

Travel Expenditures Policy

POLICY: Travel Expenditures

POLICY NUMBER: 500.11

APV'D DATE: 10/17/2017

EFFECTIVE DATE: 10/17/2017

CUSTODIAN: Director of Finance

REVIEW DATE:

REFERENCES: U.S. General Services Administration (GSA), Federal MI&E Rate, SS301-11.102

Part 1. Policy Background and Purpose.

Reimbursement of expenses incurred while an employee is traveling on company business. The intent of this reimbursement is to cover those expenses incurred by the employee while traveling for WETCC employment purposes.

Part 2. Definitions.

Travel expenses are the ordinary and necessary expenses of traveling away from home for your business, profession or job. Traveler will be required to fill out a Travel Advance

Travel Advance (TA) is a form required by the Finance Office when employee is traveling for work for more than 10 hours in one day away from the office or normal place of conducting business.

Business office is any staff of the following: Bookstore Clerk, Finance Assistant, Finance Specialist, and Director of Finance. Any employee of the Business Office is qualified to take payments and offer receipts. Preferably, the Bookstore Clerk is the first employee to handle travel.

Per diem is the daily allowance while employee is traveling, to cover expenses based on the Federal guidelines.

Part 3. Responsibility.

Employee responsibility

Whenever possible submit out-of-state/non-local travel at least six weeks before your travel dates to ensure the lowest prices and availability.

Whenever possible submit in-state/local travel at least three weeks before your travel dates.

Receipts must be turned in with the TA during travel for all expenses except food. Actual business expenses will be reimbursed for travel expenses except food purchases.

Business Office Responsibility

Process according to established procedures.

Grant Manager

When traveling with grant funds, grant manager must approve and sign off on Travel advance before travel is submitted.

The President and Director of Finance

Must approve each conference of travel authorization for each employee. The Chairperson of the Council of Trustees shall authorize travel for the President and COT members. Before travel is authorized, there must be available funds in the budget.

Part 4. Policy

Travel expenditures.

Total estimated expenses will be advanced at 90% prior to travel either via a check or direct deposit, and remainder will be reimbursed after returning the TA within 5 business days after travel has taken place.

Rates will be determined by Federal guidelines, anything exceeding established rates is the responsibility of the traveler.

Meals provided by conference registration shall be deducted when calculating per diem.

WETCC cannot reimburse for alcohol, personal expenses, entertainment, parking/speeding tickets or anything else not directly related to the necessity of an employee's travel.

WETCC is not responsible for expenses of non-employee travelers.

Mileage will be allowed in exchange for an airline ticket but the employee will only be given the amount of the cost airline ticket if the cost is less than total mileage.

Please communicate with the Business Office any variations to travel as soon as known. Accommodations can be made in a timely manner if communication is kept.

Traveler shall use most economical and time efficient methods of travel that reasonable meets business travel needs.