

VERMONT TECH

Manual of Policy and Procedures

<i>Title:</i> College Travel Policy	<i>Number:</i> T 609	<i>Page(s):</i> 2
	<i>Date:</i> December 2009	

STATEMENT OF POLICY

1. POLICY

The policy provides for reasonable and necessary expenses for meals, lodging, transportation, conference fees, and other documented out-of-pocket expenses necessary to the conduct of College Business.

2. AUTHORIZATION

All in-state travel in excess of \$500, and all out-of-state travel, requires the PRIOR written authorization of the appropriate Dean, Program Director (SBDC, VIT, VMEC), and the Dean of Administration. Prior approval of other in-state travel may be authorized at the Supervisor, Program Director, or Dean levels.

3. REIMBURSEMENT

- 1) Receipts or ticket stubs are required for reimbursement/documentation of commercial transportation expenditures not billed directly to the College **when the traveler is not claiming the standard per diem rate**. Receipts are also required for reimbursement/documentation of registration fees, lodging, tolls, airport limousine service, parking, and other incidental supplies and services, when the per diem rate is not being used to complete the reimbursement.
- 2) Receipts should be clearly identified by date, and should be organized and attached to the TRAVEL EXPENSE VOUCHER in chronological order to facilitate processing by the Business Office.
- 3) The approved TRAVEL AUTHORIZATION FORM should accompany other materials when requesting reimbursement.

4. MILEAGE ALLOWANCE

- 1) For authorized automobile mileage actually and necessarily traveled in the performance of college duties, an employee shall be reimbursed at the rate established by the State of Vermont General Services Administration (GSA) unless the employee is traveling in a college-owned or leased vehicle.
- 2) Should an employee elect to use a personal car for authorized travel outside the state, reimbursement is on the same basis as above, with the total (including meals and lodging en route) not to exceed the equivalent cost of commercial air coach or tourist fare.
- 3) Home-to-office travel costs are not authorized. Should a traveler depart from home on an official trip and the travel distance is less than the travel distance to VTC or other regular off-campus office, the traveler will not be reimbursed for the typical home to office distance.

- 4) Mileage is based upon the MOST DIRECT ROUTE between points of departure, destination, and return.
5. SUBSISTENCE ALLOWANCE - for meals not covered in a registration/conference fee is as follows. *Receipts for Subsistence (meals) are not required*.
 - 1) If a conference provides meals, the traveler will not be reimbursed for meals. If meals are not covered by a conference, the traveler will receive a Subsistence Allowance for that part of the day that she/he is in travel status;
 - 2) Partial travel days will be reimbursed in proportion to the time traveled; e.g., a traveler departing mid-afternoon on an over-night trip in-state would receive \$18.00 subsistence for that day, plus meals for any subsequent days while in official travel status. In other words, reimbursement will be pro-rated based upon actual travel time and travelers are required to denote arrival and departure information on the Travel Expense Voucher to facilitate calculations.
 - 3) The subsistence amount includes tax and gratuities.
6. NONREIMBURSABLE EXPENSES
 - 1) Expenses incurred primarily for the benefit or convenience of the employee and not essential to the conduct of College business (e.g., room service, insurance, television charges, ALCOHOLIC BEVERAGES, valet service, hotel gratuities, cost of traveler=s checks, credit card finance charges, traffic or parking fines, personal long-distance telephone calls, etc.) will not be allowed as reimbursable travel expenses. EXCEPTION: Travelers are authorized to make one official long-distance call to satisfy safety concerns; e.g. notify others of safe arrival.
 - 2) Additional nights will be allowable only if it is for the economic benefit of the College; i.e., reduced air fare for a Saturday overnight. *(When this situation occurs, the traveler should attach documentation)*.
7. FORMS
 - 1) The standard travel authorization, advance, and reimbursement voucher forms are available at the Business Office and must be used for all official travel.
 - 2) Completed travel vouchers **must be submitted to the Business Office within thirty (30) calendar days from the completion of travel.**
 - 3) Failure to reconcile/repay a cash advance within 30 days after completion of travel may result in the amount being deducted from payroll earnings and may further result in the loss of this privilege for future official travel.

POLICY MODIFICATION HISTORY

- I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.
 - a) October 2005
 - b) December 2009

Signed By:  Patricia Moulton President
--