and other automotive items directly related to

the operation of the vehicle should be charged on the College credit card. Gas cards may be picked-up from and must be returned to the Business Office.

Employees must never use a College credit card to purchase gasoline for any vehicle other than a College owned or College rented vehicle. Such use jeopardizes the College tax exemption on gasoline purchases.

Employees may use their personal credit cards for other necessary purchases and submit receipts for such purchases to the College for reimbursement. The College will not accept the copy of the credit card ticket as a receipt unless the ticket contains a clear description of the items purchased as produced by the vendor. If the ticket does not contain this information, the College will require vendor receipts with such description in addition to the charge card ticket.

Motels and Hotels

When traveling overnight, employees are expected to stay in the least expensive appropriate housing available. Exception to this rule may be made when travel is to attend a function or conference which is being held in a hotel or motel.

Reimbursement for hotel and motel expenses will not be made unless a receipt showing detailed charges is submitted. The College will not pay for room service, movies provided in the room, or other personal pleasure charges associated with a hotel/motel. Telephone charges will be paid for only if identified as being made on College business. Calls to home to “check on things” are at the employee’s expense. Travelers are reminded to be aware of the hotel’s rules for late arrival and cancelation of reservations.

Meals:

The College will pay for up to three (3) meals per day for employees when traveling on college business. Meal expenses should be at an appropriate minimum. Receipts for all meals are required.

The College will pay no more than the following amounts per meal, including tips:

Breakfast \$8.00
Lunch \$13.00
Dinner \$19.00

The College will pay up to \$40.00 per day for meals if an employee is traveling on college business for the entire day and needs to eat all three (3) meals while on the road and wishes to not be held to the individual meal rates. This means, for example, that an employee could spend \$4.00 for breakfast, \$7.00 for lunch, and \$29.00 for dinner. Receipts for all three (3) meals are required.

Exceptions to these maximums will be made only when eating at conferences or group meetings where the employee is unable to control the cost of served meals.

The College will not pay for alcoholic beverages consumed by employees while traveling. The College will not accept or reimburse tipping in excess of twenty percent (20%).

Other Travel Costs

The College will pay for miscellaneous work-related expenses incurred while traveling on college business such as parking fees, tolls, taxis, shuttle services, and up to \$8.00 for washing a college vehicle; submission of all receipts is required.

Expenses other than those described above are incurred at the employee's risk.

Expenses Not Paid By The College

Personal expenses, including, but not limited to the following, may not be charged and will not be reimbursed:

- Baby-sitting fees
- Barbers & Hairdressers
- Kennel Costs
- Sporting Equipment Rental Fees
- Annual Premiums for Personal Credit Cards
- Membership Fees for Private Clubs/Organizations/Airlines
- Movie Rentals in Hotel Rooms
- Alcoholic beverages
- Clothing and luggage
- Speeding or parking tickets and fines
- Massages, manicures, pedicures, or hair appointments
- Escorts
- Candy, soft drinks & snacks
- Toiletries and personal care items
- Golfing
- Entertainment events (theatre and movies) and tours
- Newspapers and magazines

Hosting Guest Meals While Traveling

The College will not pay for the meals of persons other than employees. Exceptions to that rule are: (1.) an admission representative's purchase of a meal for a prospective student. The representative may purchase the meal for the prospective student only, and not his or her family. (2.) A development officer's purchase of a meal for prospective donors. (3.) A meal purchased as a thank you for a host (non-family member) who is housing the employee overnight (i.e. no motel bill).

The amounts per person per meal set forth in this policy apply to both the employee and guest. The purpose of the meal and name of the guest are to be reported.

Spouses / Companions Accompanying Employees

No expenses will be paid by the College for a spouse, family members, or other guests to accompany an employee while traveling, unless the College provides in advance, a written invitation to the spouse to travel at College expense. Expenses for spousal travel, when paid by the College, will be added to gross pay in the payroll process and is subject to withholding and employment taxes, unless such travel is for a bona fide business purpose.

If an employee chooses to have a spouse accompany him or her while traveling, receipts for all expenses for both persons will be required and reimbursed as follows:

Hotel & Motel 100% of total
Meals 50% of total up to employee maximum
Mileage regular rate
Air Travel employee ticket only

Cash Advances

Employees who expect to spend a significant part of their time traveling for the College may request a permanent cash advance for their travel expenses. The amount of such an advance will be determined by the average duration of employee trips, but in no case will exceed \$400. Such advance will be recovered by the College when the employee ceases employment at the College or sees a reduction in the frequency of travel on College business.

Temporary cash advances may be made for occasional travel. Such advance will be used sparingly and will not be used when prior planning would make them unnecessary. Advances must be cleared with proper expense documentation (receipts) within four (4) working days of return. Subsequent cash advances will not be made to individuals who have not properly accounted for prior advances.

Employee cash advances that are not properly cleared within four (4) working days may be collected from employees by payroll deduction.

Advances will be made based on estimated expenditures. Advances will not be made for mileage or "miscellaneous" expenditures. No advance will be made in excess of \$200 per day.

Submission for Reimbursement

All requests for reimbursement and reports to clear advances should be submitted on "Travel Expense Record" forms provided by the Business Office. All receipts and detailed explanations are to be attached to the forms.

Student Travel

Students, traveling on College sponsored activities (such as athletic events, musical performances, etc.), to whom cash is provided from established budgets for the purchase of

meals, will be given the following maximum meal allowances:

Breakfast \$4.00

Lunch \$5.00

Dinner \$7.00

Faculty or staff members supervising such students are required to present a list of names of participating students and the reason for the allowance. Box meals should be requested of the College Dining Service in lieu of the above cash allowance whenever possible. Such requests should be made at least 24 hours in advance of the trip.

Mileage Reimbursement Chart

Standard Rate per Mile – Autos & Mini-Vans = \$0.36

Metro Rate per Mile = \$0.40

Standard rate per Mile – Full Size Vans = \$0.42

Gas Only Rate = \$0.20

Metro Area rate is for those employees who live in a metropolitan area and do a preponderance of their work related driving within that metropolitan area. The additional rate is to compensate for higher insurance rates and the greater wear and tear of stop and go city driving. Qualification for the metro rate will be reviewed annually at the employee contract date and the qualification determination will be included in the employment contract.