

FINANCIAL MANAGEMENT

Policy 30800: Travel Policy

1. Purpose

The College shall comply with the State Travel Regulations per Topic Number 20335 and 20336 in the Commonwealth Accounting Policies & Procedures Manual. The following information is intended as clarification of the State Travel Regulations or local interpretation of these regulations.

2. Policy

See State Travel Regulations, Topic No. 20335 and 20336, CAPP Manual, Department of Accounts.

2.1. COST ESTIMATES: A written cost estimate is required for all overnight travel. This cost estimate must be included on the College's Travel Request Form, which should be processed **before the travel takes place**. If the travel only involves one day, then the Travel Request Form is not mandatory.

2.2. OUT-OF-COUNTRY: All out-of-country travel must receive prior written approval from the College President and such approval must be submitted with the travel reimbursement voucher. The Chancellor and the Secretary of Education must approve the College President's out-of-country travel. The College President is required to report all out-of-country travel to the Secretary of Education at least quarterly.

2.3. COMMUNITING BETWEEN CAMPUSES: The Chancellor of the Virginia Community College System and the State Comptroller's Office have approved an exemption to the State Travel Regulations that allow for mileage reimbursement for travel conducted by Germanna Community College employees between the two campuses when conducting official College business. Employees are required to try to secure a State vehicle before using a personally owned vehicle via completing a Vehicle Request Form. The President, by memo to the Business Office, may exempt certain employees who frequently travel between campuses from the need to secure a State vehicle. Mileage reimbursements will be charged to the traveler's department.

2.4. TRANSPORTATION: Employees should make use of a State vehicle whenever possible for job related travel. The Department of General Services, Office of Fleet Management Services also maintains a contract with Enterprise Leasing to provide vehicles for short term travel when a State vehicle is not available. **When a State vehicle is not available or easily accessible the traveler must conduct a cost/benefit analysis to determine whether a State owned/OFMS rental or a personally owned vehicle should be used. The traveler should visit the OFMS website**

www.dgs.virginia.gov/fleet.aspx) and use the trip calculator to assist with the cost/benefit analysis.

PERSONALLY OWNED VEHICLES: An approved Vehicle Request Form attesting that a State vehicle is not available or not accessible must accompany State Travel Reimbursement Vouchers requesting personal mileage reimbursement. A State vehicle will be deemed to not be accessible if a traveler must travel ten or more miles (one way) out of the travel route or most commonly used travel route to the point of destination. A State vehicle will also be deemed to not be accessible if an employee is unable to take a State vehicle from the workplace because the employee's daily commute involves transporting family, friends, or other parties not permitted in State vehicles and the employee would have to return ten or more miles on way to campus to pick up a vehicle.

Employees may elect to use their personal vehicle as a matter of convenience. Employees electing to do so will be reimbursed for mileage at the current DOA approved rate.

- 2.5. REIMBURSEMENT RATES:** Authorized personal vehicle mileage is reimbursed at the maximum allowable rate by State Travel Regulations.

Reimbursement for personal vehicle mileage will be based on the current IRS mileage rate.

Personally owned vehicle mileage, when used as a matter of convenience to the employee, will be reimbursed at DOA approved rates.

Reimbursable miles are calculated by taking the total miles traveled in the work day and subtracting the traveler's normal commuting miles.

Mileage incurred when the individual is required to work on a Saturday, Sunday, or holiday that is **not a scheduled workday** may be reimbursed at the appropriate rate subject to verification by the supervisor of the need to work on that day.

- 2.6. PRESIDENT:** The College President is authorized to drive his/her own vehicle at all times due to scheduling concerns and due to the need to set forth an image to the public about the College. The mileage reimbursement rate shall be that rate authorized by the State when a personally owned vehicle is cost-justified except when the total mileage exceeds 15,000 miles in one fiscal year.

- 2.7. LODGING:** Lodging may be reimbursed when an individual is traveling overnight on official business outside his/her official station. Employees are required to comply with lodging guidelines and rates listed in the State

Travel Regulations. The President, or designee, may authorize exceptions for lodging up to 150% of the stated guidelines when circumstances warrant, however, lodging expenses incurred beyond approved amounts will NOT be reimbursed. Such approval **must be received in advance of the travel**. The College may prepay one night's lodging. Original, itemized hotel bills must be submitted for reimbursement. Hotel charges for non-canceled reservations will not be reimbursed if the traveler is negligent in canceling reservations.

- 2.8. MEALS:** Employees are required to comply with meal guidelines and rates found in the State Travel Regulations. These meal rates include meals provided to visitors, guests, employees, and students at our campuses. Meal expenses above the published rates will NOT be reimbursed. Purchase requisitions and/or contracts for meals provided by the College will not be authorized for amounts exceeding the published rates.

The President, or designee, can authorize an exception for Business Meals up to 150% of the stated guidelines. This approval **must be received in advance of the meal**. In addition, all other criteria must be met, as listed in the State Travel Regulations.

- 2.9. CONFERENCE FEES/REGISTRATIONS:** The College may prepay conference fees and registrations. Prepayment of the conference fees or registrations by the traveler will not be reimbursed until after the scheduled travel has occurred.
- 2.10. CASH ADVANCES:** The use of cash travel advances via the Business Office is discouraged for employees who typically travel more than twice per year. The cash travel advance shall be limited to the lodging and M&IE rates for the number of days of business travel. The employee must repay temporary travel advances not more than 30 days after the receipt of the advance. The traveler must acknowledge receipt of the advance by signing and dating the appropriate form provided by the Business Office cashier.
- 2.11. TRAVEL CHARGE CARDS:** Travel charge cards are encouraged for employees who typically travel more than twice per year. See separate Germanna Community College policy on travel charge cards.
- 2.12. AIRFARE:** All airline tickets are to be purchased using the GE MasterCard Travel Card, or GE MasterCard Small Purchasing Charge Card. Direct billing by Travel Agencies for the purchase of airline tickets is not acceptable.

2.13. TRAVEL CREDITS: Travel credits, reduced rates, or free services received from public facilities (i.e., airline, car rental agencies, motels, etc.) by individuals, for whatever reason, accrue to the College and/or the Commonwealth. Any such credit, reduced rate, or free service must be reported to the Vice President of Administrative Services and must be deducted from the amount of the travel expenses claimed.

2.14. DISALLOWED MISCELLANEOUS EXPENSES

- Lost or stolen articles
- Alcoholic beverages
- Damage to personal vehicles, clothing, or other items.
- Services to gain entry to a locked vehicle
- Movies charged to hotel bills
- All expenses related to the personal negligence of the traveler, such as fines
- Entertainment expenses
- Towing charges
- Expenses for children, spouses and companions while on travel status

2.15. REIMBURSEMENT PAYMENT PROCESS: Employee should submit the Travel Expense Reimbursement Voucher to his/her Supervisor within five (5) working days after completion the trip. In the case of continuous travel, the employee submits the voucher to the supervisor within five (5) working days of the last day of travel for which reimbursement is requested or on a schedule approved by the Financial Services Coordinator. The Supervisor must approve the voucher and submit the voucher to the Business Office within three (3) working days of receipt from the employee. If a non-State employee incurs the travel expenses the College President or designee must approve the voucher.

After receipt of the voucher, the Business Office must submit it to DOA for processing (i.e., enter into the accounting system) within five (5) working days.

All outstanding travel accounts should be settled in full at the close of each fiscal year.

3. DEFINITIONS

4. REFERENCES

- 4.1. State Travel Regulations, Topic Number 20335 and 20336, Commonwealth Accounting Policies & Procedures Manual
- 4.2. Germanna Community College, Travel Charge Card Policy, Number 30801

5. POINT OF CONTACT

Financial Services Coordinator
Germanna Community College
Locust Grove Campus
2130 Germanna Highway
Locust Grove, Virginia 22508
540-423-9037

6. APPROVAL AND REVISION DATES

Original policy approved by President's Council..... January 11, 1999
Revised policy approved by President's Council February 19, 2002
Revised policy reviewed/approved by President's Council..... April 3, 2003
Revised policy by Suzanne Swinson September 26, 2007
Revised policy reviewed/approved by President's Council..... October 1, 2007