

SECTION: Travel

NUMBER: H/1.1

SUBJECT: Official Travel/In-State Travel

SOURCE REFERENCE: Code of Alabama §36-7-20 through §36-7-23

BOT/ACCS Policy 316.01 Travel

BOT/ACCS Policy 709.01 International Educational Experiences

TRAVEL

Official Travel

It is necessary from time to time for employees of the College to travel in the service of the institution. Approval must be obtained prior to the occurrence of the official travel. The School Business Leave Request (**See Form G/1.4-A**) should be submitted through established administrative channels for approval by the appropriate administrative officer. A copy of the approval will be returned to the person making the request. This copy must be attached to the Request for Reimbursement Form in order for the employee to receive payment for the official travel.

The following rules and regulations govern in-state travel:

1. No travel allowance shall be paid for a trip of less than six hours duration. For travel which does not require an overnight stay, the traveler shall be paid a meal allowance of \$12.75 for a trip of from six to twelve hours duration, and the traveler shall be paid \$34.00 if the trip exceeds 12 hours duration but does not involve an overnight stay. For travel requiring an overnight stay, the traveler shall be paid \$85.00 per diem for each day that requires an overnight stay. For travel requiring stays of two or more nights, the traveler will be paid \$100 per day. The employee must enter the hour of departure from base and hour of return to base on the reimbursement form.
2. Reimbursement at the current mileage rate per mile will be made to employees traveling by private car at State expense.
3. Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.
4. Under no circumstance will per diem be allowed for an employee at his official station or base. The base includes the city limits in which the base is located.
5. For employees traveling in private automobiles, current map mileage must be used where mileage is given on the road map. Otherwise, odometer readings should be recorded at the beginning and ending of the trip. If travel involves more than one city, the route taken should be indicated and the mileage between each destination should be indicated, (ex: Montgomery - Tuscaloosa - Birmingham - Montgomery). All vicinity mileage should be recorded as such, and major points of travel should be listed. (**Reference H/1.1-G for Mileage Chart**)
6. For employees traveling to a conference/meeting of a state, national or regional organization in which the state/individual is a dues paying member, if actual expenses reimbursement will be requested, complete an In-State Actual Expenses Travel Request Form(**See Form H/1.1-A**) for approval prior to travel. Employees must submit an In-State Actual Expenses Travel Reimbursement form (**See Form H/1.1-C**) once they return. If actual expenses reimbursement will not be requested, complete an In-State Actual Expenses Travel Waiver (**See Form H/1.1-D**) and follow regular in-state travel procedures. (**See Form H/1.1-A**)

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Out-of-State Travel

Out-of-state travel is permitted when consent of the Academic Director/Division Chairperson, Dean, and President of Gadsden State Community College is obtained through their approval of the Request for Out-of-State Travel. Purchase orders for out-of-state travel expenses can be approved by the Purchasing Agent once the approval has been obtained and the Purchasing Agent has received a copy of the completed Out-of-State Travel Request. (**See Form H/1.1-A**)

Out-of-State Travel Reimbursement Forms (**See Form H/1.1-E**) are paid as soon as the trip is completed and all criteria have been met. To request reimbursement of out-of-state travel expenses, the following must be sent to the Accounts Payable Office: (1) the approved Request for Out-of-State Travel, (2) the completed Out-of-State Travel Reimbursement Form, and (3) the original receipts.

To be reimbursed for transportation expenses, miles driven to and from destination must be recorded. All vicinity mileage should be recorded as such, and if it exceeds more than twenty miles on any day, major points of travel covered must be indicated. Reimbursement at the rate of 67 cents per mile is paid to employees traveling by private car at State expense. In the case of the traveler driving a great distance, if the current airfare is cheaper than the amount of mileage requested, the current airfare rate is paid. If airfare is reimbursed, a receipt is required to be attached.

For meal reimbursement, the daily cap on meals as established by the State of Alabama Comptroller shall be presumed to be necessary and reasonable. The meal cap applies to both college and grant travel. To determine the daily meal cap, enter the city and state of your destination as instructed at this link: <https://www.gsa.gov/travel/plan-book/per-diem-rates>. The individual meal caps are provided, but the "M&IE Total" is your daily cap. This total cap includes all taxes and tips associated with your meals. The daily meal per diem is a flat-rate allowance and is intended to cover costs of meals and incidental expenses (tax and tips). **A traveler is no longer required to submit receipts for these items. A traveler will receive per diem, as outlined above, regardless of actual expenses.** If a meal is provided by a conference or other host, the dollar amount of that individual meal shall be deducted from your daily cap. A daily meal cost that exceeds the total daily cap limit will not be reimbursed. This documentation must be retained with the travel reimbursement request. A copy of the meal cap calculation must also be submitted with each travel and reimbursement request.

- Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
- Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses.
- On travel days, the traveler will be entitled to per diem for M&IE at a rate of 75% the daily rate.
- State of Alabama policies allow for reimbursement of only the person in travel status.
- Money spent for alcoholic beverages is not reimbursed.
- Tax and Tips are reimbursed as part of the per diem flat-rate allowance/meal cap.

Room fees and taxes associated with the fee are reimbursed. An original, itemized receipt of paid expenses is required. Movies charged to the room are not reimbursed. If nights stayed for business purposes exceed the number of nights approved and the expense does not exceed the amount approved,

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the extra nights can be reimbursed.

Postage, telephone, telegraph and e-mail expenses are reimbursed only if business-related. Phone calls made to home are not reimbursed. Miscellaneous items for reimbursement may include car rental, parking fees, taxi fares, and registration fees. Receipts are required for those items. Baggage handling or portage fees should be itemized on the appropriate date in the miscellaneous section of the claim for reimbursement.

An employee's registration fee can be paid by one of the following methods: (1) the vendor can accept a purchase order and be paid after the meeting is held; (2) the traveler can pay the registration fee and be reimbursed by the use of the out-of-state travel reimbursement form; or (3) the College may issue a check for the traveler to carry to the vendor, provided the President approves pre-payment.

Prepayment of travel expenses is defined as payments made directly to the vendor on behalf of an employee. Out-of-state travel expenses that may be prepaid by the College are airfare and registration fees. The following guidelines apply:

1. Prepayment is not to be made directly to the traveler.
2. No prepayment of expenses will be made from one fiscal year's funds if the trip is to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.
3. In the event the trip is not made due to personal, professional, or business reasons, any prepayment of travel expenses made on behalf of an employee must be reimbursed to the College.

If the College pays for airfare by purchase order and frequent flier miles are awarded, they are the property of the College. As soon as the traveler returns from the trip, the traveler is to deliver to the Accounts Payable Office a receipt for the registration fee paid and/or a boarding pass (or some other document) showing that the conference/flight did take place.

Complete, official travel information is available on the Financial Services Webpage.

Foreign Travel

The Chancellor must approve all foreign non-educational travel prior to the commencement of the travel. Refer to Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all approved out-of-country travel to the Board of Trustees.