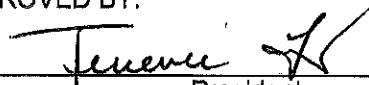


BBCC ADMINISTRATIVE PROCESS

TITLE: Collegé Travel Procedures	PAGE:	NUMBER: 8058	REVIEWED: REVISED: 8058
ORIGINATING DEPARTMENT: Business Office	EFFECTIVE DATE: 3/10/14	SUPERSEDES NO. DATE:	
DATE CABINET APPROVAL: 3/10/14	APPROVED BY: <div style="text-align: center; margin-top: 10px;"> _____ President</div>		

All travel forms are located on the Big Bend Portal; under Accounting; in Travel folder. The State Office of Financial Management website for travel is also a valuable resource:
<http://ofm.wa.gov/resources/travel.asp>

AP8058.1 AUTHORIZATION OF TRAVEL

The College President and his/her designees are responsible for travel to:

- Ensure that any travel costs incurred are: directly work related, obtained at the most economical price and both critical and necessary for state business.
- Exercise prudent judgment in approving travel-related costs.
- Ensure travelers are not treated differently under like travel circumstances.
- Ensure the agency uses the procurement methods required and maintain accountability records.

Prior authorization of travel is to be exercised through the use of a Travel Authorization Form.

The Travel Authorization Form will be signed by the employee and approved by the appropriate administrator prior to travel. The President has the authority to approve all travel and has delegated his authority to employees with budget expenditure approval.

AP8058.2 PURCHASE OF ACCOMMODATIONS/AIR TRAVEL/RENTAL CARS

Lodging Accommodations can be purchased by:

- Using credit card and getting reimbursed by a voucher after travel is completed. Be sure you attach the hotel receipt and a copy of your approved travel authorization.
- Getting a pro forma invoice from the hotel/motel and taking a check to the lodging. Traveler must complete a voucher with a copy of his/her approved travel authorization and hotel receipt. If you are taking a check, the paperwork must be completed two weeks in advance and given to the Business Office. It is a good idea to make sure the lodging accepts checks.
- Completing a purchase request and issuing a purchase order to the hotel/motel. Again, the hotel/motel must accept purchase order, many do not.
- Using the Director of Purchasing's corporate travel card.

Air Travel

- Air travel can be booked through a travel agency, directly with an airline, or an online agency of your choice. Effective 6/7/12, airfare no longer must be purchased through a contract travel agency or directly with the airline. The benefits of booking with a contract travel agency are that the ticket can be refundable if requested and there usually isn't any advance purchase, minimum stay, or penalties.
- Airfare can be paid using a personal credit card or a corporate travel card. Again, to get reimbursed, you must attach the receipt and copy of your approved travel authorization.

Rental Cars

- There are approved car rental firms on the Department of Enterprise website. You can contract the Director of Purchasing to get the current approved car rental vendor in our community.
- If the traveler is billed individually and seeks reimbursement for purchase of rental car services, the traveler should complete a voucher, attach rental car receipt, and copy of approved travel authorization.

AP8058.3 TRAVEL ADVANCES

Whenever it becomes necessary for an employee of the college to travel and incur reimbursable expenses, a travel advance may be made to such employee. A travel advance will only be made to those employees who, because of infrequent use, are not able to take advantage of the travel card charge system or to those employees needing cash for travel expenses outside the USA. The travel advance is to cover a period not to exceed 45 days. The traveler cannot receive the advance more than 30 days before the start of travel. Travel advances will be given only for estimated lodging and meals.

Travel advances will not be given for less than \$50.

On or before the tenth day following the month in which the authorized travel period ended or within 30 days, whichever is fewer, the officer or employee must submit a Travel Expense Voucher itemizing the expenditures of the travel advance for legally reimbursable expenses.

OFM describes in detail the IRS guidelines for default on a Travel Advance and the necessary steps to be taken by the College to recapture the funds.

AP8058.4 TRAVEL OUTSIDE CONTINENTAL USA

All employees must have prior written approval of the President for travel outside the continental USA.

AP8058.5 TRAVEL EXPENSE VOUCHERS

Travel expense reimbursement is to be requested on the Travel Expense Voucher form.

Travel Expense Vouchers are to be signed by the employee that traveled and approved by the agency head or authorized designee.

Travelers can be reimbursed between their official station or official residence and a temporary duty station.

The purpose of the trip is to be indicated in detail to indicate that the travel was essential to carry out the necessary work of the agency, along with departure and return times.

Travel Expense Vouchers are to be submitted to the Business office no later than the tenth of the month following the month traveled or within 30 days, whichever is fewer.

Payment of expense vouchers by the BBCC Business Office is to be made no later than ten (10) workdays after receipt of the properly completed Travel Expense Voucher.

Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to be reimbursed for transportation mileage. If two or more travelers are traveling in the same vehicle, only one is to be reimbursed.

AP8058.6 SUBSISTENCE AND LODGING

Travelers must be in travel status during the entire agency-determined meal period(s) in order to qualify to collect subsistence payments for meals. The traveler must be in travel status 2 hours before their work period begins to be reimbursed for breakfast, and 1 hour after their designated work period to be reimbursed for dinner. Meal reimbursement is subject to payroll tax as it is considered taxable income.

However, the traveler can choose not to be reimbursed for the meal portion of their travel when s/he is not staying overnight. While in travel status, if the traveler stays overnight, meals are NOT subject to taxation.

Lodging will be reimbursed at no more than state approved rates when travel requires the employee to stay overnight at a location greater than fifty (50) miles from the closer of the employee's residence or official work station or the college determines it is more economical and advantageous for the employee to remain overnight.

Subsistence and lodging rates are to be paid in accordance with OFM per diem rates with the addition of lodging taxes if necessary. All lodging reimbursements will be paid by evidence of a receipt.

When in travel status personal phone calls will not be reimbursed.

AP8058.7 PERSONAL CARE ASSISTANCE

In the event that an employee needs personal care assistance for travel, the college will reimburse that assistant at a rate of \$75/day plus allowable travel expense.

AP8058.8 EXCEPTION TO THE MAXIMUM PER DIEM RATE

The agency head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem amount for the location under the following circumstances:

- The traveler is required to attend a meeting, conference, convention, or training session where the travel is expected to have business interaction with other participants in addition to scheduled events. Further it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facilities where the meeting, conference, convention, or training session is held.
- When costs in the area have escalated for a brief period of time either during special events or disasters.
- To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.

When any exception of the Maximum Allowable Lodging Amount is used, the traveler is to select the most economical room available under the circumstances. Written approval from the President or authorized designee, along with an explanation describing why an exception was necessary, must be submitted for prior approval on a Travel Authorization Form. Preferred documentation is an attached price list from hotel/motel substantiating the fact that the room was the least expensive available in the facility.

AP8058.9 VEHICLE MILEAGE REIMBURSEMENT RATE

Private vehicle mileage reimbursement will be paid per OFM mileage reimbursement rate.

AP8058.10 USE OF STATE VEHICLES

- State vehicles may only be used for authorized college business. Only agents and employees of the state may travel in state vehicles unless such vehicle has appropriate insurance coverage.
- Vehicles purchased with college funds are state-owned and the responsibility of the college.
- Drivers of all college vehicles are required to possess a valid Washington State driver's license (appropriate to the vehicle being driven) and proof of current auto insurance. Copies of both documents will be on file with the Motor Pool Scheduler. The driver must also be an employee of the college. All drivers of vans are required to participate in the van safety training program per state mandate.
- Use of any college vehicle for student activities must be scheduled through the Motor Pool Scheduler.
- The following procedures apply to the use of BBCC vans:
 - Use of BBCC vehicles must be approved in advance through the official prior trip approval process.
 - Travel requests for all BBCC clubs/student government activities and organizations must be approved by the appropriate campus administrator.
- Charges for the use of state vehicles are accessed in the Business Office.
- Responsibility for the use and control of the assigned college vehicles shall remain with the employee from the time and date the travel packet is picked up from the Motor Pool Scheduler until the packet is returned to that office. The travel packet consists of keys to the assigned vehicle; a state gas credit card and a mileage report form. The mileage report form must be signed and completed prior to return of the travel packet.
- It is required that all drivers of college vehicles have personal auto insurance. However, the State is the primary insurer on all college owned vehicles. BBCC is insured through the state tort claims responsibility act. The State of Washington may, under certain

circumstances consistent with OFM policy, attempt to first collect any claims arising from the operation of the college vehicle from the driver's private insurance carrier.

- Personal use of state-owned or operated passenger motor vehicles or violations of traffic safety laws constitute grounds for disciplinary action.

AP8058.11 INSURANCE REQUIREMENT/ACCIDENT REPORTING

When driving his/her privately owned vehicle on official state business, each employee or official is to comply with the state of Washington's liability insurance laws, RCW 46.29 and 46.30. If an accident occurs when the employee or official is driving her/her privately owned vehicle that individual's insurance is primary and will be utilized prior to the state of Washington's possible provision of excess liability protection.

Transportation of unauthorized passengers in an employee's privately owned vehicle or rental vehicle while the college employee is on official college business is considered personal use, and the state of Washington will not provide excess liability protection in the event of an accident.

When driving on official state business, all motor vehicle operators are to have a driver's license in their possession, recognized as valid under Washington State law.

Traffic accidents involving any motor vehicles used for official state business are to be reported by the operator within 24 hours to the agency head or authorized designee. All accidents must be reported in writing. Proper procedure for reporting accidents is outlined in OFM, Chapter 12 (Motor Vehicle Management).

AP8058.12 BOARD OF TRUSTEES

The Board of Trustees of Community College District 18 shall be reimbursed for travel on a per diem basis (as per the classification of "other" types of boards identified in SAAM 10.70.30.b).

AP8058.13 CONFERENCES, MEETINGS, AND FORMAL TRAINING SESSIONS (MEAL REIMBURSEMENT)

The President or authorized designee may approve reimbursement for meals, for certain business meetings (includes conferences, conventions, and formal training sessions) regardless of travel status. This authority is not intended for use with the normal daily business of employees, but for special situations or occasions, as determined by the President or authorized designee. The following conditions must be met:

- The purpose of the meeting is to conduct college business or to provide formal training that benefits the college; and
- The meal is an integral part of the meeting or formal training session; and
- The college obtains a receipt for the actual cost of the meal.
- The meal is away from the employee's regular workplace regardless of travel status, and without regard to the Three Hour Rule.
- The President or his/her authorized designee must give prior approval.

This authority is intended for use when the agency requires a person to attend a meeting where business meals are served.

AP8058.14 CONFERENCES, MEETINGS, AND FORMAL TRAINING SESSIONS (REFRESHMENTS FOR)

The President or authorized designee may approve the serving of coffee and light refreshments in the conduct of official state business at certain college sponsored events. The authority is not intended for use with the normal daily business of employees or officials, but rather for special situations or occasions, as determined by the President or authorized designee, where:

- The purpose of the meeting is to conduct college business or to provide formal training that benefits the college; and
- The meeting includes state employees; and
- The college obtains a receipt for the actual cost of the meal.
- The coffee and/or light refreshments are an integral part of the meeting; and
- The President or his/her authorized designee must give prior approval.
- The college must document the request and approval for expenditures on a Travel Authorization Form, an Invoice Voucher or a formally written agency memorandum for this purpose. The documentation should provide support for the authorization, including: The names of the state organizations or persons attending the meeting and the purpose of the meeting or expenditure.

AP8058.15 STUDENT TRAVEL

College funds may be used to pay travel expenses of individuals who officially represent the associated student body in a college approved activity. Students are required to travel with an advisor/instructor. A prior travel authorization form must be submitted by the advisor/instructor to the Director of Student Activities/VP of Instruction/Student Services or his designee. Advisors must ensure that students attending a trip sign the travel consent form and submit the form 3 work days prior to departure. Students who refuse to sign the travel consent form will not be allowed to participate in the BBCC sponsored activity. The combined meal and housing costs may not exceed State travel allowance policies for students in travel status. The President or authorized designee may approve the use of college owned vehicles for student approved travel.

Athletic Travel

Student-athletes may receive per diem not to exceed state travel allowance policies during travel to and from athletic contests. The coach requests advanced funds on the "Advanced Athletic Travel Funds" form. This form must be signed by the athletic director/approving authority and submitted to the Business Office. A check in the requested amount is issued to the coach. The coach is responsible to distribute the money and obtain signatures of students participating. Upon return from the travel, the coach must return the form to the business office and reconcile the expenses with receipts attached where necessary.

Travel and lodging, when necessary, to and from scheduled activities/contests is provided by the College. (If a student-athlete voluntarily waives the right to use such transportation and lodging they must sign the permission form with parent/guardian signature where appropriate.) This places the responsibility of travel to and from the event upon the student-athlete.

Instructional Field Trips

- Instructional field trips are arranged through the appropriate administrator at the beginning of each quarter, if possible, but not later than one week prior to the time trips are to be made.
- The instructor must complete the field trip request form, sign it and submit it to the appropriate administrator for approval prior to the date the trip is taken.
- An instructional field trip is intended to be a class activity and students are required to travel with the instructor unless special permission is requested and approved by the appropriate college administrator.

- Big Bend Community College is insured through the tort claims and does not cover employees' private vehicles.

AP8058.16 NON-STATE REIMBURSEMENT OF TRAVEL

The following applies to all reimbursements for state travel paid to college employees by persons or non-state entities:

Pre-approval requirement:

Requests for approval must be submitted to the President or appropriate Vice President prior to the employee travel and subject to the follow considerations:

- Reimbursement limitations:
The maximum reimbursement an employee of the college may receive for state travel is the actual expense of travel except for meals, which can be reimbursed on an allowance basis as provided in the State Administrative and Accounting Manual.
- Ethical considerations:
Reimbursement by a person or non-state entity may not constitute a conflict of interest or the appearance of it.

AP8058.17 ELEVEN HOUR RULE

An employee is to be reimbursed for travel relating to subsistence expenses (no lodging involved) only after the employee is in travel status for three hours beyond the employee's regularly scheduled working hours for any one day.

The Internal Revenue Service considers reimbursement for the meal part of travel the "11-Hour Rule" to be considered taxable income as of January 1, 2000. According to IRS regulations, the meal reimbursement is to be reported as taxable income, unless an employee is required to stay away from home overnight. Along with IRS ruling, OFM 10.40.50b; the traveler may not stop for a meal just to meet the three hour rule.

The "Three Hour Rule" involves travel that extends at least three hours past an eight-hour workday. If an employee is in travel status for 11 hours or more, s/he is entitled to meal reimbursement (breakfast, lunch, and/or dinner). It is this portion of the per diem that is now considered taxable income.

Please remember this regulation is only in effect for the meal portion of the per diem and does not have any bearing on the mileage reimbursement. Remember if you stay overnight while in travel status meals are not subject to taxation.

The traveler will only be reimbursed for actual meal expense, so please submit receipts. After completing your travel expense voucher, you will receive reimbursement for mileage and meals (only with receipts). Be sure to attach your receipts that show the final cost of the meal with any tip included (the maximum meal reimbursed amount is the non-high cost location per diem rate).

