

# Travel Expenditures Policy

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<b>POLICY:</b> Travel Expenditures			
<b>POLICY NUMBER:</b>	500.11	<b>CUSTODIAN:</b>	Director of Finance
<b>APV'D DATE:</b>	2-11-20	<b>REVIEW DATE:</b>	Feb 2020
<b>EFFECTIVE DATE:</b>	2-11-20		
<b>REFERENCES:</b>	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 (TA) form for pre-approval of travel expenditures.

Business Office is any staff of the following: Bookstore Clerk, Finance Assistant, Finance Supervisor, and Director of Finance. Preferably, the Finance Assistant 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

Complete and submit approved Travel Advance form.

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 Travel Advance form during travel for all expenses except food. Actual business expenses will be reimbursed for travel expenses except food purchases.

Business Office Responsibility

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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 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**

Travel Advance (TA) form is required when employee is traveling for work for more than 10 hours in one day away from the office or normal place of conducting business. The approved Travel Advance form is required prior to the initiation of any travel.

Total estimated expenses will be advanced at 90% prior to travel either via a check, and remainder will be reimbursed after returning the final Travel Advance form 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.

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.

Travel is to be conducted by the most cost-effective means, which shall include the respective travel time of the employee. Mileage may be allowed in exchange for an airline ticket, but the employee will only be given the amount of the airline ticket if airfare was less costly than the total mileage reimbursement.

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.