

HIGHLINE COMMUNITY COLLEGE TRAVEL PROCEDURES

Highline Community College travel procedures have been prepared in compliance with the State of Washington Office of Financial Management's (OFM) State and Administrative Accounting Manual (SAAM). All travel while on official business for the College will be reimbursed in accordance with OFM regulations.

SECTION I. GENERAL POLICIES

A. Control of Travel

1. **All travel by College employees is to be conducted in a manner most economical and/or advantageous to the state.**
2. Excessive or unnecessary expenses will not be approved or reimbursed. Travelers are responsible for any additional expenses incurred for personal preference or convenience. The number of employees attending a particular meeting should be the minimum necessary consistent with the benefit to be derived.
3. The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever possible, employees should pool rides when traveling on official College business.
4. Transportation shall be by tourist class. All exceptions must be approved by the College President.
5. Prior approval for travel is required for the following:
 - a. Out-of-state travel
 - b. Air travel
6. For purposes of this policy, the following definitions will apply:
 - a. In-state travel: travel within the state of Washington
 - b. Out-of-state travel: travel anywhere outside the boundaries of the state of Washington within the continental USA and Alaska
 - c. International travel: travel anywhere outside of the continental USA and Alaska (note: travel to Hawaii follows the same procedures as International travel)
 - c. High cost locations - Continental USA: specific cities or areas within the 48 contiguous states
7. All College employees are to be treated equally under like travel circumstances.

B. Authorization to Travel

1. All out-of-state travel requests and travel requiring airfare are to be approved in advance, using the Prior Approval for Travel form, by the appropriate budget manager/ supervisor/dean prior to the date of travel. Out-of-state travel and any travel requiring airfare (in-state or out-of-state) must also be approved by the appropriate Vice-President. The College President must approve all international travel and travel to Hawaii. The Prior Approval for Travel form is available on the College's intranet under "Forms". The prior approval form must document how the trip relates to the traveler's work assignment and include a description of the benefits and whether an alternate approach to travel could achieve the same benefit.

C. Travel Exception Authorization

1. The Exception to the Lodging Amount form is to be used to request reimbursement either in excess of the allowable rates for the travel destination or for lodging expenses incurred at a facility located within 50 miles of the closer of either the employee's official residence or official work station. The following circumstances must apply to be reimbursed:

For lodging in excess of allowable rates:

- a. The traveler attends a meeting, conference, convention or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.
- b. When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
- c. To comply with the provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.
- d. When the costs in the area have escalated for a brief period of time due to special events or a disaster.
- e. When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

For lodging within 50 miles:

- a. the employee makes an overnight stay at a commercial lodging facility to avoid having to drive back and forth for back-to-back late night/early morning meetings; or
- b. the employee makes an overnight stay at a commercial lodging facility when the health or safety of the traveler is of concern; or
- c. when the employee can demonstrate that staying overnight is more economical to the state.

D. Conventions and Conferences, Meetings and Formal Training Sessions

1. The location and facility for all meetings, training sessions or conferences held or sponsored by the College are to be barrier-free. Selection criteria to consider are the cost to the college, the suitability of barrier-free facilities, and accessibility to attendees. Priority shall be given to using state-owned, barrier-free facilities, in lieu of renting or leasing other facilities.
2. When a convention, conference or meeting held or sponsored by the College is conducted at a barrier-free **non-state** facility, the choice of location and facility must be justified using the Rented Facility form. The form should include the purpose of the meeting, name of the organization, persons expected to attend, estimate of the total attendance, anticipated cost to the College, and reasons why state-owned, barrier-free facilities cannot be used.

E. Direct Payment to Vendor Supplying Subsistence and Lodging

1. Approval of contracts by the Purchasing Manager must be obtained prior to authorizing direct billing to Highline Community College for the payment of subsistence and/or lodging, etc.

F. Compliance with the Americans With Disabilities Act

1. All College personnel are to be afforded equal opportunity to perform travel for official College business, even if the travel costs for disabled travelers will exceed what would normally be most economical to the state.
2. Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans with Disabilities Act.

G. Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel-related activities. Travel plans and itineraries may be altered with consideration of inclement

weather and other situations that could threaten the health and safety of College personnel.

1. When Inclement Weather is Not Involved - Alteration of travel plans and itineraries for health and safety reasons, **when severe inclement weather is not involved**, which will result in extra travel expenses, including meal and/or lodging costs, must generally be pre-approved by the traveler's supervisor. In emergency situations, such as the onset of incapacitating illness or injury not due to the traveler's own misconduct, the traveler's supervisor should be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's Travel Expense Voucher.
2. When Severe Inclement Weather is Involved - Travel plans and itinerary alteration **because of severe inclement weather** which may cause additional costs to be incurred, require prompt notification of the traveler's supervisor. A short description of the severe inclement weather condition must also be noted on the traveler's Travel Expense Voucher.

H. Travel for the Convenience of Employee

1. No reimbursement for meals, lodging, car rental, etc. is to be paid to an employee for extra travel time incurred if:
 - a. Traveling to a destination for the traveler's own convenience is in advance of the necessary time for arrival; or
 - b. Remaining at the destination following an official meeting or other work assignment is for the traveler's own convenience.
2. A traveler may combine a vacation or personal use with a legitimate business trip **where all the following conditions exist:**
 - a. The primary purpose of the trip is official College business; and
 - b. The traveler uses, where necessary, approved leave for the vacation or personal part of the trip; and
 - c. The College does not incur any extra expense beyond what it would normally incur had the trip occurred without any personal use combined with the trip.

SECTION II. SUBSISTENCE AND LODGING

A. Travel Reimbursement

All travel reimbursements shall be claimed on Highline Community College's Travel Expense Voucher Form (TEV). The voucher should have all necessary approval signatures with original receipts attached and forwarded to the travel coordinator for processing.

1. Travel costs between the employee's official residence and official station are personal obligations of the employee and are not reimbursable by the College.
2. Meal reimbursements shall be allowed only when the number of travel hours of an employee, before and/or after the employee's regularly scheduled working hours of any one day, total three or more (Highline Community College's working hours are 8:00 a.m. to 5:00 p.m.). This requirement is not applicable to the reimbursement provisions in Part A, 5. below.
3. Reimbursement for mileage to a temporary duty station is based on the miles driven from the employee's regular workplace or from the employee's residence, **whichever is closer**. When assigned to a temporary duty station, the employee is reimbursed only for the miles that are not part of the employee's normal daily commute route.
4. Reimbursement for alcoholic beverage expenses is strictly prohibited.
5. Meal reimbursement may be authorized for meetings when they are away from the employee's regular workplace without regard to travel when:
 - a. the meal is scheduled as an integral part of an official proceeding or program related to College business and the employee's responsibility. If the meeting is part of a college work group, it must be justified in writing to and approved by the appropriate vice-president(s). The purpose of the meeting, names of the persons attending and an estimate of costs should be included in the request; or
 - b. on official business it is necessary to incur the cost of a meal while accompanying individuals, other than state employees, with whom business is being conducted. In such case, the actual cost of the employee's meal may be reimbursed. The name of the organization and the purpose of the meeting are to be included on the Travel Expense Voucher under "Purpose of Trip."
6. Reimbursement for the actual cost or allowable cost (whichever is less) of a meal may be made when the College requires the employee to attend a meeting away from the employee's regular workplace without regard to travel status. **A meal**

receipt and a copy of the program agenda must be attached to the Travel Expense Voucher.

7. Meal reimbursements are not required to be reduced or eliminated due to meals served on airlines or if a continental breakfast is included in the lodging rate or registration fee.
8. Reimbursement for subsistence or lodging will not be authorized under either of the following conditions:
 - a. when the employee does not incur expenses for meals because they are furnished; or
 - b. when an employee does not incur expenses for lodging at a commercial facility.

B. Subsistence and Lodging Reimbursement Rates

1. Please see <http://www.ofm.wa.gov/resources/travel.asp> for current instate per diem and mileage rates.
2. Please see <http://www.gsa.gov/travel.htm> for current out-of-state per diem rates.
3. Please note that receipts are not required for meals claimed during approved overnight trips.
4. Please note that a detailed lodging receipt from the hotel (a credit card receipt is not adequate) must be attached to the Travel Expense Voucher. Reimbursement for lodging will be made on an actual basis only.
5. Exception to Maximum Lodging Rates in high cost/non-high cost areas in excess of 150% - please contact Travel Coordinator at ext. 3209.

C. Reimbursement Rates for the College Board of Trustees

1. One day's per diem for King County for each day or portion thereof spent in the conduct of official Board meetings or College business.
2. While in travel status, reimbursements will be made observing the same requirements and at the same rate as that of College employees.

SECTION III. OTHER TRAVEL EXPENSES

A. Air Travel

1. All air carrier reservations **must be booked** through travel agencies that belong to the state's Qualified Travel Agency Program. Call the Travel Coordinator at ext. 3209 for a list of qualified agencies.
2. College employees must identify themselves as "state employees traveling on state business" so the selected agency can quote the correct state contract airfare.
3. All air fares **must be purchased** through the College's established corporate credit card program. Employees making air reservations must request a travel authorization number from the Travel Coordinator, at ext. 3209. **Payment by personal check, personal credit card or cash will not be reimbursed.**
4. Employees may request an individual corporate Visa credit card issued through the College's corporate card program. Those employees enrolled in this program, and in possession of an individual Highline Community College Visa credit card may utilize it for official HCC travel-related expenses only. Inquiries about an individual corporate Visa credit card should be directed to the Travel Coordinator, at ext. 3209.

B. Private Auto

1. Mileage reimbursement shall be payable to only one individual traveling in the same automobile. Every effort should be made to carpool with others within the College going to the same meeting/conference.

C. Rental of Motor Vehicles

1. A rental car should be obtained from firms approved by the State Department of General Administration. The Travel Coordinator, at ext. 3209 will have information on the current state contract.
2. Arrangements for a rental car may be made with the travel agency at the same time the airline reservations are booked. The cost of the rental car should be charged to the traveler's corporate Visa credit card. The traveler should include the cost as part of the reimbursable expenses on their travel voucher.
3. Rental cars, paid for by the College, may be used only when required while traveling on official College business. A rental car may not be used for other than official state business.
4. Transportation of unauthorized passengers in a rental car is considered a personal decision. The State of Washington will not provide excess liability protection to any unauthorized passenger in the event of an accident.

5. The original car rental receipt must be attached to the Travel Expense Voucher if the employee is claiming reimbursement.
6. The traveler is personally liable and responsible for the payment of parking tickets, moving violations, etc., while using a rental, state-owned or privately-owned passenger vehicle.

D. Miscellaneous Travel Expenses

1. **REIMBURSABLE** miscellaneous travel expenses essential to the transaction of official College business include (**original receipts required for all expenses**):
 - a. Transit fares, taxi and shuttle fares, when necessary and on official business;
 - b. Parking fees and ferry and bridge tolls;
 - c. Registration fees required in connection with attendance at conventions, seminars, and official meetings. These normally will be paid in advance by the College on the Material and Service Request (MSR) form. If paid by the traveler, the original receipt is required for reimbursement;
 - d. Internet access;
 - e. Minor supplies, postage, fax and reproduction costs incurred while in travel status (submit sales slip, cash register tape, etc.);
 - f. Actual cost of laundry and/or dry cleaning expenses, if travel is longer than 5 continuous days. If a receipt for a coin-operated laundromat is not available, the traveler may claim actual expenses up to \$25.
2. **NON-REIMBURSABLE** travel expenses considered personal and not essential to official business include, but are not limited to:
 - a. Valet, entertainment expense, radio or television rental, and other items of similar nature;
 - b. Taxi fares, motor vehicle rentals, and other transportation costs to or from places of entertainment and other similar facilities;
 - c. Cost of personal trip insurance and medical and hospital services;
 - d. Personal telephone calls of the employee;
 - e. Alcoholic beverages;

- f. Any tips or gratuities associated with personal expenses, such as those listed above;
- g. Out-of-pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include retrieval of keys from locked vehicles, jump starting vehicles when lights have been left on, service charges for delivery of fuel, etc.
- h. The traveler is personally liable and responsible for the payment of parking tickets, moving violations, etc., while using a rental, state-owned or privately-owned passenger vehicle.

SECTION IV. PREPARATION OF TRAVEL EXPENSE VOUCHER

A. Completion of Travel Expense Voucher

All travel expense vouchers must be completed in accordance with the following instructions. This form is available on the College's intranet under "Forms".

The purpose of the travel expense voucher is to disclose all costs associated with the employee's travel. The grand total should disclose all expenses and the balance remaining is the amount the traveler expects to be reimbursed.

1. Travel Expense Vouchers should be submitted to the Business Office no later than the 10th of the month following the close of each calendar month in which travel occurred.
2. For all properly submitted travel expense vouchers, a 5-day processing time is required for reimbursement.
3. Employees must include system identification number (SID).
4. *Official station* is the normal work site of the employee, (i.e. Des Moines); *official residence* is the claimant's city and state of home residence.
5. The purpose of the trip is to be documented and verified by an attached agenda.
6. Date and time of departure and return must be entered on the Travel Expense Voucher. Time should be noted as "am" or "pm" and reported to the nearest half hour.
7. The employee may claim all meals which have not been pre-paid or furnished free of charge while on an approved trip. Travel must commence at or before 6:00 am to claim breakfast and be completed after 7:00 pm to claim dinner. The traveler must be in travel status the entire meal hour to claim reimbursement.
8. The Travel Expense Voucher must be *signed by the claimant* in the block at the bottom left of the form.
9. The Voucher must be *signed by the appropriate supervisor/division chair/dean/vice-president*. If the travel claimant is the budget manager for the account, then the next immediate supervisor's signature is required in the budget manager block. **NOTE: For traveler's requesting mileage reimbursement only, the signatures required are the supervisor and budget manager. No additional signatures are necessary.**
10. The *budget code* must be entered in the program/org index columns so proper accounting of costs can be made.

11. All original, required receipts supporting the reimbursement claim must accompany the Travel Expense Voucher.

B. Miscellaneous Receipts and Information Required to Support Travel Expense Voucher

1. **Original lodging receipts are required for all approved overnight travel.** A credit card receipt may not be substituted. Reimbursement for lodging expenses will be made at actual cost (subject to allowable rates for the area) based on a valid receipt from a commercial facility.
2. If the employee pays convention, registration or meeting fees, an original receipt of payment must be attached to the Travel Expense Voucher if reimbursement is requested.
3. Receipts for allowable sundry expenditures in excess of \$25 must be submitted with the Travel Expense Voucher for the following:
 - a. Transit fares, taxi and shuttle fares when necessary and on official business;
 - b. Day parking fees, ferry fares and bridge tolls;
 - c. Laundry expenses, if travel is longer than 5 continuous days.
4. When two or more employees are traveling together in one motor vehicle, each must indicate this fact on their own voucher, naming the person with whom they are traveling and their destination.

SECTION V. TRAVEL EXPENSE ADVANCES

It is Highline Community College's policy not to issue travel expense advances. Employees are encouraged to apply and use the college's corporate Visa credit card travel program. Additional information can be obtained from the Travel Coordinator at ext. 3209.

A. Purpose of Travel Advance

When it becomes necessary for an employee to travel and incur reimbursable expenses, an advance of 80% of estimated expenses may be issued to the employee to defray those costs. Travel advance requests are to be submitted to the Business Office on a properly completed Travel Authorization/ Request for Advance Form at least five working days in advance of date of travel.

2. No advance will be authorized if projected reimbursable expenses are less than \$100.
3. Travel advances may not be made for private auto mileage.

B. How to Obtain Travel Expense Advances

1. The employee requesting a travel expense advance will submit a signed Travel Authorization/ Request for Advance form, to their supervisor indicating the amount of advance requested.
2. If approved, the supervisor will forward the Advance request to the appropriate Administrative Staff member (College President, Vice President, or appropriate Dean) for authorization.
4. The authorized Advance request will be forwarded to the Travel Coordinator and a check will be issued to the employee.
5. Properly completed and documented Material and Service Request (MSR) Forms must accompany requests for pre-payment of expenses such as registrations.
6. It is the traveler's responsibility to ensure proper completion and timely submission of all travel forms and claims.

C. Accounting for Travel Expense Advances

1. In every instance in which a travel advance is issued, the employee must file a Travel Expense Voucher, accompanied by all required receipts supporting the documented expenses, within two weeks of their return. Any unspent funds remaining from the advance must be turned into the Cashier's Office in Building 6 within 24 hours of the traveler's return. Please contact the Travel Coordinator for more information regarding excess advance funds.
2. The College maintains the right to withhold funds from the employee's salary equal to the amount of the travel advance issued if travel expense vouchers are not submitted in a timely manner.
3. No travel advance will be made to any employee until all prior advances have been repaid and accounted for properly.
4. Travel advance monies are to be used only to defray necessary costs while on official travel for the College. Any other use shall be considered a misappropriation of College (State) funds by the employee.