

## 06.12 Travel and Travel Related Expenditures

Original Approval: **DATE**

Last Updated: **DATE**

Last Reviewed: **DATE**

### Policy / Purpose:

It is the policy of Wallace Community College – Selma (WCCS) to ensure compliance with the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

### Scope:

This policy applies to all WCCS students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

### Definitions:

There are no definitions applicable to this policy.

### Details:

1. Details of the Travel Policy are located in the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

### Procedure(s):

**STEP 1 - TRAVEL REQUEST: All travel must be submitted electronically through the requisition process in Banner (Self Service).**

1. **Employee Travel Requests:**
  - a. Login to One ACCS Self Service
    - 1) Click on "Finance"
    - 2) Click on "My Finance"
    - 3) Click "My requisitions"
    - 4) Click on "Create Requisition"
  - b. Use the appropriate account listed below for travel:  
**In-State**
    - 710100 Commercial Transportation
    - 710200 Per Diem
    - 710300 Accommodations (Membership travel only)
    - 710400 Mileage
    - 710700 Registration Fees
    - 710800 Student travel  
**Out-of-State**
    - 715100 Commercial Transportation
    - 715200 Meals
    - 715300 Accommodations

715400 Mileage  
715500 Registration Fees  
715600 Student Travel

**NOTE(S):**

- 1) Travel requests are processed through the PO/requisition system and all travel, including campus to campus travel, must be submitted for approval to appropriately encumber budgets.
  - 2) A monthly travel PO/requisition is recommended for employees who travel frequently.
  - 3) Travel will not be reimbursed without an approved PO.
  - 4) The electronic PO/requisition process will ensure budget availability and send the request for electronic approval.
- c. **Requisition Format:** The requisition must contain information in the following format:
- 1) Vendor: Traveler's (Employee's) Number (A number).
  - 2) Line 1: Describe the Meeting and Location. Enter a registration fee, if the registration fee is being paid directly by the employee. If a check needs to be issued to the vendor, a separate PO will be required. If no registration fee is involved, enter mileage on line 1.
  - 3) Line 2: Enter the estimated mileage and cost.
  - 4) Line 3: Enter the Per Diem expected.
- d. **Travel Request Notes:**
- 1) As of July 1, 2018, the following per diem rate is in affect: Daily travel per diems will be applied to all trips within 2.5 hours of the employee's base campus or home (the closest of the two).
    - 6-12 hours \$12.75
    - 12+, but not overnight \$34.00
    - An employee's commute must exceed 2.5 hours from the shorter distance of the employee's home or base campus for overnight travel. GSA or conference rates will apply to overnight travel.
  - 2) Meals provided by the meeting/conference will be deducted from per diem rates based on \$12.75 per meal.
  - 3) Per Diem is not paid for in-county travel, and overnight must be more than 50 miles from base and/or home.
  - 4) Per diem is not paid when traveling to other campuses or instructional sites to perform regular job duties (i.e. teach, maintenance, IT).
  - 5) Exceptions may be approved to the 2.5 hours for professional development purposes at the President's discretion in advance of the trip, to include items such as being an Association Board member responsible for assisting in running the conference or required Evening/Nighttime networking events. This exception must be approved in writing and all related documentation for additional travel expenses must be entered into Banner.
  - 6) If any prepayment is needed, a Prepaid Travel Form must be attached to the travel request. Prepayment can only be made for commercial transportation and registration.
- e. **Review of Travel Request:** The Fiscal Services Office checks for appropriate documentation and completion of the requisition.
- 1) All formal meetings and conferences **MUST** have agendas attached.

- 2) All out-of-state and in-state overnight trips **MUST** have agendas and any meeting information attached. The GSA Rate must be uploaded into Banner to support M&IE and hotel rates. If GSA backup is not entered into Banner, the reimbursement will default to the in-state rate of \$85 or \$100 depending on length of trip. GSA Rates will be applied if a conference rate is not attached for supporting documentation on out-of-state travel.
2. **Student Group Travel Requests:** (Coaches and/or advisors/directors/instructors/staff must file separate individual travel and seek reimbursement per employee policy/procedure guidelines. The only allowable expense for full-time employees when traveling with a group overnight, in-state, or out-of-state, may include a hotel room in the group block if using an agency to book the trip or using a discounted group room block.) Student travel can be covered with a college credit card.
  - a. Login to One ACCS Self Service
    - 1) Click on "Finance"
    - 2) Click on "My Finance"
    - 3) Click "My requisitions"
    - 4) Click on "Create Requisition"
  - b. **Requisition Format:** The requisition must contain information in the following format:
    - 1) Vendor is Wells Fargo (A02248778)
    - 2) Line 1: Location
    - 3) Line 2: Meal expense
    - 4) Line 3: Hotel expense
    - 5) Line 4: Misc. Exp (Explain: Example - Emergency needs)
  - c. **Student Group Travel Request Notes:**
    - 1) Students must be fed by actual expense; no stipend is allowed.
    - 2) Nonpaid or part-time paid chaperones should be treated as students, as they will not be reimbursed for travel. They should sign rosters just as students do.
    - 3) Rooming list for hotels should be submitted with receipts to reflect who stayed in which room of the hotel.
    - 4) Student group travel does not require a prepaid form, but an approved travel request should be in place for the trip.

## STEP 2 - TRAVEL REIMBURSEMENT:

1. **Submit Travel Reimbursement Form:** Employee requests travel reimbursement on a travel reimbursement form and ***attaches the approved Purchase Order and the meeting/conference agenda*** to the reimbursement form.

### NOTE(S):

- 1) Mileage is based on the current IRS reimbursement rate.
- 2) Forms are located in **ADD LOCATION HERE**.
- 3) If the reimbursement is for in-state overnight or out-of-state expenses, a daily meal and incidental expense allowance will be given based on the location of duty in the amount that corresponds to the U.S. Government services Administration M&IE per diem rates for the continental United States. Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This is a flat rate allowance for meals and incidental expenses. **A traveler will not be required to submit meal**

**receipts for these items, nor will they be allowed to claim any extra expense related to them, regardless of actual expense.**

- 4) If the conference or meeting provides meals for the traveler, the per diem rate amount will be reduced by the meal rates per the GSA site. For example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.
- 5) Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
- 6) On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.
- 7) Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses. The hotel will be reimbursed at the max on allowable GSA rate or a guaranteed conference rate with receipts.
- 8) Taxi, Uber and Shuttles will be reimbursed up to a max of \$150 per trip and tips will not be reimbursed.
- 9) Additional/overweight baggage charges will not be reimbursed by the College.

**2. Allowable Expenses:**

1. Receipts should be for the employees' expenses only. If a guest (spouse, child, friend, etc.) travels with the employee, those expenses should not be included on the employee's receipt.

If a guest stays in the same room with the employee, only the cost of one person can be charged if the hotel/motel charges different rates based on the number of people. Documentation from the hotel/motel must show rate for single occupancy only.

Lodging must be at conference/meeting location and will only be reimbursed at a max rate equal to the conference hotel rate if traveler stays at another location. No bellhop or house cleaner services tips will be reimbursed. They are considered in the M&IE per diem rates.

**3. Required Receipts:** Receipts will be required for the following expenditures:

1. Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance and vehicle rental is only allowed in certain preapproved situations), and gasoline purchases.
2. Motel / hotel lodging (single rate only). GSA will be the allowable max reimbursement unless proof of a conference rate is given.
3. Registration fees with itemized breakdown.
4. Operating expenses of agency-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
5. Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.

4. **Review of Travel Request:** The Fiscal Services Office will verify payment has not been made and then audit it for payment and accuracy. It will then go to the accountant for final check before payment is made. Once approved, the reimbursement form is processed by Accounts Payable. Any partial per diem owed will be sent to payroll for processing at the end of the month with regular payroll. Travel forms and receipts may be emailed to the Fiscal Services Office. Ensure all receipts are signed and all forms are signed by appropriate personnel before sending them to the Fiscal Services Office. All forms and signatures must be the original forms issued by the State Comptroller's Office.
5. **Payment Issued:** Travel checks are processed in the regular weekly accounts payable process. The taxable per diem will be processed at month end with regular payroll. Once travel is received, audited, and processed a check will be issued. This process can take 3-5 days before a check is issued.

#### **Additional Provisions / Information:**

##### **Important Mileage Notes:**

1. When traveling to campus, clinicals or approved instructional sites (this includes Dual Enrollment approved high schools), an employee's regular daily travel to the base campus should be deducted. If the employee returns home and not to the base campus, the employee's regular return travel should also be deducted. (The College does not pay for an employee's regular mileage to and from work daily; employees are paid for additional mileage only).
2. When traveling to **non-instructional sites** (conferences or meetings) mileage should be claimed from the shorter distance, base to site or home to site, whichever is shorter.
3. If an employee ends their day at a campus other than the employee's base campus, mileage can only be claimed if it is more than the employee's normal daily travel.