

3357:13-17-261 Travel Expense Reimbursement Procedure

The policy on travel is applicable to anyone traveling on NCSC business, regardless of the source of funding.

(A) Authorization for Travel

- (1) Travel within the College's service area (Ashland, Crawford and Richland counties) requires supervisor's pre-approval only. All other travel requests (in and out-of-state meetings, conferences, professional association meetings, etc.) must be submitted and approved by the employee's supervisor/chair/dean/director, the Division Vice president, and the Vice President of Business and Administrative Services PRIOR to making arrangements for travel and accommodations, submission of conference proposals and registration, or prepayment for any related expenses.
- (2) Approvals by the Vice President of Business & Administrative Services and the Division Vice President assure sufficient resources are budgeted for the requested travel and confirm that the request is critical to the operation of the College. Requests related to institutional initiatives will be reviewed/approved by the Vice President of Business & Administrative Services or the President in order to ensure effective use of resources. The approval of the Travel Request Form constitutes approval of the itinerary as well as the accuracy and reasonableness of the travel request. A copy of the event's itinerary is required.
- (3) International travel requires the approval of the traveler's immediate Supervisor, the Division Vice President, the Vice President of Business & Administrative Services, and the President.
- (4) The College realizes that emergency situations may arise that require travel that is not able to be approved in advance. In those instances where requests for travel reimbursement does not conform to stated policy, the employee shall meet with their supervisor immediately upon returning to work to explain the reason(s) for not conforming to stated policy. If the supervisor approves the situation as an emergency, travel expenses will be processed in accordance with policy. If the supervisor does not approve the situation as an emergency, the travel expenses will be processed in accordance with policy for this instance only.

(B) Travel Costs

- (1) Itemized receipts (including detailed lodging receipt, meal receipts and flight itinerary) must be provided when reimbursement request is submitted (Form 17-261c). A brochure or materials must be provided for conferences, workshops or seminars that detail the expenses covered (e.g. registration fees, books, electronic media and meals). The approved form must be sent to the Business office at least 21 days prior to the registration due date. Reimbursement must be requested within 30 business days upon return.

(2) Ground

- (a) The following requirements must be met in order to operate a personal or College vehicle:
- (i) The driver must have a valid driver's license.
 - (ii) The driver must carry liability insurance as required by law.
 - (iii) The driver must have an acceptable driving record. Driving record of all drivers will be reviewed by the College and by College's property and casualty insurance broker, if needed, to determine if driver is insurable.
 - (iv) The driver must wear a seat belt.
- (b) Employees are expected to use College vehicles when available. College owned vehicles are maintained for the use of employees on business. A Fleet credit card will be provided to each driver to purchase gas and for roadside assistance. A list of the roadside assistance providers are located in the glove box in every fleet car. The Fleet credit card will provide access to call one of these providers in the event that roadside services are needed.

North Central State College provides fleet cars for college travel. Fleet cars are maintained by the Facilities Department. Fleet car request are scheduled through My Services or in an emergency contact the facilities department. Fleet car availability and other information pertaining to the fleet cars is available at the NC State facilities website. www.ncstatecollege.edu/cms/facilities.

- (c) If an employee decides to use her/his personal vehicle instead of a fleet car, the College will reimburse the employee one-half of the current IRS mileage rate. If personal auto use is the result of a NCSC vehicle not being available, the rental car company being closed, a personal vehicle with 4-wheel drive being used due to inclement weather, or the distance between employee's residence and the destination is shorter than the distance from the College to the destination, the employee will be reimbursed at the current IRS mileage rate. Employees driving their personal vehicles assume all responsibility for accidents, property damage and public liability.
- (d) When a personal vehicle is used, the employee's normal commute to the College will be deducted. Normal commute is defined as the round-trip mileage from the employee's home to the College, regardless of whether or not the employee is required to travel to the College for that specific day. No mileage shall be paid for round-trips of less than 20 miles.
- (e) When one-way travel distance is greater than 200 miles from the College, ground travel will require the usage of a rental car. Rental cars must be obtained from Enterprise Rent-A-Car for discounted rates. Arrangements shall be made through the Business Office (Purchasing). Employees using rental cars will be reimbursed for

any gas purchased for the rental car providing itemized receipts are obtained. Rental costs exceeding the cost of an economy car will be the responsibility of the employee unless three or more employees are riding in the same vehicle.

- (f) If an employee's normal responsibilities include travel to off campus locations, the authorized mileage will be calculated by determining the actual distance between the College and the off campus location of the event. When an employee travels to an off campus location from home, mileage shall be reduced by the normal commute distance to the College. The College will reimburse for the lesser of the mileage from the College to the off campus location or from the employee's home to the off campus location.
- (g) An individual who uses a privately owned vehicle on College business must meet liability insurance requirements of the motor vehicle financial responsibility laws of the State of Ohio (ORC 4509.51). For any College travel whether or not a reimbursement is requested, the travel itinerary issued with the ticket should be submitted with the Travel Expense Report for approval.
- (f) There is no meal allowance for one-day travel that is less than 100 miles one-way from NCSC.
- (g) Ferry fees, parking and bridge fees, highway and tunnel tolls will be reimbursed.
- (h) Examples of travel reimbursement:

Example 1:

Normal commute from home to College	15 miles
Home to Outreach Center	60 miles
Main Campus to Outreach Center	32 miles

The employee would be reimbursed for 32 miles for driving to the Outreach Center since the commute to the Center from home (60 miles) less the normal daily commute distance to the College (15 miles) would calculate to 45 miles. The return trip home or to the College would also be reimbursed for 32 miles.

Example 2:

Normal commute from home to College	15 miles
Home to Outreach Center	23 miles
Main Campus to Outreach	32 miles

The employee would be reimbursed for 8 miles for driving to the Outreach Center since the commute to the Center from home (23 miles) less the daily commute distance to the College (15 miles) would calculate to 8 miles. A return trip home would also be reimbursed for 8 miles. A return trip from the Center to the College would be reimbursed for 32 miles.

Example 3:

Normal commute from home to College	15 miles
Home to Ohio Board of Regents/Columbus	67 miles
Main Campus to Ohio Board of Regents/Columbus	43 miles

The employee would be reimbursed for 43 miles for driving to OBR since the commute to OBR from home (67 miles) less the daily commute distance to the College (15 miles) would calculate to 52 miles. A return trip home or to the College would also be reimbursed for 43 miles.

(3) Air

- (a) Prior to airfare reservations being made, a cost comparison shall be done between air and ground. When the cost effective mode of travel is by air, the air carrier selected shall have the most reasonable available rate. No reimbursement will be made for first-class rates. The employee should contact the Business Office (Purchasing) upon receipt of the approved Travel Request Form to make arrangements. All airfare shall be booked at least 21 days in advance of travel in order to get the best quoted rate pending prompt approval is provided.
- (b) Upgrades will not be reimbursed. Any changes to flights after the initial authorization will need to be approved by the division Vice President.
- (c) The College will not reimburse for tickets purchased with frequent flier miles. Employees are prohibited from accepting, soliciting, or using frequent flyer credits earned as a result of official College business for personal benefit. All frequent flyer points will be put in one account and used at a later time as directed by the President or Vice President for Business & Administrative Services.
- (d) Reimbursement is provided for parking fees and toll charges incurred. Parking at airports is limited to the most economical rate. Itemized receipts are required.
- (e) Reimbursement is provided for taxi and shuttle van fares between airports or other transportation terminals and hotels or other lodging facilities. Itemized receipts are required.
- (f) Some airlines charge additional fees for services, such as checked baggage, previously included in the ticket price. When planning a trip, travelers should be aware of these fees and associated limitations, and work with the Business Office accordingly.
- (g) At times when traveling by air, circumstances may warrant the use of a rental car. The need for a rental car must be substantiated and approved prior to travel.

(C) Lodging

- (1) No reimbursement will be made for overnight lodging closer than hundred miles from either the traveler's home or the College except in unusual circumstances. Request for

exception due to unusual circumstances must be submitted in writing and approved in advance by the Vice President of Business and Administrative Services or designee.

- (2) When travel on official business requires overnight lodging (more than hundred miles away from both the traveler's home and the College) the traveler should make all the necessary arrangements. The traveler is responsible for payment of lodging and will be reimbursed upon return, with paid itemized receipt.
- (3) NCSC will reimburse for one telephone call home by employees on overnight travel. Telephone calls should be kept to a reasonable length up to a maximum of \$5.00. If calling North Central State College, please use the toll free number. Itemized receipt is required.
- (4) Travelers are permitted to incur charges for use of the internet at hotels provided that internet access is necessary for business activity. To be reimbursed for internet charges, travelers must provide an explanation of the internet usage, such as checking and responding to email. The explanation may be written on the itemized hotel bill.

(D) Meal Allowance

- (1) No reimbursement will be made to an individual traveler for the actual cost of meals in excess of the appropriate reimbursement up to the daily allowance or without receipts.
- (2) Meals for single day travel of less than 100 miles one way from NCSC are not reimbursable.
- (3) Meal reimbursement, including tips, for a full day of 24 hours will be as follows. Itemized receipts must be provided to receive reimbursement.

	<u>In State</u>	<u>Out of State</u>
Breakfast:	\$ 6.00	\$ 10.00
Lunch:	\$ 8.00	\$ 15.00
Dinner:	<u>\$ 16.00</u>	<u>\$ 25.00</u>
Total:	\$ 30.00	\$ 50.00

- (4) The following timeframes should be used to determine when an employee is entitled to be reimbursed for meals during an overnight stay:

Travel starts prior to 7:00 a.m.	Breakfast approved
Travel extends past 1:00 p.m.	Lunch approved
Travel extends past 6:00 p.m.	Dinner approved

- (5) Rates will be adjusted to account for any meals the traveler was provided by a conference/seminar, official business meeting or included in the hotel room rate. Reimbursement will not apply if employee chooses not to partake in provided meals.

Example:

The employee leaves at 6:15 a.m. on a Monday for a conference in Philadelphia. The employee attends the day and one-half conference and returns to Mansfield at 4:00 p.m. on Tuesday. The conference provided lunch and dinner on Monday and breakfast on Tuesday. The employee would receive reimbursement for Monday's breakfast and for lunch on Tuesday, as other meals to which employee was entitled were part of the conference. The employee was not entitled to reimbursement for dinner on Tuesday because he/she returned to Mansfield prior to 6:00 p.m.

(E) Reimbursement

- (1) Travel Expense Reports must be completed with all itemized receipts and sent to the Business Office with appropriate signatures within thirty (30) business days of return to receive reimbursement. A copy of the itinerary and a copy of the approved Travel Request Form must accompany requests for reimbursements.
- (2) Expenses, which are not submitted within 30 days, may be disallowed.
- (3) Failure to submit a required receipt may result in denial of reimbursement.
- (4) Any foreign travel requires the approval of the President and expense limits will be determined on a case-by-case basis.
- (5) Advances of College funds for travel purposes are not allowed. Any exceptions to this must have the authorization of the Vice President of Business & Administrative Services, or designee. Itemized receipts and any unused cash must be submitted to the College's Accounts Payable department within five business days after the date of conclusion of the trip.
- (6) The Travel Expense Reimbursement policy does not intend to address every issue, exception, or contingency that may arise in the course of travel.
- (7) Exceptions to the above policy are at the discretion of the President.

(F) Non-Reimbursable Expenses

The following expenses are not reimbursable:

- (1) Personal grooming services, such as barbers, hairdressers and shoe shines
- (2) Credit card fees or finance charges
- (3) Dues in private clubs
- (4) Frequent flier and other similar awards for hotel and car rentals
- (5) Gym and recreational fees, including massages and saunas
- (6) In-room movies
- (7) Insurance costs such as life insurance, flight insurance, car rental insurance-personal automobile insurance and baggage insurance
- (8) Laundry or valet service for travel of fewer than five days
- (9) Lost baggage

- (10) Loss or theft of, airline tickets, personal funds or property
- (11) "No-show" charges for hotel and car service
- (12) Parking tickets or traffic violations
- (13) Personal automobile repairs
- (14) Pet care such as kennel fees
- (15) Upgrades (air, hotel, car, etc.)
- (16) Personal aircraft or travel in private aircraft
- (17) In-county lodging
- (18) Alcoholic beverages
- (19) Expenses incurred for spouses and others
- (20) Fee for changing of flights (other than if college related and need to change)
- (21) Hotel room maid service

(G) Miscellaneous

- (1) Reasonable and customary tips for bell hops, housekeeping, shuttle drivers, and other travel-related tips will be reimbursed without receipt in amounts not to exceed a total of \$5 per day.
- (2) The headquarters of a traveler is that office address at which the primary work assignment is made. Travel expenses to and from the primary work assignment are the traveler's responsibility.
- (3) Employees who receive honoraria or other compensation for attending conferences, seminars, or other business-related forums are encouraged to clear potential conflicts of interest with the Ohio Ethics Commission. Such circumstances must have the approval of the Division Vice president and Vice President of Business & Administrative Services prior to departure.
- (4) Reimbursement for cost of alcoholic beverages will not be authorized from College and/or grant funds.

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