Travel Expenditures Policy

Policy Number	500.11.03	**Custodian**	Director of Finance
Approved Date	03/25/2026		
Effective Date	03/25/2026	**Review Date**	03/25/2026

1. Purpose

2. Persons Affected

2.1. Employees
2.2. Board of Trustees (BOT)
2.3. Students

3. Policy

This policy is to ensure the following:

3.1. Reimbursement of expenses incurred while an employee (faculty or staff), BOT member, or student is traveling on WETCC business.

4. Definitions

4.1. Finance Department. The Finance Director of any employee of the Finance Department designated by the Finance Director.
4.2. General Services Administration (GSA) United States Government Per Diem Rates. Rates established each October by the federal government as acceptable for meals, mileage, and other incidentals.
4.3. Per diem. The daily allowance while employee, BOT member, or student is traveling, to cover expenses based on the Federal guidelines, see 4.5.
4.4. 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.
4.5. Travel expenses. The ordinary and necessary expenses of traveling away from home for your business, profession or job.

5. Procedures

Employee (faculty or staff), BOT member, or student responsibility to complete and submit approved TA form.

5.1 Unless an exemption documenting a valid reason for delay is included on the TA form and approved by your supervisor and the President, submit out-of-state/non-local travel at least six weeks before your travel dates to ensure the lowest prices and availability.
5.2 Unless an exemption documenting a valid reason for delay is approved by your supervisor and the President, submit in-state/local travel at least three weeks before your travel dates.
5.3 The approved TA form is required prior to the initiation of any travel arrangements.
5.4 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.

5.5 Whenever possible, WETCC's vehicles should be used for travel. Supervisors may approve the use of a privately owned vehicle (POV) at the reimbursement rates outlined below.

5.5.1 If a WETTC personal passenger vehicle is not available for travel, reimbursement for use of the POV will be at the GSA standard mileage rate in effect at the time of travel.

5.5.2 If a WETCC personal passenger vehicle is available for travel, reimbursement for use of the POV will be at seventy-five percent of the GSA standard mileage rate in effect at the time of travel.

5.5.3 Supervisors who approve the use of a POV must inform the employee/owner that:

5.5.3.1 A copy of the insurance policy for the POV listing the minimum liability coverage meeting state law must be filed with human resources prior to travel.

5.5.3.2 The owner is responsible for the POV insurance deductible(s).

5.5.3.3 WETCC's insurance coverage will not be extended to the POV or the driver and other occupants.

5.6 Please communicate with the Finance Department any variations to travel as soon as known so that accurate accommodations can be made in a timely manner.

5.7 Itemized and detailed receipts must be submitted to the Finance Department with a copy of the TA form within 5 business days after travel has taken place for all expenses except food, which is reimbursed at the per diem rates for the location. Rates will be determined by Federal guidelines (see 4.5); 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 the travel.

Finance Department Responsibility

6.1 Upon receipt of a fully authorized TA form, the Finance Department will make the travel arrangements outlined in the TA.

6.2 Total estimated expenses will be advanced at 90% prior to the traveler or the faculty representative via a check.

6.3 The remainder will be reimbursed after the final TA has been submitted with each of the corresponding receipts.

Grant Principal Investigator (PI) or Grant Manager Responsibility

7.1 When travel is paid from grant funds, the grant PI or manager must approve and sign off on TA before travel arrangements are initiated.

President or Member of Executive BOT Responsibility

8.1 Must approve each travel authorization for each employee, BOT member, or student. In addition, a member of the Executive BOT shall authorize travel for the President and BOT members. Before travel is authorized, there must be available funds in the budget.

Revision History

Rev. Date	Rev. No.	Revision
03.24.2026	2	Housekeeping: - Clarity in language in 5.7. Receipts changed to itemized and detailed receipts.
10/15/2024	1	Housekeeping: - In format, definitions, and titles. - Clarity in purpose, persons affected, individual and finance department responsibility, and procedure. - Included links to the TA Form and the GSA standard rates In addition: - Removed "WETCC is not responsible for expenses of non-employee travelers" because we reimburse BOT members and students. - Added a section limiting personal vehicle reimbursement.
2/11/2020	Original	Original