

TRAVEL

The guidelines contained in this policy are designed to ensure the College's insurance requirements related to travel are met and to inform employees of the guidelines for travel.

Travel Guidelines

- All official College travel, including travel with students on school sponsored trips, must be requested and approved in advance using the Purchasing Department's current travel request process found on the [Employee Portal](#) webpage. All expenses relating to the trip must be included in the travel request.
- Vice Presidents and others designated by the President have the same approval and delegation authority for travel as for other expenditures. All out-of-state travel must be approved in advance by the President or designee. Traveling with external entity funds on the College's behalf also requires appropriate administrative approval.
- Reimbursement for mileage will be at a rate published on the [Employee Portal](#) webpage. Mileage will be based on calculations using online mileage calculators, such as, but not limited to, [googlemaps.com](#), [mapquest.com](#), or [randmcnally.com](#). **Miles traveled in a day must exceed the employee's normal daily driving distance between home and their primary work location. Reimbursement will be for the excess distance traveled beyond normal commute.**
- When privately owned vehicles (not owned by the College) are being used to transport college students and employees, limited insurance protection is provided from the College. There is no coverage for medical payments to students or employees or for physical damage to the vehicle. Professional liability insurance, however, does protect any employee or student from an incident that occurs while the employee is acting in his/her professional capacity as a College employee.
- When it is necessary to rent a car or van, the vehicle should be rented in the name of Temple College. Only authorized personnel (Office Manager, Administrative Services or Athletic Director) are permitted to rent a vehicle in the name of the College. *If rented in the name of the individual, the College insurance coverage does not apply.* Proof of Liability Insurance cards are available in the Purchasing Office and should be carried with the driver in the event of an accident.
- At no time may a student drive a College vehicle or a vehicle rented by the College.

This policy also defines the categories of travel as one of the following:

- Inter-Campus (Travel between campus and center or two centers)
- Conference/Events
- Student (non-athletic)

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- Athletic

Inter-Campus Travel

At the beginning of each fiscal year, an employee may submit a blanket travel authorization to cover travel within the college service area and out-of-service area instructional sites, thus eliminating the need for the advanced approval of each trip the employee might make during the fiscal year.

Mileage reimbursement may be requested for regularly required travel between Temple College locations outside of a 15-mile radius. Mileage reimbursement for any travel in this category is to be submitted only once per month unless approval for alternate payment is granted by the appropriate Vice President. Meals are not reimbursable for travel within the College service area.

Travel reimbursement will not be made for travel from the employee's home to his or her principal work location.

No reimbursement is granted for travel, mileage, or per diem for business purposes within a 15 mile radius of employee's principal work location. The principal work location is defined as the location that the employee performs the major portion of his or her job assignment. Miscellaneous trips of this nature are considered part of the employee's normal work responsibilities.

Conference/Event Travel

Meals are not normally reimbursable for one day or same day trips. Exceptions can be made for day trips outside the College service area. Other requests for meal reimbursement for same day trips must be made and approved in advance by the appropriate Vice President and submitted via the travel request. To receive payment for breakfast, the employee must leave before 7:00 a.m. To receive payment for dinner, the employee must return after 7:00 p.m. Please see the [Employee Portal](#) webpage for the current per diem rates. Employees are not eligible to request the meal per diem if meals are included as part of the conference or training attended.

The College is not required to pay sales taxes and it is the responsibility of the employee to inform the vendor. Any sales taxes paid using a College credit card must be reimbursed to the College by the employee. Credit card receipts need to show detail – please obtain a detailed receipt.

- The College does not reimburse for alcohol.
- Hotels in Texas will exempt the College from state sales taxes when the Hotel Exemption Form is completed and filed upon registration at the hotel. Since some hotels do not provide this form, it is recommended that this form be

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obtained from the Employee Portal webpage. State hotel sales tax will not be reimbursed for in-state lodging.

- When multiple people are attending the same meeting(s), it is requested that they implement as many cost-saving strategies as possible. Two of these might be riding together and/or sharing a hotel room when possible. Exceptions to sharing must be approved in advance by the appropriate Vice President or President for those reporting to the President.
- In the event that an employee chooses to travel by car instead of flying, the College will reimburse an amount not to exceed the available airfare or actual mileage at the college-approved rate.
- Employees should make reservations through the Internet or directly with hotels or airlines.
- Rental cars may be selected as ground transportation from the airport when acceptable justification is provided in advance to the employee's supervisor.
- When conferences or seminars are offered in multiple locations, employees should elect to attend the one closest to the College. Approval to attend other than the closest conference requires approval from the appropriate Vice President.
- The College will not reimburse the cost to fly to different locations for personal reasons either before or after the conference or seminar unless the cost is the same or lower than flying the direct route.
- When travel plans change, the traveling employee is responsible for cancelling all reservations (airfare and hotel) in a timely manner with the goal that the College will not be charged. Travel vouchers gained from cancelled trips are to be used for College trips.
- Reimbursement for internet connections requires Vice Presidential approval. The College will not reimburse for rental of movies in hotel rooms.

Student Travel (Non-Athletic)

Plans and travel requests for field trips, or other college-sponsored trips, should be submitted using the "Request for Student Trip Approval" form to be approved by the Vice President, Educational Services no less than ten (10) working days prior to the event.

It is the obligation of the faculty/staff sponsor of such trips to review related College policies pertaining to the transport of students in college vehicles or college rented vehicles, arrange for transportation (including approved driver), and obtain/submit copies of all necessary paperwork needed to complete trip approval process.

When possible, off-campus travel and field trips should be made so that students will not be absent from other classes. If not possible, faculty/staff sponsoring college related trips or activities will be responsible for notifying the faculty and the Vice President, Educational Services of planned absences (including a list of participating students and

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the dates that they will be absent). This notification and list should be submitted no less than seven (7) working days prior to the event.

IMPORTANT: All sponsors, if serving as drivers, or sponsor-arranged drivers are required to attend a Driver Safety Awareness Training Program administered by Campus Police and must receive an all clear driver's record check prior to driving any vehicle for field trips, or other college-sponsored trips (see Vehicle policy).

Only Temple College employees and Temple College students may ride in college vehicles. Exceptions, if any, must be approved in advance by the VPAS and President.

The College is not responsible if a College employee chooses to transport students in the employee's vehicle and an accident occurs. The employee's insurance would have to cover any associated costs. The policy should be for at least \$100,000 liability coverage, and it should have either medical payment coverage or personal injury protection. Use of a personal vehicle to transport students is highly discouraged.

Athletic Travel

The following category is established in recognition of the unique characteristics associated with travel by athletic teams and personnel and shall apply to travel for intercollegiate competition and for recruitment of athletic team members. All other travel by athletic personnel shall be in conformance with the applicable category contained within this policy.

- All travel must be authorized in advance by the President or designee.
- A travel advance will not normally be made. If advances are issued, it will be to an athletic department member who is familiar with travel regulations and who will be responsible for the proper accounting of all funds advanced.
- All team travel must be budgeted and coaches will make their own arrangements for team travel. College busses are issued on a first-come first basis; therefore, requests for vehicles must be made in advance of the trip. If all busses have already been scheduled, budgeted Athletic funds will be used to charter private busses.
- Receipts are required for all travel expenses.
- The following items may be claimed at actual cost for athletic team members and appropriate coaching personnel while traveling for competition purposes:
 - Meals, including pre-game and after game meals, and up to 15% gratuity - however, Coaches may not claim per diem meal costs as provided in the general travel policy.
 - Lodging
 - Transportation costs
 - Reasonable and appropriate entertainment costs, including soft drinks and snacks
 - Business related telephone calls

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- The following items may be claimed at actual cost for athletic recruitment:
 - All recruitment of student athletes will be governed by applicable NJCAA and conference rules. Payment of any expenses to or for a student athlete which violates these association rules is prohibited.
 - Local hotel-motel facilities may be used and the cost of such facilities charged to the College.
 - Meals for prospective student athletes may be charged directly to the College. If necessary, staff members may be reimbursed for meals for themselves and prospective student athletes, with up to 15% gratuity allowed.
 - Entertainment expenses may be reimbursed at cost within NJCAA and conference limitations.

Grant Travel

Generally, grant-supported travel must comply with the College's policies and procedures. However, specific grants may impose stricter requirements that must be followed. It is expected that grant-funded travelers are aware of applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to grants are in full compliance with a grant's requirements. For more information regarding grant-funded travel please see the Grants and Contracts policy. Travelers should be aware that certain expenses may be unallowable on grant-funded travel, even though they may be allowed under normal College travel policies.

Travel Examples

1. Faculty A lives in Georgetown and her main teaching assignment is in Temple. Her normal commute is 80 miles round trip.

Monday-she does clinical in Waco. To calculate mileage for reimbursement, she records her round trip mileage from home to the Waco hospital and back which is 154 miles. To determine the amount for reimbursement she subtracts her usual commute of 80 miles from 154 the Waco commute. $154-80=74$. She submits 74 miles for reimbursement.

Tuesday-she attends a meeting at the THECB in Austin. To calculate mileage for reimbursement, she records her round trip mileage from home to the THECB which is 55 miles. To determine the amount for reimbursement she subtracts her usual commute of 80 miles from 55, the Austin commute. As the Austin commute is less, she does not request reimbursement.

Wednesday-she commutes to TC in Temple and then attends a meeting in Hutto. To calculate her mileage for reimbursement she records her total mileage for the day. The drive to Temple (40 miles), the trip from Temple to Hutto (50 miles) and her return from Hutto to her Georgetown home (14 miles). $40+50+14= 104$. She

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subtracts her usual commute (80 miles) from her Wed. commute of 104 miles. $104-80=24$. She requests reimbursement for 24 miles.

Thursday- she commutes to TC in Temple to teach a class and then attends a meeting in Hutto. She returns to Temple to teach a late class. To calculate her mileage for reimbursement she records her total mileage for the day. The drive to Temple (40 miles), the round trip from Temple to Hutto and back (100 miles) and her return from Temple to her Georgetown home (40 miles). $40+100+40=180$. She subtracts her usual commute (80 miles) from her Thursday commute of 180 miles. $180-80=100$. She requests reimbursement for 100 miles.

2. Employee lives in Rockdale, primary work location is Temple, travels to EWCHEC-Taylor to teach an 8:00 a.m. class on his/her way to Temple. His/her normal round trip commute from Rockdale to Temple is 86 miles (43 miles one-way). The combined total trip mileage from Rockdale, to Taylor, to Temple, and back to Rockdale would be 126 miles. To determine the amount for reimbursement, the employee would subtract their normal round trip daily mileage of 86 miles from the round trip mileage of 126 miles to get 40 miles ($126-86=40$). For this trip the employee would submit a travel request for reimbursement of 40 miles.
3. Employee lives in Temple, primary work location is EWCHEC-Taylor, and needs to travel to EWCHEC-Hutto in the morning for work related responsibilities before going to the Taylor Center. His/her normal round trip commute from Temple to EWCHEC-Taylor is 76 miles (38 miles one-way). Even though the round trip mileage would be 99 miles (Travel from Temple to Hutto is 49 miles, travel from Hutto to Taylor is 12 miles and then travel from Taylor to home is 38 miles, totaling 99 miles.), travel reimbursement would not be submitted because EWCHEC-Hutto is located within a 15 mile radius of the employees assigned work location.

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