

## INSTRUCTIONS FOR COMPLETION OF TRAVEL FORMS

Beginning September 1<sup>st</sup>, 2024, new Request for Travel and Travel Expense forms will be used. Please destroy all the old travel forms dated prior to 9.1.2024. If old forms are used – they will be returned – thus slowing down any advance or reimbursement. These instructions follow the more detailed instructions found in the [TVCC Travel & Business Expense Policy available on the TVCC website.](#)

**Travel Services such as Orbitz, Expedia, etc. should not be used for travel arrangements or reservations.**

### REQUEST FOR TRAVEL ADVANCE FORM COMPLETION INSTRUCTIONS

In order to ensure enough time to process the travel request, an advance form should be in the Purchasing and Travel Coordinator's office at least **two weeks prior** to travel. Advances that are turned in less than two weeks prior to travel, may be processed on a case by case basis as time allows.

#### A. TRANSPORTATION (550110 or 550210)

##### 1. Personal Vehicle Mileage –

- i. Personal vehicle used when TVCC vehicle is not available – reimbursed at the current state rate (Must attach vehicle request form showing no TVCC vehicle is available.
- ii. Personal vehicle used as personal choice – reimbursed at .30 per mile.

##### 2. Institutional Vehicle Fuel – Gasoline purchased for TVCC vehicle (charge to acct # 11-24-46005-551123-01) **Keep your receipts** – receipts must accompany the expense report in order to be reimbursed.

##### 3. Fares – airfare, baggage fees, etc. These amounts can be estimated if exact fare is not available.

##### 4. Car rental – attach copy of car rental estimate and allow for extra expense such as fuel for the rental car, tax. **DO NOT PURCHASE ADDITIONAL VEHICLE INSURANCE FOR THE RENTAL CAR.** TVCC insurance policy covers liability for rental cars. To obtain a copy of Certificate of Liability, please email the Purchasing and Travel Coordinator. (Review the Travel Policy for more information on Rental Vehicles)

##### 5. Misc. Transportation Costs – Estimate cost of parking, tolls, uber or shuttles.

#### B. LODGING (550115 or 550215)

1. Due to increasing issues with hotels not wanting to accept checks, the lodging expense is advanced to the employee, not to the hotel. The exception to this is some group travel.
2. Hotel expense – rates should be reasonable and customary. Estimate the cost of the hotel expense and any applicable fees/taxes. TVCC does not pay State Tax within the State of Texas (out-of-state taxes are reimbursed), but other fees/state or local taxes are reimbursed. A Hotel Tax Exempt form will be provided with your advance. Keep your receipts and turn them in with your expense report.
3. If you are staying with family or friends, or sharing a room, be sure and note that on your advance and expense report.

#### C. MEALS (550120 or 550220)

Expenses for meals associated with authorized overnight travel are payable to employees based on **GSA Per Diem Rates**. 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. (**See note 1 below for rates**)

#### D. REGISTRATION (550300)

Registration fees may be paid directly to the event or reimbursed to the employee. A copy of the registration form must accompany the advance request.

**E. MISC TRAVEL EXPENSE (550125 or 550225)**

These expenses are usually only used in the event of group travel and might include laundry or other unexpected expenses.

**F. CHARGES TO THE COLLEGE CREDIT CARD**

1. Any charges to the college credit card must have prior Vice President approval. When completing the Request for Travel Form, attach documentation as to the cost and purpose of the charge.
2. List the complete account number that is to be charged.

**G. TOTAL REQUEST** – add the amounts in each row to obtain the total amount to be advanced.

**INSTRUCTIONS FOR “Please write checks to”**

1. Payee #1 should be for any Registration fee that is to be paid to the vendor. Be sure and complete the address portion.
2. Payee #2 will be made to the Employee
3. Be sure and include the complete account number(s) and amounts that are to be charged.

**SPECIAL INSTRUCTIONS:** Include any special instructions such as where to send the advance check or if no advance is requested indicate that here as well.

**APPROVALS:** Sign the advance request and forward to supervisor for approval. Vice President’s approval is required on all travel requests. President’s approval is required on out-of-state travel.

**INSTRUCTIONS FOR COMPLETION OF TRAVEL EXPENSE REPORT**

Travel Expense Reports are due ***within 10 days*** of the end of the travel period. Receipts must accompany the expense report (with the exception of per diem expense). To ensure that receipts are not lost, any receipt that is smaller than 8x11 (i.e. gas receipts) should be taped securely to an 8x11 piece of paper and attached to the expense report.

Fill out the top portion of the form completely. It is required that the departure time and date and return time and date be entered for all travel (with the exception of mileage only requests)

- A. Enter the amount of each of the advance payments** from the Request for Travel Form. If no advance was given, then enter \$0.00.
- B. Enter the actual expenses in the 2<sup>nd</sup> column.** For per diem, enter the appropriate amount based on GSA Per Diem Rates. Please visit link for more details:  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>
- C. (For mileage only reports see Note 2 below)**
- D. Total Each Column** - Subtract Column 1 from Column 2 to determine either the amount owed to the employee or the amount owed back to TVCC.

- E. **Amount due to TVCC or to the employee** – enter the \$\$ amount due to TVCC (along with a copy of the receipt) or the amount due to the employee.
- F. **DEPARTMENT ACCOUNT #'S CHARGED FOR AMOUNT DUE TO TVCC OR TO EMPLOYEE:** Enter the complete account number and the balance that is to be reimbursed to the employee or to TVCC for each of the Sub-Account Sections (i.e. Transportation, Lodging, Meals, etc). The complete account numbers must be entered or the travel report will be returned, thus delaying any reimbursement.
- G. **APPROVALS:** Sign the Request for Travel Form and forward it to your supervisor. The Vice President’s approval is required on all travel requests. The President’s approval is required for out-of-state travel.
- H. **Travel Expense Forms with amounts due to TVCC must include paid receipt from cashier and reconciliation form from Purchasing and Travel Coordinator.**

**NOTE 1 - GSA Per Diem Rates**

Expenses for **meals associated with authorized overnight travel** shall be payable to employees based on GSA Per diem rates. 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.

TVCC will reimburse meals per the GSA Per Diem rates for Meals and Incidentals (M&IE). **Lodging will be reimbursed at actual cost.** Meal and Incidentals per diem rates are based on city and county location of travel. Please visit here for details: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Please note some locations have multiple counties. Rates are for city or county of location or standard rate if city or county rates do not exist for location.

*The one exception to the overnight stay requirement is when travel begins prior to 6:00 a.m. and returns after 10:00 pm on the same day. Employees are currently allowed \$20.00 for meals with this scenario.*

**NOTE 2** - if an Expense Report is for mileage only – a mileage log or Google Maps must accompany the report. See example below – there are several templates available in Excel for this type of form. For Google Maps please visit: <https://www.google.com/maps>

Date	Time	Description	Purpose	From	To	Odometer Start	Odometer Finish	Mileage
8/18/2020	1:30 PM	Deliver goods	Business	Framingham, MA	Boston, MA	33,489.1	33,521.4	32.3
8/18/2020	3:00 PM	Shop for gift	Personal	Boston, MA	Cambridge, MA	33,521.4	33,523.8	2.4