

## 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 the mileage chart or online mileage calculators if the location is not specified on the mileage chart, such as, but not limited to, Google Maps, MapQuest, or Rand McNally. **Miles must exceed 25 miles above the customary commuting travel to be considered eligible for reimbursement. 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 by 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.
- Adjunct faculty are not eligible for travel reimbursement.
- At the beginning of each semester, an employee may submit a blanket travel authorization to cover travel to duty or instructional sites within or outside the college service area, thus eliminating the need for the advanced approval of each trip the employee might make during the fiscal year.

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

- Commuting
- Multiple Location for Instruction
- Conference/Events
- Student (non-athletic)
- Athletic
- Grant

### **Commuting Travel and Principal Work Location**

Travel reimbursement will not be made for commuting travel. Commuting travel is defined as travel between home and an employee's principal work location and is considered an employee's personal expense.

The principal work location is defined as the location where the work activities of the employee's position of record are based, as determined by the College (resident faculty member at the main campus, TBI, Hutto, or Taylor). An employee's work (i.e., dual credit instruction at area high schools or other teaching locations) may require temporary duty travel status away from the principal work location for his or her position of record.

The *Temple College Service Area Mileage Chart* should be used to calculate inter-campus travel and is located at the end of this policy and on the Employee Portal webpage.

### **Multiple-Location Travel for Instruction**

Full-time faculty who are required to travel to multiple locations (i.e., TC main campus, TC Centers, designated high schools, or other teaching locations) to perform instructional duties away from their designated principal work location (see definition above) may be paid travel reimbursement.

Mileage reimbursement may be requested for required travel that exceeds 25 miles traveled in a given calendar day above the normal roundtrip commuting travel. Mileage reimbursement may also be requested if multiple location travel for instruction in a given work week exceeds the 25-mile travel requirement.

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 Vice President Academic Affairs. **Meals are not reimbursable for travel within the College service area.**

The *Temple College Service Area Mileage Chart* should be used to calculate multiple location travel and is located at the end of this policy and on the Employee Portal webpage.

### **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,

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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 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 canceling all reservations (airfare and hotel) in a timely manner with the goal that the College will not be charged. Travel vouchers gained from canceled 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 \_\_\_\_\_

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policies pertaining to the transport of students in college vehicles or college rented vehicles, arrange for transportation (including the approved driver), and obtain/submit copies of all necessary paperwork needed to complete the 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 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 Vice President Administrative Services 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 buses are issued on a first-come-first-serve 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 buses.
- 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.

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- Lodging
- Transportation costs
- Reasonable and appropriate entertainment costs, including soft drinks and snacks
- Business related telephone calls
- 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 (mileage in examples may not reflect actual mileage)**

1. Faculty A lives in Georgetown and her main teaching assignment is in Temple. Her normal commuting travel 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 home, which is 154 miles. To determine the amount of reimbursement, she subtracts her usual commute of 80 miles from the 154 mile Waco commute.  $154-80=74$ . She submits 74 miles for reimbursement since this exceeds the 25-mile normal commuting travel requirement.

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 of reimbursement, she subtracts her usual commute of 80 miles from the 55 mile Austin travel. Since the Austin commute does not exceed the 25-mile normal commuting travel requirement, 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 which includes 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).  $40+50+14=104$ . The total mileage driven in one day exceeds 25 miles making Faculty A eligible for reimbursement. She subtracts her usual commute (80 miles) from her 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 which includes 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).  $40+100+40=180$ . The total mileage driven in one day exceeds 25 miles making Faculty A eligible for reimbursement. She subtracts her usual commute (80 miles) from her total commute of 180 miles.  $180-80=100$ . She requests reimbursement for 100 miles.

2. Faculty A's primary work location is Hutto. She teaches classes in both Hutto and Taylor each week on Tuesday and Thursday. She leaves her primary work location and drives to teach at Taylor and then returns to Hutto. To calculate her mileage for reimbursement, she records her total mileage for the week. The round trip drive from Hutto to Taylor is 22 miles each day, or 44 miles each work week. The total mileage driven in one work week exceeds 25 miles, making Faculty A eligible for reimbursement of 44 miles.
3. Employee lives in Rockdale, primary work location is Temple, and she travels to EWCHEC-Taylor to teach an 8:00 a.m. class on her way to Temple. 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 her 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 since this exceeds the 25-mile normal commuting travel requirement.
4. Employee lives in Temple, primary work location is EWCHEC-Taylor, and she needs to travel to EWCHEC-Hutto in the morning for work related responsibilities before going to the Taylor Center. Her normal round-trip commute from Temple to EWCHEC-Taylor is 76 miles (38 miles one-way). 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,  $49+12+38=99$ ). Total reimbursement for eligible travel would be calculated (Total miles  $99-76$  commute = 23 miles). No reimbursement would be made because 23 miles is not above the qualifier of 25 miles above the normal commute to make an employee eligible for reimbursement.

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Temple College Service Area Mileage Chart:

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	Temple College	Texas Bioscience	EWCHEC Hutto	EWCHEC Taylor	Temple High School	Belton High School	Troy High School	Salado High School	Holland High School	Academy High School	Cameron High School	Belton New Tech
Temple College	0	7	47	38	3	10	12	17	17	8	31	9
Texas Bioscience	7	0	52	43	4	7	11	15	22	13	36	8
EWCHEC Hutto	47	52	0	11	50	45	57	35	32	40	51	40
EWCHEC Taylor	38	43	11	0	42	44	48	33	23	31	40	42
Temple High School	3	4	50	42	0	10	9	17	20	11	33	10
Belton High School	10	7	45	44	10	0	17	11	19	13	39	3
Troy High School	12	11	57	48	9	17	0	24	26	18	40	17
Salado High School	17	15	35	33	17	11	24	0	12	16	43	9
Holland High School	17	22	32	23	20	19	26	12	0	9	35	20
Academy High School	8	13	40	31	11	13	18	16	9	0	29	12
Cameron High School	31	36	51	40	33	39	40	43	35	29	0	38
Belton New Tech	9	8	40	42	10	3	17	9	20	12	38	0

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