

PROCEDURES MEMORANDUM

TO: MCC Staff
FROM: Office of the President
SUBJECT: Travel Guidelines
DATE: June 28, 2011
PURPOSE: To establish uniform procedures for all College reimbursed travel related expenditures.
SCOPE: These procedures apply to members of the Board of Governors and to all classifications of College employees.

TRAVEL GUIDELINES

1. General Guidelines

- A. Travel as addressed herein generally falls into the following categories.
 - 1) Travel among campuses and local work sites to perform College business such as teaching and other job related duties.
 - 2) Travel to attend College-related activities, regional, national and international meetings.
- B. The provisions of the Fair Labor Standards Act, as amended, apply to non-exempt (hourly) staff members. Questions in this regard should be addressed to the College General Counsel or the Associate Vice President for Human Resources.
- C. The method of travel should represent the greatest economic benefit to the College in terms of time and expense. Please make all reservations and subsequent changes or cancellations for air, lodging, and conference fees as early as possible to avoid encountering additional costs. Once your travel has been approved, Purchasing will email you your Travel Authorization number so you can make the appropriate travel arrangements. Please notify your supervisor and the business office of any changes you make to your trip.
- D. Travel expenses are reimbursed based upon actual cost for applicable transportation, lodging, meals, registration fees and other miscellaneous expenses. **Original itemized receipts are required.** The College does not reimburse on a per diem basis for meals and lodging. Reimbursement for meals will be made only for actual costs. Reasonable meal expenses will be considered to be those established by the Federal Standard Daily Meal Allowances established by the United States General Services Administration (GSA) per the following website:

<http://www.gsa.gov/portal/category/21287>

When a meal is incurred as part of College travel, reimbursement will be made according to the following table:

<u>Trip</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
One-day trip	Yes if departure from home is prior to 6:30 a.m.	Yes, if supervisor approval is received prior to the meal.	Yes, if return home is after 7:30 p.m.
Multi-day trips- first day	Yes, if departure from home is prior to 6:30 a.m.	Yes, if departure is prior to 11:30 a.m.	Yes, if departure is prior to 6:00 p.m.
During multi-day trip	Yes	Yes	Yes
Multi-day trip- final day	Yes, if return is after 8:00 a.m.	Yes, if return is after 1:00 p.m.	Yes, if return is after 7:30 p.m.

Starting and ending times of your trip should be included on your Reimbursement Voucher

- E. Reimbursement for registration fees and lodging charges requires a paid receipt plus supporting information such as a registration confirmation and an itemized hotel bill.
- F. No reimbursement for alcoholic beverages.
- G. MCC Reimbursement Vouchers must be submitted with appropriate receipts to Accounts Payable within 30 days following the travel. Use ink in completing the Reimbursement Voucher. Travel occurring near the end of the fiscal year (June 30) must be submitted to Accounts Payable for reimbursement by July 15.
- H. Some federal, state and private contracts/grants may have more restrictive travel compliance guidelines. If conflicting guidelines apply, the more restrictive rules will be used.
- I. It is the responsibility of the traveler to follow these guidelines. Supervisors are also responsible to review requested MCC Reimbursement Vouchers before signing their approval.

2. Local Travel

- A. Defined – Local travel is considered as one-day vehicle travel with no overnight stay.
- B. Authorization - Local travel may be authorized verbally by the immediate supervisor. If any expenses such as conference fees will be incurred as part of the local travel, a request is to be made on the MCC Travel Authorization and Narrative Form, and approved by the immediate supervisor. The MCC Travel Authorization and Narrative Form can be found in the MCC Forms Bank:

- C. Transportation - Transportation may be by College-owned or personal vehicle. Use of a personal vehicle for College business will be reimbursed at the prevailing rate established by the Internal Revenue Service (IRS) in compliance with IRS regulations. A person driving his/her personal vehicle on College business does so at his/her own risk and is personally responsible for all costs of operation, including repairs to the vehicle, and for property damage and liability. A College-owned vehicle may be used when appropriate and available. Vehicle reservations at Fort Omaha Campus must be made with the Facilities Management Department, and at South Omaha and Elkhorn Valley Campuses with the Campus Dean. All drivers are required to have a valid driver's license.

If a College vehicle is going to be needed for one-day travel, please reserve the vehicle ahead of time by filling out a request for vehicle usage on the Facilities Management web page.

If your travel is not approved, please notify Facilities Management to cancel your request. Remember to complete a Travel Authorization and Narrative Form far enough in advance to allow for adequate processing time. Facilities Management should have a copy of the Travel Authorization and Narrative Form prior to your vehicle checkout date.

Based on availability, if it is more efficient from a resource and energy perspective to take a College vehicle home overnight before you begin traveling, or to keep a College car overnight before your return it, please make a request via email to the College Business Officer and the Director of Administrative Management at least three days in advance, with a copy to your Vice President. The College Business Officer or the Director of Administrative Management will approve or disapprove the request and forward a copy to the Facilities department.

If approved, the College vehicle should be parked in a garage overnight if possible and should not be used for personal reasons. **It is imperative that you return the College vehicle by the time stated in your request so that other staff are not delayed by lack of a vehicle.**

The College will not be responsible for personal vehicles left on campus while you use a College vehicle.

D. Reimbursements

- 1) Reimbursable local travel trips include but are not limited to:
 - a) Travel among campuses, centers and assigned work sites for supervisor-approved College business, including staff development and College events;
 - b) Travel on local errands for College business;

- 2) Reimbursement for local travel will be allowed for travel among campuses or work sites when an employee must be present at more than one work site a day as required or assigned by his/her supervisor or department. Travel among campuses or work sites for different supervisors and departments will not be reimbursed. Travel will not be paid from home to the normally assigned first work site or from that work site to home. However, in situations involving initial travel to other than the normally assigned first work site or when departure for home is from other than the normally assigned first work site, reimbursement may be claimed from or to home only to the extent that the home to normally assigned work site mileage amount is exceeded.

In situations when an employee is required by the College to travel or work on College business on a scheduled day off and receives no additional compensation for the time worked, then mileage from the employee’s residence to the location of the work or event and return home will be reimbursed. If an employee is compensated for time spent working, either at straight or overtime pay rate, then there is no reimbursement for mileage.

College staff who volunteer and receive no compensation for College events can be reimbursed for mileage to and from the event.

Standard Distances - Standard one-way distances for use in reimbursing travel among College campuses and major teaching sites are as follows:

	Bellevue	FOC	SOC	EVC	Fremont	Sarpy	ATC	WCTC
Bellevue	-	13	6	25	47	10	23	34
Ft Omaha	13	-	9	22	35	16	8	22
So Omaha	6	9	-	22	41	9	18	29
Elkhorn	25	22	22	-	24	18	15	22
Fremont	47	35	41	24	-	39	28	23
Sarpy	10	16	9	18	39	-	15	30
ATC	23	8	18	15	28	15	-	16
Washington Cnty	34	22	29	22	23	30	16	-

- 3) MCC Reimbursement Voucher – Travel reimbursement requests are to be documented, cost center assigned, and submitted on the MCC Reimbursement Voucher Form. Receipts must be attached to the Reimbursement Voucher.

3. Long-Distance Travel

A. Defined

Long-distance travel is considered as airline travel or travel to a destination that entails an overnight stay.

B. Authorization

Long-distance travel is to be requested on the MCC Travel Authorization and Narrative form, which can be found on the MCC Forms Bank:

<http://www.mccneb.edu/formsbank/instructions.asp?idnum=203>

- C. The Travel Authorization and Narrative Form must be approved by the appropriate supervisor(s), Vice President, and Executive Vice President and, when appropriate, the President. Presidential approval must be obtained for any travel outside the 48 contiguous states. Plans should be made well in advance. Travel requests should be submitted as soon as possible, but not later than four (4) weeks prior to travel to ensure the most favorable travel costs.
- 1) Transportation on trips over 200 miles, air travel will generally be less expensive than auto travel unless more than one person is traveling to the same destination. All business air travel will be by coach/tourist/economy class, whichever is most economical for the College. The Purchasing Department, in consultation with the traveler(s), will determine the best mode of travel. A person driving his/her personal vehicle on College business does so at his/her own risk and is personally responsible for all costs of operation, including repairs to the vehicle and for property damage and liability.
 - 2) Transportation between home and the airport, between the airport and visit sites and related parking will be reimbursed. Employees are encouraged to use surface parking as opposed to garage parking. The employee should use an economical mode of transportation for the visit area (personal car, taxi, shuttle, bus, subway, train, airport limousine, and rental car) and obtain receipts wherever possible. In most cases, it is much more economical to utilize a shuttle service from the airport to the hotel and back as opposed to renting a vehicle. Permission to rent a car for transportation within the visit area must be obtained in advance of the travel on the MCC Request for Travel Authorization and Narrative Form. If approved, the employee will be reimbursed for an intermediate-sized rental vehicle for the days he/she is conducting College business. It is not necessary to purchase additional insurance coverage since the College maintains adequate coverage for employees operating rental vehicles. Do not take any "prepaid options" with respect to gasoline and do return the vehicle with a full tank of gas.
 - 3) The College may ask the traveler to volunteer to travel on a weekend if there is a substantial reduction in transportation costs. The College will reimburse the traveler for lodging and meal costs directly related to the added travel time, but not to exceed the difference between the lower cost air fare and the fare that would have otherwise been charged. There will be no additional compensation for the weekend days beyond the required reimbursement specified for non-exempt (hourly) staff members in Section 1, Paragraph B above, except as may be otherwise required by the Fair Labor Standards Act.
 - 4) Use of College Vehicles for Overnight Travel: Use of College vehicles shall be on a first-come, first-serve basis. The MCC Travel Authorization and Narrative

Form, complete with all required signatures, is required. All drivers are required to have a valid driver's license. Feasibility of extended out-of-town usage of College vehicles shall be determined at the discretion of the Director of Facilities Management.

- 5) Commercial Air Travel - Arrangements for commercial air travel should be made by the traveler through Metro's contract travel agency. College-authorized air travel will be paid by the College directly to the travel agency. The agency may also be used for personal/leisure travel; such travel must be paid directly by the traveler to the contract agency. All College-authorized air travel will be by coach fare. The College will reimburse for reasonable bag expenses associated with air travel. An itemized receipt must be submitted with the reimbursement voucher.

Note: Do not finalize travel reservations until you receive notification from the Purchasing Department that your travel has been approved. The travel agency will make air travel reservations which represent the greatest economical benefit to the College in terms of time and expense.

If you see a lower fare than the travel agency quotes, bring it to their attention to see if they can match it. Travel agencies have access to air fare web bases in which they can obtain the best possible prices for their clients.

If you book a flight on the Internet you need to be aware of some potential drawbacks. Oftentimes ticket sales are final - no cancellations or voids, any problems/changes need to be handled directly with the airline, the traveler must use his/her personal credit card to charge the flight, and flight insurance is not provided. If a ticket is purchased over the Internet, the traveler is responsible for any extraneous charges that the College would not normally incur by doing business with a travel agency.

D. Mileage Reimbursement

Mileage will be reimbursed on the basis of the most commonly used route. Only the authorized traveler who furnishes a private vehicle for group trips may claim and be reimbursed for mileage. No mileage reimbursement will be made to travelers using a College or rental vehicle.

When commercial air service could have been used advantageously on long-distance trips, but the traveler chooses to use personal vehicle transportation, mileage will be reimbursed at the price of the lowest readily available airfare ticket that can be obtained by the Purchasing Department or at the prescribed mileage rate, whichever is less. Travelers who choose to use motor vehicles instead of available commercial air service, as described above, will not be reimbursed for food or lodging expenses that would have been avoided by using commercial air service.

E. Parking and Tolls

Reasonable parking and toll charges from any temporary parking facility will be reimbursed. Utilize long-term surface parking as opposed to garage parking when leaving your personal vehicle at the airport.

F. Gasoline and Oil

Gasoline and oil are not reimbursable for a personal vehicle; however they are reimbursable for a College vehicle or a rental vehicle. Original receipts must be attached to the employee's MCC Reimbursement Voucher Form.

G. Lodging, Meals, Registration Fees and Other Miscellaneous Expenses

- 1) Travelers must make their own hotel reservations. In order to prevent reservation problems at the hotel, travelers are strongly encouraged to confirm hotel reservations with their personal credit cards. The College may elect to pay for only room expenses with a College purchasing card. A printout of the reservation including confirmation number, hotel, address, and charges must be provided with the MCC Travel Authorization and Narrative Form. Travelers are encouraged to ask for the discounted hotel rate when making reservations (i.e., conference, government, education or corporate rate).
- 2) College travelers are expected to select reasonably priced lodging accommodations when on official College business and will be requested to justify charges that appear to be excessive.
- 3) All claims for lodging reimbursement must be supported by original receipts that show the name of the hotel, the number of occupants and the goods or services for which each individual charge is made (room, tax, and food).
- 4) Meals will be reimbursed at actual cost including tips (not to exceed 20% of the pre-tax amount) and up to the daily maximum allowed by GSA. Receipts must be attached to the MCC Reimbursement Voucher Form. The College will not reimburse for meal costs if the meal involved has already been paid for as part of a conference registration fee.

The GSA daily maximum rates can be found at:

<http://www.gsa.gov/portal/category/21287>

Some destination cities may have slightly higher meal allowances. Travelers may look up the current allowances for specific destinations at the above Internet site.

- 5) Payment for conference registration fees, including program meals, should be requested on the MCC Travel Authorization and Narrative Form submitted to the Purchasing Department. The registration form completed by the employee will be

enclosed with the check for the registration to be forwarded by Accounts Payable, if requested.

- a) The College will reimburse for business phone calls. Personal calls are the responsibility of the employee;
- b) Internet charges will be reimbursed only if preapproved by the area Vice President;
- c) The College will reimburse for reasonable tips. The College will not reimburse for any tips that are in excess of 20% of the pre-tax amount for any service provided. Tips for meals should be included in the meals category on the MCC Reimbursement Voucher Form as noted in section 4, paragraph G;
- d) Reasonable tips for baggage handling, housekeeping, mail service, parking, and transportation, etc. should be listed under the miscellaneous category.

H. Expenses Which are Not Reimbursable

The following kinds of expenses are not reimbursable by the College: expenses incurred for any extension of official travel into a personal weekend or vacation period, personal telephone calls, ATM fees, valet service, laundry, dry cleaning, personal services, parking tickets, traffic tickets, rental of movies, alcoholic beverages or added costs because of spouse, dependents and/or family members or guest in company of the College traveler.

I. Travel with Spouse, Dependent and/or Family Members or Guest

The College will reimburse for lodging at the lowest single room rate. The staff member is required to pay for all costs for the spouse, dependents and/or family members, or guest including transportation, meals and spouse registration, if any.

J. Travel Advances

Travel advances are limited to situations where College staff are responsible for overseeing a group of students who are traveling on behalf of the College. Individual advances for travel are not allowed.

<http://www.mccneb.edu/formsbank/instructions.asp?idnum=234>

K. MCC Reimbursement Voucher and Supporting Documents

Travel reimbursement requests will be documented and submitted on the MCC Reimbursement Voucher Form. Original copies of hotel bills, meal receipts,

passenger copies of travel transportation tickets and conference receipts must be provided. The MCC Reimbursement Voucher Form with supporting documents, must be submitted within thirty (30) days of completion of travel.

In the event receipts are not itemized, lost, or missing, the employee should make an attempt to contact the vendor. If itemized, lost, or missing receipts cannot be obtained, reimbursement can be requested by completing a Non-Itemized Lost/Missing Receipt Form found on the Forms Bank. After completion of the form, the appropriate Dean or Vice President is required to approve and sign the form. The form must be attached with the applicable paperwork and sent to Accounts Payable for processing.

4. International Travel

All long-distance guidelines from Section 3 apply, along with the additional guidelines below:

A. Foreign travel guidelines published by the U.S. State Department will be used as reference for maximum allowable hotel, meal, and incidental amounts (U.S. State Department "Maximum Travel Per Diem Allowances for Foreign Areas"). Hotel, meals, and incidentals must be substantiated by original itemized receipts. Actual expenses will be reimbursed up to the maximum allowed by the U.S. State Department guidelines. Tips for meals should be included in the meals category on the MCC Reimbursement Voucher and are included in the maximum amounts. Travelers may look up the current allowances for specific destinations at the following Internet site:

<http://www.state.gov/www/perdiems/index.html>

B. Supplemental health insurance is required for staff and will be paid for by the College. Supplemental health insurance will also be required for students traveling as part of College sponsored trips. It is the sole responsibility of the traveling students to obtain their own international health care insurance coverage. Proof of such insurance must be submitted to the College prior to travel.

C. Immunizations required for College staff by the country being visited will be paid by the College in excess of the amount covered by the staff member's insurance. The staff member traveling should submit the explanation of benefits from his/her personal insurance to show the remaining amount to be paid by the College. Students are required to pay for their immunization expense(s).

D. Passport issuance fees will not be reimbursed by the College for staff members or students. Passports are valid for a period of ten years and may be used for personal use during the time period.

- E. Entrance visas and departure/exit fees are required by some countries and are issued for a specific time period. Visa fees and departure/exit fees are reimbursable by the College. These fees will be included in the fees for the trip paid by the student. Staff members will be reimbursed a reasonable amount for photographs required for visa applications. Staff members must submit original receipts with the MCC Reimbursement Voucher to be processed by the traveler's supervisor and Accounts Payable. Students are required to provide their own photos.
- F. Foreign exchange rates must be documented by exchange receipts. Use of major credit cards is encouraged. Major credit cards will report exchange rates on the traveler's monthly statement.
- G. Gifts Related to International Travel - In cultures where it is appropriate for the traveler to bring gifts (as determined before travel by the administrator in charge of the program through which the employee is traveling), the College will pay for gifts purchased for this reason to the extent the gift and payment satisfy Board Policy. Discussion must take place with the administrator in charge before travel as to the extent and nature of the gifts and must be approved prior to the purchase.

5. Special Travel Provisions

It is recognized that due to particular or unusual circumstances, situations may present themselves in regard to travel authorizations, accountability and reimbursement which are not specifically addressed herein. The traveler's supervisor and the College Business Officer or Director of Administrative Management will address these as the situation dictates.

Adopted 3/15/88

Revised 01/11/02, 03/17/03, 7/21/03, 10/29/03, 10/22/04, 11/16/04, 7/25/05 (Miscellaneous Expenditures put in separate PM), 6/12/06 (added mileage for Bellevue Center), 6/5/07, 12/7/07 (mileage chart updated), 4/14/09 (link updated), 9/8/10, 6/28/11 (mileage table updated)