

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EMPLOYEE TRAVEL AND REIMBURSEMENT
Procedure No. 9-06 (A)
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Effective September 1, 2008

- (1) General:
 - (a) All travel outside of the college's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses beyond mileage must be pre-approved minimally by the Cost Center Manager and a Cabinet member or their designee.
 - (b) The traveler is obligated to select the most cost-effective travel arrangements, taking into consideration the cost of time en route, transportation, lodging, and related expenses.
 - (c) The headquarters of a traveler is that office address at which the primary work assignment is made. Travel expenses to and from the primary work assignment are the traveler's responsibility.
 - (d) Reimbursement shall be provided for lodging for one or more of the following circumstances:
 - (i) Overnight stay is required, and/or
 - (ii) Overnight stay is included in a conference package, and/or
 - (iii) Traveler is traveling more than forty miles from their residence or headquarters.
 - (e) The college may authorize reimbursement of travel, lodging, meal, and miscellaneous expenses incurred by Consultants. Reimbursement shall be made at rates that do not exceed those specified herein unless otherwise pre-approved by a Cabinet member. The Consultant shall provide an itemized statement with all related receipts.
 - (f) Unforeseeable and unavoidable situations may arise causing travelers to incur extraordinary expenses not covered in these procedures. Exceptions to these procedures may be made with written documentation on a case-by-case basis, with the approval of a Cabinet member.

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The college will not reimburse for loss (e.g., lost luggage or theft of personal items) due to the intentional acts or negligence of a third party. Travelers are responsible for expenses associated with these types of occurrences.

- (g) International travel requires the approval of the traveler's immediate Supervisor, the Cabinet member, and the President.
 - (h) The use of a rental car for which the college will reimburse the employee requires the additional approval of the President, prior to travel.
 - (i) Employees who receive honoraria or other compensation for attending conferences, seminars, or other business-related forums are encouraged to clear potential conflicts of interest with the Ohio Ethics Commission. Such circumstances must have approval of a Cabinet member prior to departure.
- (2) Request To Travel:
- (a) Travelers will request permission to attend meetings, conferences, seminars, and conventions outside of the four county service districts on the Travel Request Form. Incomplete Travel Request Forms will be returned to the traveler.
 - (b) Registration-only requests can be made using the Registration Fees Form.
 - (c) Travel arrangements are as follows:
 - (i) Self-Arrangement - Travelers may make their own travel arrangements and must indicate such on the Travel Request Form. Approved Travel Request Forms for self-arranged travel must be received by the Business Travel Office five (5) days before the traveler's departure date.
 - (ii) Business Travel Office Arrangement - The Business Travel Office is available to make arrangements provided an approved Travel Request Form is received by the Business Travel Office at least twenty-one (21) days in advance of the departure date.
 - (iii) Job Candidate Travel Arrangement – Travel arrangements for candidates interviewing for a position at the college will be made directly by the Human Resources Department.

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Upon approval of the President, reimbursement of expenses for interviewees will be at actual costs provided there are receipts accompanying the reimbursement request.

(3) Mode of Transportation:

Travel may include one or more of the following modes of transportation:

(a) Commercial Carrier

- (i) The college will purchase or reimburse for the purchase of “Coach Class” tickets only. A reasonable effort must be made to find an appropriate low-fare or “discounted” ticket.
- (ii) Business Travel Office will reserve, confirm, and pre-pay airline tickets only for commercial carriers booked through the Business Travel Office.
- (iii) If travelers make their own business travel arrangements, travelers are personally responsible for payment of such arrangements until such time as reimbursement is made.
- (iv) The college will not reimburse travel agent service fees for domestic flights.
- (v) If an airline ticket is unused, the traveler will be reimbursed only if the appropriate Cabinet member approves the reimbursement. Credit can only be used on official college business. Airline tickets cannot be transferred to other travelers and expire twelve (12) months from the original travel date.
- (vi) Consistent with an Ohio Ethics Commission ruling (for complete text, see: <http://ethics.ohio.gov>) employees may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

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- (vii) On the Travel Request Form, travelers must provide their legal name as it appears on a Driver's License, State Identification, or other picture ID, for the purpose of booking airfare

(b) Personal Transportation

- (i) All reimbursable mileage is calculated at the current rate determined annually by the Internal Revenue Service (IRS) for the shortest practicable route authorized, if more than 500 miles round trip, the college travel office will determine the reimbursement for miles driven based on analysis of current airfare rates.
- (ii) Mileage is payable to only one of two or more employees on the same trip in the same vehicle. When practical, employees are encouraged to carpool. Expense Reports must show the names of all persons traveling together in the same vehicle.
- (iii) Travelers will be reimbursed for business travel incurred in a day. Business miles do not include miles they would normally incur between their homes and work in their daily commute.

(c) Ground Transportation

- (i) Receipts for shuttle, taxi, or other ground transportation must be included with the Travel Expense Form.

(d) Rental Car

- (i) Use of a rental car must be approved by the President on the Rental Car Request Form.

(4) Meals:

- (a) Meal reimbursement including tips, for a full day of 24 hours will be \$48 for out-of-state travel and \$36 for in-state travel. These rates are subject to review every three (3) years. The meal reimbursement is designed to offset the additional cost to travel, not to entirely pay for the traveler's meal.

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- (b) When meals are included in a conference or other registration fee, the following schedule will be used to deduct from the daily meal reimbursement:

	<u>Out-of-State</u>	<u>In-State</u>
Breakfast	\$10.00	\$ 7.00
Lunch	\$12.00	\$ 9.00
Dinner	<u>\$26.00</u>	<u>\$20.00</u>
	\$48.00	\$36.00

- (c) Meals for partial day travel will be reimbursed at the following rates:

	<u>Out-of-State</u>	<u>In-State</u>
Breakfast (leave before 8:00 a.m.)	\$10.00	\$ 7.00
Lunch (leave before 11:00 a.m.)	\$12.00	\$ 9.00
Dinner (leave before 5:00 p.m.)	<u>\$26.00</u>	<u>\$20.00</u>
	\$48.00	\$36.00

- (d) Consideration will be made for travel and wait-time spent at a transportation terminal.

- (e) Per IRS regulations, meals are only reimbursable for travel that requires an overnight stay.

(5) Hotels:

- (a) Reimbursement for lodging is based upon actual costs incurred as long as such amounts are reasonable for the time and place involved.

- (b) No allowance shall be paid for hotel or motel on the way to or from the business meeting. The only exceptions to this procedure are (1) if a flight in route has been cancelled/diverted, and the traveler has no other appropriate option but to stay overnight in order to continue with the travel plans; (2) if staying overnight, i.e., Saturday night, saves money on airline tickets to significantly offset the cost of related hotel and meal expenses; (3) if the meeting/conference start time prohibits early arrival; or (4) if the meeting/conference end time prohibits same-day departure.

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- (c) Travelers are responsible for making hotel reservations and in all instances should request a government rate. Per Ohio Budget Management Office, the college will not pre-pay hotel charges. Whenever available and practicable, the traveler should stay at a hotel for which the college has pre-negotiated rates.

- (6) Other Expenses:
 - (a) No advance payment of personal travel expenses will be issued prior to travel with the exception of conference pre-registration fees.
 - (b) Other reimbursable expenses may include reasonable airport parking fees, registration fees, business telephone calls, and other travel-related expenses that are documented by receipts. Airport parking fees will be reimbursed at the current uncovered "blue lot" rate at Port Columbus.
 - (c) Reasonable and customary tips for bell hops, housekeeping, shuttle drivers, and other travel-related tips will be reimbursed without receipt in amounts not to exceed a total of \$5 per day.
 - (d) For additional clarification, information, or assistance in applying policy and procedures, contact the Purchasing/Accounts Payable/Travel Office.

- (7) Forms:
 - (a) A Travel Request Form should be received by the Business Travel Office at least 21 days in advance of the departure date if the Travel office is making air travel arrangements.
 - (b) A Travel Expense Form must be completed and received by the Business Travel Office within 30 days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. Traveler must attach all receipts (including e-tickets with confirmation number) and itinerary for commercial transportation. Approval of Travel Expense Form must be made by the Cost Center Manager and Cabinet Member or their designee.

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- (c) Registration Fees form may be used when requesting pre-payment or reimbursement of registration fees only.
- (d) Reimbursement for local travel may be requested using the Transportation and Business-Related Meal Reimbursement Form (See Personal Transportation 3 B)
- (e) A Rental Car Form should be used when requesting the use of a rental car. (form attached)

Last Effective Dates:
April 18, 2005
February 1, 2002



RENTAL CAR REQUEST
(Attach to Travel Request Form)

NAME _____

DATE(S) RENTAL IS NEEDED _____

CITY WHERE CAR WOULD BE RENTED _____

JUSTIFICATION FOR RENTAL CAR _____

Cost Comparison Summary

Estimated Cost of Rental Car \$ _____

Estimated Cost of Gas \$ _____

Estimated Cost of Parking \$ _____

-VS-

Estimated Cost of Taxi \$ _____

Estimated Cost of Shuttle \$ _____

Estimated Cost of Public Transportation \$ _____

Total Estimated Cost \$ _____

Total Cost Difference \$ _____

President's Approval _____

6/15/08