

# Davis Technical College

## COE Accreditation Visiting Team Travel Procedures

Effective Date: 01 December 2010  
Administrative Procedure

### 1. Purpose

This procedure is intended to give direction on travel for those employees of the Davis Technical College (College) who participate on Accreditation Visiting Teams for the Council on Occupational Education (COE or the Council).

### 2. References

- 2.1. Council on Occupational Education Guidelines for Accreditation Visiting Teams
- 2.2. Davis Technical College Travel Reimbursement Policy and Procedures

### 3. COE Travel Reimbursement Policy

[This section is copied from the Council on Occupational Education Guidelines for Accreditation Visiting Teams – 2010 Edition]

**Team Member Finances.** The expenses incurred by team members are reimbursed by the Council on Occupational Education. Team members must make their own travel arrangements and must be financially prepared to pay for travel, food, and lodging for the duration of the visit. Actual expenses of each team member are reimbursed in accordance with the Council on Occupational Education Reimbursement Policy.

1. Original Receipts. Original receipts are required. Attach all receipts for airline travel, car rental, hotel bills, and group meals. The Council encourages the receipting of other single item expenditures of \$20 or more.
2. Transportation. Travel by common carrier (airplane, train, bus, boat, etc.) will be reimbursed at the normal economy rate or actual cost, whichever is less, plus the necessary expense to and from the place of departure of the common carrier. Plane reservations should be made at the earliest date possible in an attempt to obtain the lowest priced ticket available. While a few team members are scheduled only a day or two before they actually travel, most are scheduled weeks in advance.
3. Personal Auto. Personal automobile usage, if requested, is authorized at the current IRS-approved rate by the most direct route. The maximum allowable reimbursement, including en route expenses, may not exceed the published tourist air fare to and from the site of the meeting. When the tourist air fare is less than the amount requested on an expense voucher from use of a personal automobile, the difference will be subtracted from the requested amount.
4. Car Rental. Car rental requires advance authorization by the Commission or institution. There must be an indication on the expense voucher of the individual's name who gave the authorization.
5. Non-reimbursable Expenses. Non-reimbursable expenses include items not directly related to Commission business; such as, telephone calls, lodging and meals for family members and guests, movies, entertainment, etc. If you are authorized to sign the hotel bill upon check-out, pay for non-reimbursable expenses at that time and have the hotel deduct this from the final bill sent to the Council. In other cases, non-reimbursable expense are to be deducted from the total of expenses on the expense voucher.

6. Accommodations. It should be the host institution's choice as to where team members stay, provided the facilities are clean and safe. Team members do not have the option of choosing more expensive quarters unless they are willing to pay the difference.

7. Guests. While it is sometimes appropriate for a spouse or other family or friends to accompany a team member on a visit, these persons must not participate in team activities, nor should any of their expenses be included on the expense voucher. The team member should assure the host that guest expenses are being paid separately.

#### **4. Selected Portions of College Travel Reimbursement Policy**

**4.1.** College employees who participate on COE Accreditation Visiting Teams must follow the COE Travel policy for determining reimbursements rather than the College Travel Reimbursement Policy and Procedures.

**4.2.** Various portions of the College Travel Reimbursement Policy and Procedures must still be followed. Examples of portions of the College policy which must still be followed are provided here.

##### **4.2.1. Advance Approval Requirement**

**4.2.1.1.** Advance approval is required for all travel. No employee may approve travel, cash advances, prepaid expenses or expense reimbursements for himself/herself. Such costs must be approved by an authorized higher level authority.

**4.2.1.2.** Advance approval by the cognizant vice president and the College President is required for all out-of-state travel.

**4.2.2. Air Travel** - Airline ticketing may be arranged through any travel agency selected by the College traveler, including through the State of Utah Travel Department and its authorized travel agent. If airline tickets are not purchased through the State Travel Department, a quote from the State Travel Department must be obtained to show that the ticket purchased was obtained at a lower cost.

##### **4.2.3. Advances**

**4.2.3.1.** Travel advances may be obtained by submitting the request with a written explanation, signed by the traveler's supervisor, supporting the request for the advance. Advances related to out-of-state travel must be approved by the cognizant vice president and by the College President. Travel advances will not be made to travelers who have not properly cleared prior advances.

**4.2.3.2.** Bank credit cards are available to Executive employees and other approved Professional/Administrative employees of the College. These cards should be used in accordance with the Executive Employee Credit Card Policy and Procedures to pay for most travel expenses.

#### **5. Procedures for Requesting Authorization and Reimbursement** - Costs for travel for College employees who participate on COE Accreditation Visiting Teams is authorized and reimbursed as follows:

**5.1.** Receive request from COE to participate on Accreditation Visiting Team.

**5.2.** Originate College Travel Authorization/Settlement Report form, completing the "Estimated Total Cost", and the "Employee Advance" columns. The Instructional Administrative Assistant, can help in completing this form.

**5.2.1.** When completing the form, indicate that all costs will be reimbursed by COE. This can be noted on the "Purpose" line of the form.

- 5.2.2.** In cases where the travelling employee has been issued a bank credit card by the College, the credit card should be used for most travel expenses. There should be very little need for travel advances in these cases.
- 5.2.3.** In accordance with COE policies, actual travel costs are reimbursed. Costs are not reimbursed based on estimates or per diems. When travel advances are issued, they generally should include only the following:
- 5.2.3.1.** Mileage to and from the airport.
  - 5.2.3.2.** Airport parking.
  - 5.2.3.3.** Per Diem allowance for 2 days at 50%.
  - 5.2.3.4.** Baggage fees.
- 5.3.** Forward completed form to immediate supervisor for approval.
- 5.4.** Submit to cognizant vice president for approval.
- 5.5.** Submit to College President for approval.
- 5.6.** Submit the completed form with all necessary authorizing signatures to the Accounts Payable Technician in the Fiscal Services Office at least two weeks prior to travel unless special circumstances prevent two weeks' notice.
- 5.7.** Coordinate travel with the Instructional Administrative Assistant. She will make all transportation or airline travel arrangements in consultation with the Accounts Payable Technician and notify the traveler of such arrangements. Lodging arrangements should be made by the hosting institution being visited.
- 5.8.** Upon completing the trip, the traveler will complete the "Settlement Actual Costs" column of the College Travel Authorization/Settlement Report form showing amounts paid by the traveler seeking reimbursement, in order to determine settlement amount. Copies of all original receipts should be attached. The traveler will also complete the "College Total Actual Costs" column to show the total cost of the trip, including amounts to be reimbursed to the traveler and amounts paid directly by the College. The Instructional Administrative Assistant, can help in completing this form.
- 5.9.** If the traveler is still owed reimbursement upon settlement, this will be paid through Accounts Payable issuing a College check. Reimbursement checks will be issued by Accounts Payable with the next regular check run after all required documentation is received by Accounts Payable. A copy of the Travel Authorization/Settlement Report form will be attached to the copy of the advancement check.
- 5.10.** If the traveler owes the College funds upon settlement, the traveler makes payment to the College Cashier following cash receipt procedures.
- 5.11.** Upon completing the trip, the traveler must also complete the COE Expense Voucher. This form must be completed and filed with COE within 14 days of incurring expenses. All original receipts are required to be attached. A copy of this completed form, along with accompanying receipts, should be submitted to the Accounts Payable Technician in the Fiscal Services Office. The Instructional Administrative Assistant, can help in completing this form.
- 5.12.** The Council of Occupational Education will issue a reimbursement check directly to the traveler. When this check is received, it must be endorsed to the College and delivered to the College Cashier immediately. A copy of the COE check, along with a copy of the receipt from the College Cashier, should be submitted to the Accounts Payable Technician in the Fiscal Services Office. The Instructional Administrative Assistant, can help in completing this process.