

BUSINESS SERVICES
COLLEGE TRAVEL AND
REIMBURSEMENT POLICY
CHAPTER 2
POLICY 9.01

Board of Trustees Approval: 02/11/2009
Date of Last Cabinet Review: 08/02/2017
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I. POLICY

It is the policy of the College to provide equitable reimbursement of reasonable and necessary expenses incurred while on official Salt Lake Community College business in accordance with the procedures.

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I. REFERENCES

- A. Utah State Administrative Services, Rule R25-7, “Travel Related Reimbursements for State Employees.”
- B. Internal Revenue Code sections 62 and 274.
- C. Internal Revenue Service Publication 463.
- D. Salt Lake Community College Policy and Procedure # C2S14.01, “College Motor Vehicle Policy.”
- E. Salt Lake Community College Policy and Procedure # C4S03.02, “International Programs.”

II. DEFINITIONS

- A. **College Travel:** Travel on official College business to a destination that requires a traveler to use commercial transportation, a motor pool vehicle, rental vehicle, or private vehicle. Does not include commuting to the traveler’s regular work place.
- B. **Designated Travel Agency:** The agency or provider contracted to assist in arranging travel, including all car rentals. The authorized agency could include the State Travel Office and/or other providers authorized to provide specific services.
- C. **Guest Travel:** This refers to non-College employees who have a “business relationship” with the College such as job applicants, guest lecturers, visiting professors, or special consultants. Guest travel includes students, but excludes employee spouses and dependents.
- D. **Hosting Authorization Form:** A form that must be completed prior to receiving reimbursement for documenting hosted meal expenses. Required information includes the date, place, individuals present, and business purpose of the hosted meal.

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- E. **Non-Overnight Travel:** Business travel that does not require overnight lodging away from home.
- F. **Mileage:** Miles traveled for business purposes. Does not include miles traveled while commuting to the traveler's regular work place.
- G. **Mileage Reimbursement Form:** A form completed by the traveler to claim and initiate reimbursement for mileage incurred while driving a private vehicle on College business.
- H. **Overnight Travel:** Travel that requires an overnight stay at a destination away from home. An approved travel requisition is required for all overnight travel.
- I. **Per Diem:** A set meal allowance in lieu of actual meal costs that travelers may receive according to the provisions listed on the STARR.
- J. **Premium Cities:** Cities designated by the IRS and SLCC to receive a higher per diem reimbursement. Premium cities are listed on the STARR.
- K. **SLCC Travel Services:** Personnel in the Accounts Payable Office charged with overseeing the travel functions of the College. These individuals are responsible for providing training on travel policies and procedures to travelers and travel planners and for responding to general travel questions.
- L. **STARR:** Schedule of Travel Allowances and Reimbursement Rates (STARR) published and distributed as a separate document as an addendum to this procedure.
- M. **Supervisor:** Supervisor refers to the traveler's Budget Center Manager (BCM). However, if a BCM is the traveler this term refers to the BCM's supervisor.
- N. **Travel Planners:** Support staff located in departments throughout the College charged with making travel arrangements for College employees.
- O. **Travel Requisition:** A travel request that is submitted electronically in the accounting system that documents the traveler name, destination, trip purpose,

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estimated travel expenses, and supervisory approval of the trip. A requisition is required for all overnight trips and is to be approved in advance of the planned trip. An approved requisition results in a Travel Number, which number should be included with all subsequent reporting of trip expenses. The requisition places a reservation or encumbrance on the department's travel budget; therefore, this may also be referred to as a "travel encumbrance."

- P. **Travel Settlement Voucher**: A form completed by the traveler after an overnight trip is completed to account for all business travel expenses and to calculate the amount reimbursable to the traveler or the amount the traveler may owe back to the College.

- Q. **Travel Worksheet**: An optional form prepared in advance of the trip by the traveler or travel planner showing the trip purpose and estimated travel costs. This form may be used to simplify the creation of a travel requisition.

III. GENERAL TRAVEL PROCEDURES AND GUIDELINES

- A. **Compliance with IRS Rules**: The College's travel policy and procedures are designed to meet the Internal Revenue Service (IRS) definition of an "accountable plan." Reimbursements made in accordance with an accountable plan are not reported as taxable wages on the employee Form W-2. Adherence to this policy and procedure ensures that business travel reimbursements will remain income tax free. Failure to follow these procedures can result in amounts being reported as taxable income to the traveler. Under an accountable plan, travel advances and reimbursement of expenses must meet three requirements:
 - 1. Advances may only be made for approved business travel expenses, and provided to an employee within a reasonable time period prior to the trip, defined by the College to be no earlier than one week before the trip.
 - 2. Travelers must provide an adequate accounting or substantiation of their actual travel related expenses within a reasonable time period following the trip, defined by the College to be within five working days after the trip.

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3. Employees must return any advance amounts in excess of substantiated expenses as soon as possible after the travel is completed, defined to mean within five working days after the trip.
- B. **Prior Approval:** All College travel must be pre-approved by the appropriate supervisor (also refer to section V.A.). Overnight trips require a “travel requisition” to be completed and approved in advance of the trip.
- C. **Use of the Designated Travel Agency:** For trips involving air travel or car rental, it is intended that travelers will use the designated travel agency or state contracted car rental companies noted on the STARR when making travel arrangements for airplane tickets and rental cars. However, arrangements may be obtained through other travel agencies or sources if costs (including cost of insurance coverage for rental vehicles) are lower than prices obtained from the designated travel agencies. If another source is used, 1) airplane ticket price quotes from the designated travel agency for cost comparison purposes must be obtained and be included with the travel requisition information and with the submitted Travel Settlement, and 2) car rentals, if not secured with contracted car rental companies, must include purchased damage and liability insurance coverage.
- D. **Airline Travel:** Air travel is limited to coach, tourist, or economy class seating in order to maximize available funding. Airline optional fees, such as seat upgrades, priority boarding, reserving a preferred seat, or a fee for expedited security screening, are considered personal preferences and are not reimbursable. Air travel should be arranged and purchased through the designated travel agency, unless other less expensive fares are available as noted in III.C. above. When acquiring airplane tickets from other sources, travel planners should be aware of and consider any ticket and flight restrictions or other risks such as tickets being non-refundable or changeable. If a trip is cancelled, it is the responsibility of the traveler or travel planner to notify the designated travel agency of the cancellation to redeem any available refund or applicable credit to use on a future trip.
1. **Preferred Airlines:** Airlines should not be selected solely based on the traveler’s preference or desire to take advantage of frequent flyer programs. The traveler’s supervisor is responsible for approving the airline and itinerary. The purchased ticket need not be the lowest priced ticket available. The

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traveler and the supervisor should consider both the ticket price and the flight schedule when selecting a flight. When determining a reasonable itinerary, consider the following:

- a. A departure time that ensures the traveler will arrive attentive for the trip's business purpose. This may require the traveler to leave home the day before a conference or work meeting begins.
 - b. A return time that ensures the traveler arrives at home at a time that will not negatively affect the traveler's ability to work the following day. If a conference or work meeting ends early in the day, the traveler may return home the same afternoon/evening. If a conference or work meeting ends late in the day, the traveler may need to stay an additional night and return the following day.
 - c. Flight layovers and total travel time.
2. **Extended Night Stay Overs:** An airline may impose trip length restrictions such as a Saturday night stay over in order to receive a reduced fare. Travelers are not required to accept such ticket arrangements. However, if staying the extra night(s) results in an overall lower trip cost (including cost of extra lodging and meals), then a traveler is allowed to stay the extended time and be reimbursed for the additional lodging and per diem expenses.
 3. **Personal Time Before/After Traveling on College Business:** A traveler may elect to extend a business trip for personal reasons before or after the business trip dates. However, the reimbursable airfare is the fare that would have been incurred for the business trip only. If the fare for an extended trip is greater than the business only fare, the traveler must reimburse the College for the difference. Price quotes for both the business trip dates and for the extended dates must be obtained and be included with the travel requisition.
- E. **Unused Airline Tickets and Credits:** Unused tickets remain the property of the College and should be refunded where possible. Airlines may also issue "credits" for unused tickets. Where credit is given, travel planners should account for it so that the credit can be applied against the cost of a future business ticket for the same traveler on the same airline.

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- F. **Frequent Flyer and Award Programs:** Airline frequent flyer, hotel rewards, and/or other programs which give a traveler credit for future use are considered the traveler's property. However, airlines and lodging should not be selected solely based on a traveler's personal preference to take advantage of these reward programs. These credits/rewards may be used by the traveler while traveling on College business; however, a traveler will not be compensated for using such credits.
- G. **Corporate Travel Card:** Employees who travel at least once per year may apply for a corporate travel credit card. The intent of a corporate travel card is to allow travelers a convenient and safe way for paying travel expenses. These corporate travel cards are College liability cards and are issued at no cost to the traveler. The card provides a line of credit that travelers may only use to charge their business travel expenses. To receive a corporate travel card, the traveler must complete an application form, agree to the terms and conditions for using the card, and comply with the card procedures manual. Note that the traveler must obtain and maintain a detailed receipt for ALL purchases made with the travel card. The College may cancel an employee's travel card privilege at any time if the card is used for non-business purposes.
- H. **Cash Advances:** Cash advances are not issued except in instances where travelers do not have a corporate travel card or an available personal credit card. If needed, travelers should obtain cash for the trip as follows:
1. Cash may be drawn via the traveler's personal accounts at an Automatic Teller Machine (ATM) or from the traveler's personal bank. One bank or transaction fee per trip will be reimbursed.
 2. In exceptional cases, as noted above, a cash advance check may be requested from SLCC Travel Services on the travel requisition. Advances to employees are limited to 90% of estimated out-of-pocket expenditures such as for meals, and ground transportation. A 100% advance may be provided for students involved with athletic teams or other College student activities. Cash advances will be available the week prior to departure. Travelers must submit an accounting of the cash advance, in accordance with instructions given to the recipient, to SLCC Travel Services within five working days after returning from the trip.

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- I. **Travel Expense Reimbursements:** All reasonable and necessary expenses as described in this travel policy and procedure that are incurred while on College business will be reimbursed to the traveler in a timely manner after supervisor approval and submission of required documentation to SLCC Travel Services.
 1. Employees will be reimbursed according to the College's current reimbursement rates and guidelines contained in this procedure and the STARR that was in effect at the time of the trip. However, if an employee agrees to be reimbursed for less than the full authorized amounts, the agreement must be documented in writing prior to the trip. This agreement should be retained with the other pre-planning materials supporting the travel, and a copy attached to the Travel Settlement Voucher submitted to SLCC Travel Services.

- J. **Reimbursement by a Third Party:** A College employee who receives a travel reimbursement by a third party for travel expenses while on College business should not be enriched by the reimbursement beyond what the travel policy allows. Thus, the third party reimbursement should be made payable to the College where possible and be deposited back to the College as a refund of expenditure to the appropriate travel expense account used for the trip. Consequently, the traveler should complete a Travel Settlement Voucher to document all travel expenses and be reimbursed according to this policy and procedure. If travel expenses are paid directly by a third party for the traveler, such as a hotel bill or airline ticket, this fact should be noted on the employee's Travel Settlement Voucher, but the actual cost should be excluded from the Settlement.

- K. **Damage, Theft, Vehicle Accidents, or Personal Injury**
 1. **Personal auto and property:** Damage to or theft of the traveler's personal auto or personal property is the responsibility of that individual or his/her insurance company, and the value of such damaged or lost property will not be reimbursed. Note that the cost of auto insurance and other vehicle maintenance costs are factored into and are included in the College's mileage reimbursement rate.

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2. **College property:** Damage to or theft of College property should be reported promptly to local law enforcement officials and the College Office of Risk Management.
 3. **Vehicle accident and personal injury:** A vehicle accident involving a motor pool vehicle or rental car must be reported immediately to the local law enforcement agency, car rental company (if appropriate), and to the College Office of Risk Management. A vehicle accident resulting in a personal injury, regardless of the vehicle used, must also be reported immediately to the College Office of Risk Management.
- L. **Guest Travel:** Whenever students or guests (non-College employees, excluding spouses or dependents) are authorized to travel on College business. Reasonable travel costs, as described in this policy, will be reimbursed. In some cases, guests may be employees of another company required to follow that company's travel guidelines. In those situations, BCMs should still be involved with negotiating travel arrangements with the guest or company, to the extent possible, in order to keep travel costs low and reasonable. Reimbursement to the traveler or company will normally be made via a Payment Request or a Travel Settlement Voucher that includes appropriate expense documentation and payee information (name, mailing address, taxpayer ID number). If the College is arranging for guest airfare through the designated travel agency, a travel requisition number must be obtained in advance of the trip from SLCC Travel Services. This requisition number is necessary for the designated travel agency to book airline, hotel or rental car charges. It is encouraged that College guests should stay at area hotels that have rate and billing agreements with the College.
- M. **Spouse or Dependent Travel:** Spouse or dependent travel expenses are not reimbursable but are the personal responsibility of the employee traveler.
- N. **Policy Exceptions:** Exceptions to stated travel procedures will be honored when approved in writing by the appropriate vice president or provost.

IV. ALLOWABLE EXPENSE GUIDELINES

- A. **Meals and Per Diem:** Travelers will be reimbursed for meals at the College's current per diem rates (refer to the current STARR) with the additional following

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stipulations. The per diem rates are all inclusive, meaning that taxes and tips are considered part of the rates.

1. **Overnight and long Distance Travel:** Individuals on trips requiring overnight lodging are eligible to receive per diem based on the time a traveler leaves and returns to home according to the current STARR and as provided in this section. In addition, a traveler may receive per diem for non-overnight trips according to the current STARR if the travel destination is more than 50 miles from the traveler's regular work place. Utah based employees traveling in-state will receive the in-state rate regardless of the city visited. Out-of-state travelers coming to Utah are eligible for the out-of-state rate or premium city rate, if applicable.
2. **Local Travel:** A traveler may be approved to receive lunch per diem if he/she is away from the College from 10:00 a.m. to 2:30 p.m. attending a single event (and a lunch is not provided), such as a business meeting or seminar. Visits to any SLCC campus or satellite location do not qualify as being away from the College. A meal per diem without overnight lodging is considered taxable compensation to the recipient by the IRS.
3. **Meals Included with Registration Fee:** Travelers will not be reimbursed a per diem for any meals that are included in the cost of registration fees regardless of whether or not the traveler eats the meal. Continental breakfasts and conference receptions are excluded as they are not considered meals. If the hosting entity cannot provide a meal meeting an employee's special dietary restrictions, the employee may receive a per diem for that meal.
4. **Complementary Meals:** Per diem will not be reimbursable for any complementary meals provided by a hotel/motel, another organization, a third party or co-worker. For purposes of this section, hotel continental breakfasts and airline meals or snacks are not considered meals. However, if cooked food is offered for breakfast by a hotel/motel it is considered a meal and travelers will not be eligible for a per diem reimbursement regardless of whether or not the traveler eats the meal.
5. **Premium Cities:** Individuals traveling to "premium cities" (high cost cities designated by the IRS) are eligible for the premium per diem rate, except

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when traveling in-state. Some premium cities, as designated on the STARR, qualify for the actual cost reimbursement method. For the qualified premium cities, the traveler may choose the premium city per diem rate or be reimbursed for the actual meal cost plus tips with original receipts up to the amount indicated on the current STARR. The traveler may combine per diem and actual cost reimbursement methods during the same trip; however, the same method must be used for an entire day. To qualify for the actual reimbursement method for a given day, the traveler must be entitled to all three meals for that day and submit actual meal receipts for each day claimed with the Travel Settlement. Refer to the STARR for the list of premium cities and those designated as qualifying for the actual cost reimbursement method.

6. **Hosted Meals:** Should the need arise to host a guest of the College while traveling, the actual cost (reasonable and prudent) will be reimbursed. If an employee hosts other College employees, amounts exceeding the per diem rate for that meal per hosted individual will not be reimbursed unless approved by the host's supervisor. The College employee hosting a meal must attach to their Travel Settlement Voucher: 1) a completed Hosting Authorization Form, and 2) the original, itemized receipt. Travelers being hosted will not be entitled to a per diem reimbursement for hosted meals.
7. **Alcoholic Beverages:** Purchase of alcohol is not an allowable College expense and is not reimbursable.

B. Lodging:

1. Securing lodging should be accomplished early in the planning stage of the trip, and reservations that do not incur a cost may be made even before a travel requisition is approved. Employees may not demand a certain hotel, but after a lodging option is approved, a traveler may personally make their own hotel arrangements.
 - a. Staying in the conference designated hotel is preferred and the cost is accepted and is reimbursable. In cases where the conference hotel is fully booked or there is a justified benefit, travelers may consider other non-conference hotel lodging, including vacation rental properties, with advance supervisory approval if the cost is reasonable and comparable to

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the conference hotel cost. However, any associated costs, such as the need for a rental car or additional rental fees, must be taken into consideration and added to the cost in determining if the non-conference lodging option is reasonable. Justification for using non-conference lodging must show the calculated single occupancy daily rate compared to the conference hotel single occupancy rate. For example, if two or more employees choose to stay in a vacation rental property, after adding all costs associated with this option, the daily rate per person should be calculated and compared to the conference hotel rate to determine if the non-conference lodging is reasonable. This comparison and justification, including evidence of the conference hotel rate, should be included with the Travel Settlement Voucher of the person(s) who paid the lodging bill. A traveler who had their lodging paid by another employee should have that fact explained on their Travel Settlement Voucher.

- b. For non-conference travel, a reasonable rate for the city or locale visited will be accepted. All hotel lodging costs will be reimbursed at the lowest available single occupancy room rate.
2. For in-state lodging, travelers should make reservations directly with hotels that charge a rate equal to or lower than the State of Utah per diem rate for that locale, or justify why another higher priced hotel was used. College ID may be required at check-in to secure the State rate.
3. If a trip is canceled, it is the responsibility of the traveler or travel planner to contact the hotel to cancel the room to avoid any room charges.
4. **Lodging at other than a Hotel/Motel/Vacation Rental Property.** Travelers may elect to stay with friends or relatives instead of staying in a hotel and be reimbursed without receipts at the rate noted in the current STARR. A traveler staying at a trailer park or campground in a personal/recreational vehicle will be reimbursed the actual cost up to the rate noted in the current STARR with a receipt from the facility. A traveler staying in a personally owned residence does not qualify for a lodging reimbursement.
5. A detailed lodging receipt must be attached to the Travel Settlement Voucher, except for instances where a private residence or recreational vehicle is used.

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- C. **Conference Registration Fees:** After a trip is approved, College departments are encouraged to pay any registration fees early to take advantage of any fee discounts and to secure space for the traveler. Department purchase cards should be used to pay registration fees; or if credit cards are not accepted or the fee exceeds the card's transaction limit, a request for payment may be included on the travel requisition. If a request for payment is made on the requisition, a copy of the registration material (usually a conference brochure) must also be forwarded to SLCC Travel Services.
- D. **Conference Events:** Attendance at conference banquets and events, which are included in the registration fee, is encouraged. Other optional conference functions not included in the registration fee, unless they are pre-approved by the supervisor, are considered personal preference events and are not reimbursable expenses. If authorized, the event description and cost should be included on the travel requisition to be formally approved in advance of the trip.
- E. **Ground Transportation Costs:** Transportation expenses and related costs incurred while traveling to and from home and the departure airport, and to and from the destination airport and hotel are reimbursable subject to the following guidelines.
1. **Salt Lake City Ground Transportation**
 - a. **Local Mileage:** Reimbursement for private vehicle mileage to and from the Salt Lake International Airport may be claimed at the current STARR rate on the Travel Settlement Voucher. Mileage is determined from the place the employee leaves from and/or returns to. For example, if the traveler leaves from the work site (i.e., Redwood Campus) to the airport, mileage is calculated starting from the work site. If the traveler returns to his/her private residence, that mileage is calculated from the airport to home. If the traveler is dropped off and picked up at the airport, actual mileage for both trips may be reimbursed.
 - b. **Parking Fees:** Long-term parking fees will be reimbursed provided receipts are attached. Short-term airport parking is not reimbursable.

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- c. **Shuttle Fees/Taxi Fares:** Shuttle and taxi fares will be reimbursed at actual cost plus tips not to exceed the tipping guidelines indicated in the STARR. Actual receipts or a schedule of itemized expenses must be submitted with the Travel Settlement Voucher.

2. **Destination Ground Transportation**

- a. **Airport to Hotel and Return Ground Transportation:** A transportation allowance, outlined in the STARR, will be reimbursed for the trip from the airport to the hotel, and again for the return trip back to the airport. This allowance includes baggage handling and tips. Actual receipts (e.g., hotel shuttles, taxis, mass transit systems) are required for reimbursement of ground transportation expenses in excess of the allowance.
- b. **Other Ground Transportation:** Additional ground transportation costs incurred while conducting official College business, regardless of the amount, must be supported with an original receipt or schedule of expenses. Side trips and non-business functions requiring transportation are considered personal expenses and are not reimbursable.

F. **Rental Vehicles:**

1. **For local/in-state travel:** Travelers should utilize vehicles from the College's motor pool, state motor pool, contracted car rental companies identified on the current STARR, or private vehicles.
2. **For out-of-state travel:** Rental vehicles must be arranged through the designated travel agency or directly with contracted car rental companies. The general policy for conference trips is that rental cars are not allowed unless specifically authorized by the supervisor as necessary to accomplish the business purpose of the trip. If authorized, the rental car and estimated cost should be included on the travel requisition to be formally approved. A contracted rental car is only intended for use during the conference or business trip dates. An employee desiring to extend a trip for personal reasons must obtain a separate rental car and not utilize a State contract for personal use.

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- a. In addition to the basic rental car rate for the most economical size vehicle needed, fuel purchases are also reimbursable. The detailed rental car receipt and fuel receipts must be retained and submitted with the Travel Settlement Voucher for reimbursement.
- b. Note: by using a contracted rental car company identified on the STARR within the 50 states and District of Columbia, discount rates and insurance coverage are included in the rate quoted and insurance should not be purchased separately when the car is picked up. Other optional insurance (such as personal property) available on rental cars may be purchased at the traveler's option but this cost will not be reimbursed unless the optional insurance is approved in advance and purchased to protect College-owned equipment.
- c. If rental car arrangements are not made through the contracted providers noted on the current STARR, or if the rental is outside of the 50 states and District of Columbia, the traveler must purchase both damage and liability insurance with the vehicle rental.

G. Private and Motor Pool Vehicles

1. General Vehicle Use Guidelines

- a. Before being allowed to drive a vehicle on College business or be reimbursed for mileage, individuals must be listed on the approved driver list. To be included on the approved driver list on file with the College Office of Risk Management, an individual must complete the College's driver safety training program, maintain a valid Utah drivers license (or out of state license approved by Risk Management), obtain initial supervisory approval to drive, and abide by the College's driving policies and procedures.
- b. As a general rule, travelers are encouraged to use available motor pool vehicles when traveling locally and in-state. Use of such vehicles avoids normal "wear and tear," insurance issues, and other expenses associated with driving a private vehicle.

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- c. Although local and in-state travel occurs more frequently than out-of state travel, supervisors should still assure that such travel is necessary and approved. The supervisor's approval of the traveler's mileage reimbursement form and acceptance of motor pool IDB charges will be evidence that the traveler received advance permission to drive either a private or motor pool vehicle on College business.
- d. A vehicle accident while on College business must be reported immediately to local law enforcement agencies, car rental companies (if appropriate), and to the College Office of Risk Management.

2. Use of Motor Pool Vehicles

- a. Motor pool vehicles may be used in accordance with separately issued motor pool policies and procedures. However, College or state motor pool vehicles should not be driven outside the State of Utah. If driving out of state, due to insurance and liability concerns, travelers should use a rental car arranged through the contracted companies identified on the current STARR. If another non-contracted car rental company is used, the employee must purchase damage and liability insurance. Exception: A College motor pool vehicle may be taken out of state with advance written approval from the College Office of Risk Management. Such approval must be obtained at least five (5) working days before the expected departure date.
- b. Departments will be charged for the use of motor pool vehicles according to the College or state motor pool rate schedules in effect at the time the vehicles are used.

3. Use of a Private Vehicle

- a. Only one person in the vehicle may receive the mileage reimbursement regardless of the number of people in the vehicle. The mileage reimbursement rate is inclusive of all costs incurred, e.g., fuel, insurance, and vehicle wear and tear. For local, non-overnight travel, mileage to be reimbursed is determined as follows:

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- (1) Travel where an employee leaves from their regular work place and returns to that work site: all mileage is reimbursable.
 - (2) Travel where an employee leaves from home to a destination other than their regular work place, or returns home directly from a destination other than their regular work place: reimbursable mileage is calculated net of the traveler's normal commute (mileage from home to their regular work place). For example, if an employee's ordinary commute from home to the regular work place is 10 miles and the employee travels 15 miles from home to a work destination other than their regular work place, reimbursable mileage is 5 miles.
- b. For trips where the destination is less than 50 miles one way from the traveler's regular work place, mileage reimbursement will be at the lower rate indicated on the STARR unless one of the following exceptions apply. If an exception is applicable, the higher reimbursement rate will apply.

Exceptions:

- (1) A College motor pool vehicle (excluding large vans or buses) is not available during the requested time. If the exceptions in 2) and 3) are not present, it is the traveler's responsibility to contact the College Motor Pool Office to reserve or verify the availability of a vehicle for the day and time of travel. A valid Utah driver's license is required to request a motor pool vehicle; a traveler unable to meet this requirement and uses a personal vehicle will be reimbursed at the lower rate indicated on the STARR.
- (2) Non-Redwood Campus Employees: Because College vehicles are not readily available at campus locations other than at Redwood, travelers based at other sites are eligible to be reimbursed at the higher mileage rate for driving a private vehicle without having to check the availability of a College motor pool vehicle. This exception does not apply to trips where the destination is more than 50 miles one-way from the traveler's regular work place.
- (3) Travelers Who Drive "Regularly": Redwood Campus travelers who drive "regularly" as part of their job description may drive a private

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vehicle and be reimbursed at the higher mileage rate without having to check the availability of a College motor pool vehicle. Driving a vehicle for College purposes an average of 5 times monthly is an indication the employee may be deemed a “regular” driver. Thus, a “regular” driver can be reimbursed the higher rate even for a month containing fewer than 5 trips. An employee who averages less than 5 trips monthly is not considered a “regular” driver and the lower reimbursement rate will apply unless a motor pool vehicle was not available. This exception for the higher reimbursement rate does not apply to trips where the destination is more than 50 miles one-way from the traveler’s regular work place.

- c. For longer trips where the destination is more than 50 miles from the traveler’s regular work place, a College or state motor pool vehicle should be reserved and used. If a private vehicle is used, mileage will be reimbursed at the lower rate.
- d. Travel to the Airport: Mileage incurred traveling to and from the airport or long-term parking location in a private vehicle will be reimbursed at the higher reimbursement rate.

4. Documentation for Mileage Reimbursement

- a. **Overnight Trips:** Claimed private vehicle mileage associated with overnight trips (including mileage to and from the airport) should be documented on the Travel Settlement Voucher. All Travel Settlement Vouchers should be completed, signed and forwarded to SLCC Travel Services for processing within five business days after the traveler returns home.
- b. **Day Trips:** For non-overnight travel, all reimbursable mileage should be documented on the Mileage Reimbursement Form. Mileage should be recorded in the applicable rate field for each day and/or trip, along with a brief explanation of the trip’s purpose. If an exception is granted to the traveler, as noted in IV.G.3.b. 1 or 2 above, it should be noted on the Mileage Reimbursement Form. Individuals who drive “regularly” should submit a Mileage Reimbursement form on a monthly basis (within seven

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days after the end of the month). Other travelers may turn in their reimbursement forms monthly, but no later than every three months.

H. **Private Vehicle Mileage in Lieu of Airfare**: If a traveler chooses to drive a private vehicle instead of flying, reimbursement will be at the lower mileage rate (per current STARR) or the airfare plus a ticket servicing fee and one checked baggage fee, whichever is less. The lowest, reasonable airfare price quote must be obtained from the designated travel agency and be included with the travel requisition and with the Travel Settlement Voucher. The traveler will be reimbursed for meals and lodging not to exceed the total of those expenses that would have been incurred if the traveler had flown. Exceptions for special circumstances require written justification and supervisory preapproval. Other guidelines include:

1. Mileage will be computed based on the most economical, usually traveled routes.
2. Only one employee traveling in a private vehicle can be reimbursed for mileage.
3. When several employees are traveling to the same meeting or site, travel planners/ supervisors are encouraged to coordinate travel arrangements to limit the number of required vehicles.

I. **Incidental Costs**

1. **Tips**: Tips for concierge, valet parking, and other personal preference services are not reimbursable. In addition, meal tips are not reimbursable if per diem is claimed. If actual shuttle or taxi costs are claimed, tips can be included and are reimbursable. Refer to the current STARR for tipping guidelines and limits.
2. **Telephone Calls and Internet Service**: In general, travelers are encouraged to use personal cell phones or prepaid phone cards when initiating business or personal phone calls and accessing internet service while traveling instead of using costlier hotel phone or internet service. Internet charges on a plane or hotel are reimbursable if used for approved business purposes.

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a. **Monthly Communication Plan Participants**

- (1) It is expected that employees who are receiving College monthly communication plan reimbursements will use their personal cell phone; and thus, are not eligible for separate phone call reimbursement. However, if business calls cause the basic plan minutes to be exceeded, employees are eligible to be reimbursed for the additional costs in accordance with the College's "Personal Communication Plan Guidelines."

b. **Non Communication Plan Participants**

- (1) Business related telephone calls will be reimbursed at actual documented costs.
 - (a) If a personal cell phone is used for business purposes, a reimbursement may be claimed for calls provided there are additional costs incurred to the employee's basic service plan as a result of the business use.
 - (b) The reimbursement rate will be at the cost per additional minute assessed by the service provider plus any roaming or other direct costs associated with the call.
 - (c) To claim a reimbursement, the employee must attach a copy of their telecommunications bill with all business calls highlighted to the Travel Settlement Voucher or a Payment Request form. Both outgoing and incoming business calls should be identified and the business purpose of each call clearly noted.
 - (d) Reimbursement will not be allowed for recurring monthly charges, such as taxes, fees or equipment charges.

3. **Other Miscellaneous Incidental Costs:** Payments for conference tapes, books, and road tolls are examples of other miscellaneous business related expenses that might be incurred while traveling. These items may be claimed on the Travel Settlement Voucher (original receipts or a schedule of expenditures must be included), but they should be coded to a "current

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expense” account code rather than to a “travel expense” account code. Laundry services or other personal use purchases are not reimbursable business costs.

V. TRAVEL APPROVAL, REQUISITION AND POST-TRIP REPORTING PROCEDURES

- A. **Travel Pre-Approval Procedures:** All College travel must have prior supervisory approval except for the College president whose travel will be approved by the Vice President of Business Services. Authorization for overnight travel occurs when the supervisor electronically approves a travel requisition prior to the traveler’s departure. Authorization for non-overnight travel may be given verbally, and be evidenced after the fact when the supervisor approves the Mileage Reimbursement form.
- B. **Travel Requisitions:** A completed travel requisition is required for each person going on an overnight trip. For non-overnight travel, a requisition is not required. Note that conference registration and agenda material, meeting schedules or a concise statement of the trip purpose should be obtained by the travel planner to substantiate the propriety of each travel request. Soon after a proposed trip has received preliminary supervisory approval, a travel requisition should be entered in order to reserve/encumber budgeted funds. A travel requisition number must be obtained before airfare or other commercial transportation fare is purchased and lodging is charged.
- C. **Travel Settlement and Claiming Expense Reimbursement**
1. **When an overnight trip is complete,** a Travel Settlement Voucher must be prepared to document all expenses and amounts to be reimbursed; or in some cases, amounts to be paid back to the College. The trip itinerary and all required receipts documenting expenses (or explanation of expenses if receipts are missing) must be attached to the form. The form should contain the travel requisition number and must be signed by both the traveler and traveler’s supervisor. All Travel Settlement Vouchers should be completed, signed and forwarded to SLCC Travel Services for processing within five business days after the traveler returns home.

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2. Travelers may request reimbursement for personal prepaid travel expenses before the trip, such as for prepaid lodging costs and airline tickets. The expense reimbursement is claimed by submitting a paper expense reimbursement to SLCC Travel Services with the travel requisition number written on it and detailed receipts for the paid expenses attached.
3. For non-overnight travel, travelers should complete a Mileage Reimbursement form to document daily trip mileage and any other related expenses such as meal per diem or parking. The form is scanned together with any required detailed expense receipts and submitted in SLCCBuy to claim reimbursement. If a BCM is the traveler, the form must be signed by both the traveler and traveler's supervisor before being scanned and entered in SLCCBuy. Individuals who drive "regularly" should submit mileage reimbursements on a monthly basis (within seven days after the end of the month). Infrequent travelers should submit mileage for reimbursement no later than every three months.

D. International Travel

1. **Special Approval:** International travel is governed by a separate College policy and procedure, C4S3.02 "International Programs." In general, travel to international destinations, excluding Canada, requires appropriate Vice President and President pre-approval. Travelers should consult the "International Programs" policy and procedure, and the Accounts Payable/Travel web page for the current required forms and instructions that need to be completed prior to departure on international trips.
2. **Special International Travel Expenses:** Expenses specific to approved foreign travel, such as passport fees, required immunizations, and currency exchange fees will be reimbursed to the traveler. Receipts must be attached.

E. Student Travel

1. Students, other than intercollegiate athletic teams, traveling as representatives of the College must follow the Student travel procedures. However, reimbursed travel expenses cannot exceed the College's reimbursement rates or guidelines. Student travel expenses are accounted for as student or club

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“current expenses” and can be submitted to SLCC Travel Services on a paper Expense Reimbursement or Travel Settlement Voucher.

2. College employees traveling with student groups are subject to the College’s travel policy and reimbursement procedures. However, if an employee agrees to be reimbursed for less than the currently authorized amounts, the agreement must be documented in writing prior to the trip. This agreement should be retained with the other pre-planning materials supporting the travel, and a copy attached to the Travel Settlement Voucher.

F. Athletic Department Travel

1. **Intercollegiate Athletic Team Travel:** Athletic teams traveling as a group (including department personnel) to participate in or observe an athletic competition may follow separate Athletic Department travel procedures. However, reimbursed travel expenses cannot exceed the College’s reimbursement rates or guidelines.
2. **Non-Team Travel:** For non-team travel, such as attending a conference, department personnel must follow the College’s travel policy and procedures.
3. **Recruitment of Athletes:** Athletic Department personnel may follow separate Athletic Department travel procedures when recruiting student athletes. However, reimbursed travel expenses cannot exceed the College’s reimbursement rates or guidelines.