

PROCEDURE MEMORANDUM

TO: MCC Staff, Students, Board of Governors

FROM: Office of the President

SUBJECT: Travel Guidelines

DATE: October 23, 2018

PURPOSE: To establish uniform standards and procedures for all College reimbursed travel related expenditures.

SCOPE: These standards and procedures apply to all classes of College employees, students, and members of the Board of Governors.

TRAVEL GUIDELINES

I. General Guidelines

A. Travel as addressed herein generally falls into the following categories.

1. Local 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. The College strongly recommends against sending non-exempt employees on overnight travel. Approval of overnight travel for non-exempt employees must be granted by 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, Accounts Payable will email you your Travel Authorization (TA) number so you can make the appropriate travel arrangements. Please notify your supervisor and Accounts Payable of any changes you make to your trip. If your trip has been cancelled, please notify Accounts Payable as soon as possible.

D. Travel expenses are reimbursed based upon actual cost for applicable transportation, lodging, meals, registration fees and other miscellaneous expenses. **Original itemized receipts (not credit card summary 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. Maximum reimbursement for meal expenses will normally 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 allowed according to the following table

Trip	Breakfast	Lunch	Dinner
One-day trip	Yes if departure from home is prior to 6:30 a.m.	Yes, if outside the College's four-county area	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. Expenses Which are Not Reimbursable - The following is a non-exhaustive list of expenses that are not reimbursable by the College: additional 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 items and 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. If a College traveler has questions about whether a specific expense is reimbursable he or she is encouraged to contact Accounts Payable.

G. The College does not provide reimbursement for alcoholic beverages. Ask your server to place food purchases and alcohol purchases on separate tickets.

H. MCC Reimbursement Vouchers must be submitted with **original itemized receipts (not credit card summary receipts)** to Accounts Payable within 30 days following the travel. Travel occurring near the end of the fiscal year (June 30) must be submitted to Accounts Payable for reimbursement by July 15.

I. Travel with Spouse, Dependents and/or Family Members or Guests - The College will reimburse College travelers for lodging at the lowest single room rate. The College will not pay or reimburse College travelers for any expenses or costs incurred to pay for his or her spouse, dependents and/or family members, or guests.

J. Some travel paid for by federal, state and private contracts/grants may have more restrictive travel compliance guidelines. If conflicting guidelines apply, the more restrictive rules will be used.

K. It is the responsibility of the College traveler to follow these guidelines. Supervisors are also responsible to review requested MCC Reimbursement Vouchers before signing their approval.

II. Local Travel

A. Defined – Local travel is considered as same-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 mileage rate established by the Internal Revenue Service (IRS). 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. It is preferred that staff utilize College-owned vehicles for local travel when available. Vehicle reservations at Fort Omaha Campus must be made with the Facilities Management Department, with Student Services at South Omaha Campus, the Building and Grounds Manager at Elkhorn Valley Campus, and the main office at the remaining MCC sites. All drivers are required to have a valid driver's license. **All drivers and passengers in College-owned or personal vehicles being used for business purposes must comply with all state and local safety laws.**

If a College vehicle is needed for one-day travel, please reserve the vehicle ahead of time by filling out a Vehicle Request Form located in the MCC Forms Bank.

If your travel is not approved please notify the appropriate College office to cancel your request. Remember to complete a Travel Authorization and Narrative Form far enough in advance to allow for adequate processing time. The appropriate College office must have the Travel Authorization Number from Accounts Payable prior to your vehicle checkout date.

Based on availability, if it is more efficient from a resource and energy perspective for a College traveler to take a College vehicle home overnight before he or she begins traveling, or to keep a

College car overnight before he or she returns it, he or she must make a request via email to the Director of Administrative Management or Vice President for Administrative Services at least three days in advance, with a copy to the appropriate Vice President. The Director of Administrative Management or Vice President for Administrative Services will approve or disapprove the request and notify the appropriate College office.

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. Local 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 he or she 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.

Exempt staff that volunteer 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:

	FOC	SOC	EVC	North Express	Fremont	Sarpy	ATC	South Express	Do Space
FOC	-----	9	22	3	35	16	8	6	8
SOC	9	-----	22	6	41	9	18	3	7
EVC	22	22	-----	22	24	18	15	19	12
North Express	3	6	22	-----	36	12	9	4	5
Fremont	35	41	24	36	-----	39	28	39	32
Sarpy	16	9	18	12	39	-----	15	10	8
ATC	8	18	15	9	28	15	-----	16	7
South Express	6	3	19	4	39	10	16	-----	7
Do Space	8	7	12	5	32	8	7	7	-----

MCC Reimbursement Voucher – Travel reimbursement requests are to be documented, cost center assigned, and submitted on the MCC Reimbursement Voucher Form. **Original itemized receipts (not credit card summary receipts)** must be attached to the Reimbursement Voucher.

III. 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:

C. The Travel Authorization and Narrative Form must be approved by the appropriate supervisor(s), Vice President or Senior Aide to 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 500 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 Accounts Payable 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.

If a traveler chooses to use his or her personal vehicle in lieu of air travel when air travel is more economical, the traveler will be reimbursed only the amount equal to the cost of the airfare. Other expenses, such as lodging and meals that may be incurred because of traveling by personal vehicle, will not be reimbursed.

2. Transportation between home and the airport, between the airport and visit sites and related parking will be reimbursed. Employees are encouraged to use uncovered surface parking as opposed to garage parking and will be reimbursed accordingly. 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. **DO NOT** purchase additional insurance coverage or "prepaid options" with respect to gasoline, and do return the vehicle with a full tank of gas.

3. Use of College Vehicles for Overnight Travel: Use of College vehicles shall be on a first-come, first served 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.

4. Commercial Air Travel - Arrangements for commercial air travel should be made by the traveler through Metro's designated 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 Accounts Payable that your travel has been approved. The travel agency will make air travel reservations which represent the greatest economic 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 through which they can obtain the best possible prices for their clients.

If you elect to book a flight on your own, you will only be reimbursed when you return from your trip in conjunction with your other reimbursements. The amount will be reimbursed on the lowest coach rate found.

D. Reimbursements

1. 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 reimbursement will be approved by Accounts Payable at the price of the lowest readily available airfare ticket that could have been obtained, 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. 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. Travelers are encouraged to ask for any applicable 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 itemized receipts (not credit card summary 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. Breakfast, Lunch and Dinner will be reimbursed at actual cost, including tips (not to exceed 20% of the pre-tax amount), on a per meal basis and up to the maximum allowed by GSA. Snacks will be considered as part of a meal based on the time listed on the receipt. **Original itemized receipts (not credit card summary 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 than others. Travelers may look up the current allowances for specific destinations at the above Internet site.

Travelers will not be reimbursed for any meal that was provided as part of an event or function should they choose to eat elsewhere absent good cause shown.

No reimbursement will be made for alcoholic beverages. Ask your server to place food purchases and alcohol purchases on separate tickets.

5. Payment for conference registration fees, including program meals, should be requested on the MCC Travel Authorization and Narrative Form submitted to the Accounts Payable 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;

d. Reasonable tips for baggage handling, housekeeping, mail service, parking, and transportation, etc. should be listed under the miscellaneous category.

F. MCC Reimbursement Voucher and Supporting Documents

Travel reimbursement requests will be documented and submitted on the MCC Reimbursement Voucher Form. **Original itemized receipts (not credit card summary receipts)** 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

IV. International Travel

All long-distance guidelines from Section III 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 (not credit card summary 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.gsa.gov/portal/category/21287>

B. MCC includes supplemental health insurance in the Credit Courses Abroad program fee. The insurance will not be waived to substitute another plan held by the College traveler. College travelers should review the insurance plan provided as part of the program to determine if they require additional insurance coverage.

C. Immunizations required for College staff by the country being visited will be reimbursed 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 travel during that 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 itemized receipts (not credit card summary 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.

V. Candidate Reimbursement Guidelines – Interviews and Relocation

A. Defined - A candidate is an individual who has been invited to participate in an on-campus interview for a job opening and is requesting reimbursement for expenses incurred during the recruitment process.

B. Authorization - The travel and relocation expenses of a prospective employee are reimbursed when approved by the responsible organizational unit head. Reimbursement is made in accordance with the directives and procedures stated herein.

C. Grant Travel - Grant-supported travel must comply with the College's policies and procedures. However, specific grants may impose stricter requirements that must be followed. For guidance regarding the appropriate use of grant or other earmarked funds, contact the grant administrator prior to authorizing or incurring expenses.

1. Reimbursement of travel expenses resulting from on-campus interviews is restricted to full-time faculty and exempt administrative and professional staff positions.

2. There is a \$500 cap on travel reimbursement for candidate interviews. The College will reimburse eligible individuals up to \$500 for allowable reimbursements as defined below.

D. Allowable Reimbursements - May include mileage, meals, lodging, airfare, or rental car. Reimbursements may be made only after travel is completed unless prior arrangements are made for direct billing. Reimbursement will be made upon completion of the 'Non-Employee Payment/Reimbursement Voucher' with attached receipts. **Original itemized receipts (not credit card summary receipts)** are required for reimbursement of covered expenses.

1. Meals/Lodging – If reimbursing actual meal costs, **Original itemized receipts (not credit card summary receipts)** must be provided as documentation and will follow the established rates of the GSA. If lodging is needed, on-campus guest housing is available on a limited basis. Reservations can be made through Event Services.

<https://www.mccneb.edu/About-MCC-Nebraska/Events/Guest-House-Information-Request.aspx>

2. Transportation - Non-employees may be reimbursed for the actual cost of a coach-class airline ticket. Required payment documents for reimbursement include a copy of itinerary/invoice which includes the dollar amount paid. If traveling by automobile, mileage is reimbursed at the current College rate for mileage. Miles traveled should be consistent with having taken the most direct route as per mileage calculation software.

If a rental car is used, reimbursement will be at the cost of a compact vehicle, insurance and taxes, plus fuel used. Any excess miles driven or additional cost incurred will be the responsibility of the renter.

E. Non-Reimbursable Expenses – Personal telephone calls, alcoholic beverages, and the cost of other personal services are not reimbursable. Expenses for a spouse or traveling companion(s) will not be reimbursed. The College retains the right to determine which expenses will be reimbursed under this procedure.

F. Relocation Expenses - Reimbursement for the relocation expenses of newly recruited personnel is at the discretion of the College President. Once authorized by the President, the Director of Administrative Management will work with the individual to provide assistance and to ensure compliance with College policy.

VI. 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 Director of Administrative Management or Vice President for Administrative Services 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); 7/5/12 (mileage table updated); 7/24/12; 8/22/12; 6/6/13; 9/25/14; 7/13/16 (link updated); 11/17/16; Revised 10/23/18