Trinity Valley Community College

Travel Policies and Procedures

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Purpose

The purpose of this manual is to present the travel approval, expense advance, and expense reimbursement policies and procedures of Trinity Valley Community College. Travel and associated expenses should be reasonable, necessary and comply with IRS rules and regulations to conduct official college business. For specific instructions on how to complete the Travel Forms, please visit https://www.tvcc.edu/Business-Services/category.aspx?z=551.

Procedures

Travel forms can be obtained from the Accounts Payable Office.

- Travel forms include the Request for Travel form and the Travel Expense Report form.
- Use the Request for Travel form to request approval for travel and, if desired, a travel expense advance.
- Use the Travel Expense Report form to report and request reimbursement for travel expenses.
- Request travel advances at least two weeks prior to travel.
- Except in cases of an emergency, your supervisor must approve travel in advance. The grant program administrator must approve all travel for grant purposes. If travelling using Perkins grant funds, you must follow the specific guidelines set by the grant. These are available at from the AVP for Workforce Education.
- The college president must approve out-of-state or international travel.
- The requestor, the traveling employee, and the approver(s) in the employee's chain of command must sign the travel forms. The grant program administrator must sign and approve all travel for grant purposes.
- Submit Travel Expense Report to Accounting Services – Accounts Payable Office within fifteen (15) business days upon return.
- Failure to turn in a Travel Expense Report in a timely manner could cause your travel advances to be included in your taxable income. Taxable wages will be adjusted accordingly and applicable withholding, social security and Medicare tax will be deducted on the employee's paycheck.
- Personal business conducted in conjunction with official travel or expense are not reimbursable.
- Non-TVCC travelers' expenses are not reimbursable. Exceptions for non-TVCC traveler's expense is relative to the facts and circumstances and must display a clear business purpose, rather than a personal or social purpose.
- Reimbursement for travel will be at TVCC stated rates, unless provisions within grants state otherwise. All rates for reimbursement are maximum reimbursable amounts.
- Requests for reimbursements that are less than the maximum amount are allowable.
- For employees failing to comply, the College shall assume no liability and the traveler may not be reimbursed for travel expenses.
- Travel services such as Orbitz, Expedia, etc. should not be used for travel arrangements or reservations.

Travel Advance

Travel advances allow employees to request funds for official college business prior to anticipated travel. To request an advance complete a Request for Travel form.

- Travel advances may include registration fees, meals, hotel, airfare, etc.

- Two weeks prior to the anticipated travel dates, the employee will receive advance payment from Accounting Services – Accounts Payable office.
- Payments made in advance by an employee using a personal credit card (deposits, airfare, hotel), may be reimbursed upon presenting a completed and approved Request for Travel; attach receipts/payment documentation.

Upon return from a trip, complete a Travel Expense Report. This report documents actual travel expenses and, when a travel advance was requested and provided, reconciles the advance with actual expenses.

Submit completed report with original receipts to Accounting Services – Accounts Payable office within fifteen (15) business days upon return. Receipts smaller than 8 ½ x 11 should be taped securely to a blank piece of paper (8 ½ x 11)

Reimbursable Travel Expenses and Rates

Reimbursable travel expenses include mileage, transportation, lodging, meals, registration fees, and other similar, ordinary and necessary expenses related to college business travel. Travel services such as Orbitz, Expedia, etc. should not be used for travel arrangements or reservations.

TRANSPORTATION

1. MILEAGE

College employees who travel between campuses or for miscellaneous errands relating to college business should submit a Travel Expense Report monthly. *A mileage log must accompany the report when reporting multiple trips.* A separate Travel Expense Report for each individual trip of this nature is not necessary.

To calculate mileage allowance, use your home campus. At least one of the following determines home campus:

1. Physical office location
2. Primary location of teaching assignment; the highest percentage of course load (excluding overloads).
3. If an instructor's home campus is unclear, consult with the VP of Instruction or appropriate designee to determine.

2. TVCC FLEET VEHICLES

TVCC vehicle not available – employee is reimbursed for personal vehicle usage at the current state rate (attach proof of non-availability from the Transportation office).

TVCC vehicle available but not used – employee is reimbursed for personal vehicle usage at $.30/mile.

Satellite and branch campuses – When TVCC fleet vehicles are unavailable and a personal vehicle is used, reimbursement is at the current state rate. Alternatively, when mileage from personal residence to destination is less than mileage from campus to destination, reimbursement for personal vehicle usage is also at the current state rate.

- **TVCC Fleet Vehicle Request**
  Submit a Vehicle Request Form to the Transportation department to request a vehicle for travel. The Vehicle Request Form is available on the Transportation department webpage.

- **TVCC Fleet Vehicle Fuel Purchases**
  Reimbursement for gasoline purchased is allowable with documentation of purchase. Receipts must have name of store, location of store, date of purchase and purchase amount.

- **Driver Requirements**
  Board policy CJ(LOCAL) defines driver requirements. As of this writing, CJ(LOCAL) states the following:
  A driver who is operating a College District-owned or -leased vehicle must:
  - Be a College District employee, a College District student, or a person supplied through a contract service provider utilized by the facilities management department and approved by facilities management department supervisory staff.
    Qualified students may operate 15-passenger vans only with the advance approval from the transportation department management staff.
  - Hold a valid Texas driver's license or obtain a Texas driver's license within 90 days of employment. A driver of a commercial motor vehicle must have a Texas commercial driver's license.
  - Have an acceptable driving record as confirmed through standard College District driver evaluation procedures.
  - Ensure that all passengers and the driver wear seat belts at all times.
  - Present his or her driver's license when acquiring the key(s) to the College District vehicle.

- **TVCC Toll Tags**
  TVCC fleet vehicles are equipped with TxTag Toll tags. The ***Toll Tags on TVCC vehicles are for roadway tolls only***. Please do not attempt to use TxTag Toll Tags to pay for parking at airports, public parking facilities, etc.

3. FARES

This is travel by airplane, train, bus, or car. It includes taxi or Uber fares. Reimbursement is actual cost of the fare, excluding tips. Receipts are required for documentary evidence.

- **Flight Documentation**
  Must include flight itinerary with travel destination and price. Baggage charges will require separate receipts. Upgrades for seating, Travel Protection, Accident Insurance or any optional insurance will not be reimbursable.

4. RENTAL VEHICLES

Attach documentation of cost of rental vehicle. Keep receipts for any gasoline purchased for the rental vehicle and report on the Travel Expense Form.

TVCC has sufficient liability insurance coverage for out-of-state rental vehicles. Therefore, TVCC will not reimburse insurance taken by an employee on a rental vehicle in another state.

Steps the employee should take to ensure there would be sufficient insurance coverage out-of-state are below:

- The rental agreement should be in the name of Trinity Valley Community College. If the rental company insists that the individual's name be on the contract, then include both TVCC and the individual.
- Pay for the rental car with a credit card that includes coverage for "Loss of Use" incurred if the rental car is damaged and cannot be rented, and the rental agency sustains a Loss of Income.
- It is very important that employees read the out-of-state rental agreement and understand it. Employees should not check the box asking if they want additional liability insurance on the vehicle. The phrases "loss damage waiver" and "collision damage waiver" mean additional liability insurance. Additional aforementioned insurance and other optional insurances, such as Accident Insurance, will not be reimbursed.

LODGING

The cost of the hotel is not limited but is subject to reasonable and customary practice. When employees attend conferences or seminars held at a specific hotel, TVCC will reimburse the actual cost of lodging at that specific hotel.

- Travel advances for the cost of hotel are payable directly to the employee, not to hotel, except in the case of group travel.
- TVCC is exempt from paying Texas state sales tax on hotel charges; therefore, such charges are not an allowable reimbursable expense. To avoid such charges, present a sales tax exemption form upon check-in at the hotel. This form is located in the Accounting Services – Accounts Payable office.
- Local hotel tax, occupancy tax, valet parking tax are not exempt and will be reimbursed.
- Lodging costs for the hotel room are reimbursable at actual cost.
- When booking online, Texas state sales tax will be reimbursable at reconciliation if not separated at the time of booking.
- Upon checkout, request an itemized receipt showing zero balance due.
- For some grant travel, (i.e. Perkins Grant) there are limits placed on the amount the grant will pay for lodging. For instructions for lodging reimbursement contact the AVP for Workforce Education.

When a non-TVCC employee (spouse, dependent and/or other individual) travels with an employee, and there is a difference in room rates for single/double, etc., lodging will be reimbursed at the single rate. The employee is responsible for annotating hotel receipts for such reimbursement.

Travel Meals & Incidentals - DEE Policies

Expenses for meals associated with authorized overnight travel will be reimbursed using the per diem method.

Per Diem Method

Expenses for **meals associated with authorized overnight travel** shall be payable to employees on a per diem basis. Receipts are not required for reimbursement. Fees and tips given to porters, baggage carriers, and hotel staff are included in the per diem rate per IRS allowable expenses. Reimbursement for such charges in addition to per diem is not allowable.

The TVCC per diem rate is currently $42.00/day, determined as follows:

Breakfast	$10.00	Left before 6 a.m. or return before 1 p.m.
Lunch	$14.00	Left before 11:30 a.m. or return before 7:30 p.m.
Dinner	$18.00	Left before 5:30 p.m. or return after 7:30 p.m.

If a spouse or dependent is a current TVCC student and traveling as such, rules for student expenses will apply.

One-day Travel

- Transportation expenses, registration fees and other miscellaneous business expenses such as telephone, faxes, etc. are reimbursable when travel involves one day or less. Travel meals and incidentals per diem is not reimbursable when travel involves one day or less. *However, If an employee travels out-of-town, leaves home before 6 a.m., and returns after 10:00 p.m. the same day, the business related meal per diem is $20.*

Student Travel

Allowable reimbursements for student travel expenses are below:

- Student meal per diem is $8.00 per meal, maximum of $24.00 per day.
- Meals for students are allowable if they are not on campus during a normal mealtime.
- Actual meal cost method is also available for students, and should be within reasonable limit of $8.00 per meal, maximum of $24.00 per day.
- Departments may allot a certain amount per meal, such as $6 for breakfast, $8 for lunch and $10 for dinner, as long as it does not go over $24.00 per day. The President or Vice President must approve exceptions to the $8 limitation on actual cost.
- Faculty and staff responsible for a traveling student group may request meals for students on the Travel Advance form.
- Upon return from a student trip, faculty or staff submit a completed Travel Expense Report with original receipts to Accounting Services – Accounts Payable office within fifteen (15) business days of return.
    1. If the students received a meal per diem, attach the Student Meal Allowance form showing each student has signed acknowledging receipt of meal money.
    2. If actual cost method is used, attach receipts. Then, list the names of the students, faculty or staff who ate on the back of the receipt or separate piece of paper.

Student athletes or prospective student athletes must adhere to NJCAA recruiting rules in addition to TVCC policies.

Instructional Travel

Inter-campus teaching requiring instructional travel must comply with the conditions outlined below.

Instructional Travel: Use of a school vehicle is required unless one is not available. Faculty who travel for semester-long instructional purposes should request a school vehicle before each semester begins or immediately thereafter using the process, as follows:

- Athens campus: Send Vehicle Request Form to the Transportation Department at transportation@tvcc.edu.
- Terrell campus: Contact Linda White x4909 lwhite@tvcc.edu, Kathey Taldo x4901 ktaldo@tvcc.edu, or Angel Hutto x4902 ahutto@tvcc.edu
- Terrell Health Science campus: Contact Sheila Goldman x5725 sgoldman@tvcc.edu
- Palestine campus: Contact Kim Atwood x7024 kimberlee.atwood@tvcc.edu or Gail McInnis x7022 gmcinnis@tvcc.edu.

If the vehicle request is denied due to unavailability, the denied Vehicle Request Form or similar written documentation must be attached to the travel report in order for personal vehicle mileage to be reimbursed at the current state mileage reimbursement rate.

To calculate mileage allowance, use your home campus. At least one of the following identifies home campus, physical office location, if applicable, and/or primary location of teaching assignment in which the highest percentage of course load (excluding overloads) is taught.

If an instructor's home campus changes or is re-assigned, approval of the VP of instruction or appropriate designee is required.

Board of Trustees

BBD Policies

Board members may receive advances and reimbursements for travel expenditures.

Determining Compensable Travel Time

Contact the TVCC payroll department for questions regarding compensable travel time at payroll@tvcc.edu.

Business Related Meals

Business related meals are "ordinary and necessary" and incurred in the course of business. Examples of business related meals are when an employee needs to be present at the meal, recruiting a student, current or potential donors, consultants, or similar business contacts. The meal must not be lavish or extravagant.

- Meals directly before, after or during a substantial business discussion, i.e., recruiting students and buying the meals. Receipts, names of the people at the meal (instructor, recruit, etc.), must be attached. An agenda of the meeting may also be required to document the business discussion.
- An employee taking a group of students on a day trip for educational purposes and the employee needs to be with the students for supervision purposes. The employee will be allowed meals:
    1. If the meals for both students and employee are paid for on one receipt.
    2. Alternatively, if the students are receiving a meal per diem, the student's meal per diem rate will be reimbursable for the employee. Maximum rate is $24 per trip ($8 per meal).
- Entire team and coaches attending and participating in basketball, football, etc. games where they would not be able to eat in the cafeteria due to the game and/or practice times. Maximum rate is $24 per trip ($8 per meal)
    1. If the meals for both students and employee are paid for on one receipt.
    2. Alternatively, if the students are receiving a meal per diem, the student's meal per diem rate will be reimbursable for the employee. Maximum rate is $24 per trip ($8 per meal).

- If an employee travels out-of-town, leaves home before 6 a.m., and returns after 10:00 p.m. the same day, the business related meal per diem is $20.
- Alcoholic beverages are not an allowable expense and will not be reimbursed under any circumstances.

Link to Travel Forms and Instructions for Completing Travel Forms