

Davis Technical College Travel Reimbursement Policy

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1. Purpose

To establish a travel authorization and expense reimbursement policy for official travel for employees of the Davis Technical College (College).

2. References

2.1. Davis Technical College Procurement/General Policies

2.2. Davis Technical College Purchasing Cards Policy

2.3. Davis Technical College Executive Employee Credit Card Policy and Procedures

2.4. Davis Technical College Administrative Expense Policy

2.5. Utah State Code Annotated 63A-3-107 Travel Expenses of board members, and state officers and employees.

3. Definitions

3.1. College Travel - College travel means travel on College business that requires the traveler to be away from home or normal place of employment for a period of time that includes an overnight stay or that requires the use of air transportation. Commuting between an employee's home and regular place of employment is not official College travel.

3.2. Extended-Day Travel - Extended-day travel means travel on College business that requires the traveler to be away from his/her normal place of employment ten hours or more and a distance of at least 100 miles (one way), not requiring an overnight stay.

3.3. In-Lieu-of-Airfare Rate - In-lieu-of-airfare rate means a rate of reimbursement for other modes of travel, which is based upon the lesser of a rate established by the State contract for airline travel or the lowest practical airline fare (including applicable discounts, special fares, charters, etc.) available for airline flights which will reasonably accommodate the traveler's schedule.

3.4. Incidental Expenses - Incidental expenses are defined as (1) fees and tips given to porters, baggage carriers, bellhops, hotel housekeeping, etc. and (2) Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the lodging or business site. Incidental expenses are to be covered by a traveler's per diem if the traveler receives a per diem.

4. General Travel Policy

4.1. Advance Approval Requirement

4.1.1. 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.

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

4.2. Submission of Travel Reimbursement Requests

4.2.1. All travel reimbursements must be accompanied by pertinent conference brochures, agendas, schedules of meetings, or a concise statement of the purpose, destination, and dates of the trip.

4.2.2. Travel reimbursement requests should be submitted to the Fiscal Services Office with appropriate supporting documentation within 20 business days after the conclusion of the travel.

5. Reimbursable Costs

5.1. General Principles

5.1.1. When College faculty, staff, or students are authorized to travel on College business, the College will pay reasonable meal, transportation, and lodging expenses actually incurred, or a per diem for meals and incidental expenses, subject to the maximum amounts specified in this policy. Travel should be planned far enough in advance to reduce the costs of last-minute fares and lodging to the College.

5.1.2. Travel reimbursement requests must be limited to the traveler's personally incurred expenses. The traveler or claimant may not request approval or reimbursement for the expenses of another traveler except in the case of group travel. Requests for payment of College group or team travel should be processed in accordance with this policy except that a single travel reimbursement request may be submitted for the entire group or team.

5.1.3. When traveling within an area that will allow the traveler to return to work or home the same day, prepaid costs and cost reimbursements for items such as registrations should be submitted for payment on a check request through the Fiscal Services Office. Requests for reimbursement of automobile mileage should be submitted for payment on a mileage reimbursement form through the Fiscal Services Office.

5.1.4. When non-College employees are authorized to travel on College business, the College will pay reasonable meal, transportation, and lodging expenses actually incurred, or a per diem for meals and incidental expenses, subject to the maximum amounts specified in this policy. Travel approvals should be obtained by the cognizant vice president. Payment should be requested on a check request including the traveler's taxpayer identification number or social security number.

5.1.5. Original, itemized receipts must be submitted with the travel reimbursement request for reimbursement for lodging, car rental and related expense, registration fees, parking, airfare (ticket coupon), and any other individual or per item expense of \$25 or more. Expenses less than \$25 without a receipt must be itemized and explained.

5.1.6. Employees may have companions travel with them on College business, however, no expense related to those companions are allowed for reimbursement, and their presence should not distract the employee from the primary purpose of the trip.

5.2. Transportation Costs

5.2.1. **General** - The College will pay transportation costs based on the lowest practical scheduled rates.

5.2.2. **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. If the traveler is required to be on travel status an increased length of time in order to obtain a reduced transportation cost, additional expenses incurred for lodging and meals will be reimbursed only if overall travel cost savings result. Nothing in this paragraph should be interpreted as a requirement to extend College travel beyond that required to conduct College business.

5.2.2.1. The College will pay transportation costs, including airfare, based on the lowest practical scheduled rates which ordinarily would preclude consideration of first class and business class airline tickets. However, travelers may purchase or be reimbursed for such tickets if one of the following conditions exist: (a) Documented medical reasons; (b) Flight is transoceanic or intercontinental and the flight time exceeds eight (8) consecutive hours; or (c) Documentation is provided which shows that the first class or business class fares do not exceed the lowest available coach fare. When one of these conditions exist, travelers are encouraged, whenever

possible, to use their frequent flyer status in combination with upgradable coach class fares to obtain first or business class tickets.

5.2.2.2 Discounts, Credits, and Special Coupons

a. State Property - Vouchers given to travelers due to being denied boarding or for voluntarily changing their flight are the property of the State. Due to potential issues with risk management, employees must not voluntarily change flights when flights are overbooked.

b. Property of Employee – Airline frequent flyer programs and hotel frequent lodging programs and any other programs which give an employee on state business credit for miles/hours flown, or nights lodged may be considered the property of the employee.

c. Credits – Credits earned on airline travel or while staying in certain hotels or through other programs by a state employee may be used by the employee while traveling on state business. However, the employee may not be compensated for the credits.

d. The traveler is responsible for any tax consequences associated with this reimbursement policy.

5.2.3. Public Transportation and Ride Sharing Services - Public transportation should be utilized whenever practical while on College business. Individual charges of \$25 or more must be supported by receipts. Charges less than \$25 submitted without receipts must be summarized.

5.2.3.1. Only required travel is eligible for reimbursement. Trips for dining are not eligible unless the traveler can demonstrate the lack of adequate dining opportunities within a reasonable distance of the conference, training, or hotel.

5.2.3.2. Expenses for transportation on non-College business, entertainment, or sightseeing are not reimbursable.

5.2.4. Rental Vehicles - When renting an automobile, travelers must make the rental arrangements through the State of Utah Travel Department to take advantage of Risk Management insurance coverage. When possible, travelers should charge the costs of any rental vehicle on a College credit card.

5.2.5. Rental Vehicle Insurance - Insurance coverage offered by automobile rental agencies should not be purchased (and reimbursement will not be made to the traveler), with two exceptions. First, auto liability and the loss damage waiver (LDW) coverage should be purchased from rental agencies for any vehicle rented outside of the United States. Second, the loss damage waiver should be purchased when renting vehicles larger than passenger vans. The College does not provide insurance coverage for a traveler's personal property.

5.2.6. Private Vehicles - Transportation by private automobile will be reimbursed at the approved mileage rate or the applicable in-lieu-of airfare rate, whichever is lower. The approved mileage rate is the rate set by the State of Utah. Reimbursement of private automobile mileage must be supported by a mileage log with dates and destinations. The College's insurance does not provide coverage for physical damage (comprehensive or collision) for any privately-owned automobile, whether or not the automobile is used for College business.

5.2.6.1. Reimbursement for mileage to the airport on regular business days will be calculated as the lesser amount between either the College Campus or the employee's residence and the airport.

The airfare quote for use in determining the in-lieu-of airfare rate should be obtained on the day travel authorization is requested.

5.2.6.2. If two or more persons travel in one private automobile, the reimbursable transportation expenses will be limited to the lesser of (a) mileage allowance for the automobile or (b) the combined costs of the in-lieu-of airfare rates for all persons on approved travel status traveling in the automobile.

5.2.7. College Vehicles - When transportation is by College vehicle, reimbursable transportation expenses will be limited to actual costs incurred for fuel, oil, and necessary vehicular maintenance and repairs supported by receipt or invoice.

Airport Parking – Parking for overnight travel will be paid at the published long-term economy rate. Same day travel reimbursement will be at the published regular daily parking rate, not premium.

5.2.8. Private Aircraft - Travel costs incurred for the use of a private aircraft will be reimbursed either based on the in-lieu-of airfare rate or at the approved mileage rate for automobiles, whichever is less. The College does not provide accident insurance to personnel traveling by private or licensed charter aircraft. Insurance coverage for licensed charter flights is limited to the coverage provided by the charter company, if any.

5.2.9. Travel Insurance - Travel insurance costs, including car rental insurance while traveling within the United States or insurance purchased for the benefit of the traveler or a beneficiary designated by the traveler (e.g. personal effects coverage, accidental death, injury, or dismemberment insurance) are not reimbursable costs under this policy.

5.3. Non-Transportation Costs

5.3.1. When travel is by either private or College vehicle, rather than by aircraft, expense reimbursement for additional expenses incurred for meals, incidentals, and lodging will be made for each traveler on approved travel status only when overall savings results as compared to the costs of flying.

Authorized travel status does not include interim periods of time scheduled primarily for the convenience of the traveler, including side trips, layovers, and late returns which are not necessary for the conduct of College business. Authorized registration fees for conferences or meetings, when supported by proof of payment, (i.e., receipt or canceled check and schedule of costs), are reimbursable. Such fees or deposits may be paid in advance on a request for travel form or paid by the College through a check request. Documentation to accompany registration or deposits must be attached to the request for travel or check request. Hotel accommodations and rental car may be guaranteed on a College bank credit card.

5.3.2. Meals - Reimbursements for meal costs should pertain to the individual College traveler. Unless the traveler has requested to be reimbursed for the actual cost of meals, reimbursement for meals and incidentals will be computed on a per diem basis. Full day and partial pay per diem rates will be reimbursed. Receipts are not required if per diem reimbursement is requested. If the traveler chooses to be reimbursed for actual meal costs, a daily meal recap should be completed, and receipts should be submitted for all meals of \$10 or more which are to be reimbursed. An itemized receipt is required for reimbursement of actual meal costs. The unitemized portion of a restaurant ticket or credit card receipt is not acceptable. Actual meal costs will be reimbursed at an amount not to exceed the greater of \$50 or 120% of the applicable per diem rate. The traveler must select either actual meal reimbursement or the per diem for meals for each trip individually.

5.3.3. Per Diem Rates - Per diem rates for meals, snacks, beverages, and other incidental expenses (M&IE) will be reimbursed at the M&IE Rates as found for the travel location on the U.S. General Services Administration web site under the Per Diem Rates link. This web site is located at www.gsa.gov. Per diem for partial days, with an overnight stay included, will be reimbursed at 25% of the M&IE rate for 0 to six hours of a day, 50% of the M&IE rate for over 6 and up to 12 hours of a day, and at 100% of the M&IE rate for over 12 hours of a day.

5.3.3.1 Per Diem will only be paid on days necessary for official travel and will not include additional days taken on the trip for personal reasons.

5.3.3.2 Per Diem Adjustments – Supervisors may choose to reduce the number of whole per diem days paid to the employee in instances where the conference or training event includes all meals as a part of the conference registration.

5.3.4. Extended-Day Meals - If a traveler is on extended-day travel, the traveler may be reimbursed for actual expenses not to exceed 50% of the M&IE rate. The original cash receipt or credit card receipt is required for reimbursement. The unitemized portion of the restaurant ticket or credit card receipt is not acceptable.

5.3.5. Lodging - Reasonable and necessary lodging costs (room rental, resort fees, and related taxes) will be reimbursed. Conference lodging will be reimbursed at the lowest available single occupancy room rate. Original itemized receipts are required for reimbursement of these costs. Credit card vouchers are not acceptable.

For conferences, rooms should be booked at the conference hotel at the conference rate to minimize additional transportation expenses.

5.3.6. Lodging costs in excess of single room rate will not be reimbursed except when the additional occupant is an authorized College traveler.

5.3.7. Non-Conventional Lodging - When College travelers, on official travel status, obtain non-conventional lodging (i.e., friend, relative, etc.) they will be reimbursed at the rate of \$20.00 per day. Token payments or other forms of compensation will not be reimbursed.

Online lodging marketplaces, timeshare, and any similar alternative lodging services will be reimbursed at equal to or less than the conference hotel rate, transportation expenses to and from the alternative lodging may not be reimbursed if a conference hotel was available.

5.3.8. Exceptions - Necessary expenses actually incurred in excess of established reimbursement rates will be allowed when required by exceptional or extraordinary considerations and written justification is submitted with the travel reimbursement request. In order to be reimbursed, such a request must be approved by the cognizant vice president and by the College President. Original itemized receipts and other supporting documentation must be submitted in support of any claim for reimbursement for above-normal expenses.

5.3.9. Telephone Calls – College business related telephone calls made while in travel status are reimbursable. Personal telephone calls will be reimbursed in an amount not to exceed \$5 per day. Exceptions may be authorized by the cognizant vice president.

5.3.10. Inflight Internet Access – Charges for inflight internet access must be approved in advance on the travel authorization form and be for the support of work-related activities.

5.4. Laundry – Actual laundry expenses up to \$18 per week will be allowed for trips in excess of six consecutive nights, beginning after the sixth night out. The traveler must provide receipts for the laundry expense; or in the case of coin-op use, the traveler must provide a list of dates, locations, and amounts.

5.4.1. Advances - 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 or by the College President. Travel advances will not be made to travelers who have not properly cleared prior advances. Bank credit cards and P-cards authorized for travel related items are available to certain employees of the College. These cards should be used in accordance with the Executive Employee Credit Card Policy and P-card Policy and Procedures to pay for most travel expenses.