

WORCESTER STATE COLLEGE

**Policy and Guidelines: Employee Travel
Addendum #3**

This Addendum #3 is added to modify the *Request for Travel* form. In addition to the Reason for Travel each employee must state the justification for the travel and the rationale prior to the approval by the Dept. Supervisor/Chair and Division Vice President.



Request for Travel

Any employee of the College who is eligible and wishes to be reimbursed for travel expenses in accordance with the travel reimbursement policy, and/or is planning to travel for approved College or professional business must complete the following form.

Name:		Department:	
Event/Location			
Blanket Travel Request yes/no		City/State	
Sponsoring Organization			
Dates of Travel: From <i>Date/Time</i>		To: <i>Date/Time</i>	
Reason for travel			
Signature		Date	

(If you request reimbursement for travel, please complete the following. Note reimbursement policy on following page.)

Registration Cost	\$	Transportation Type	
Hotel/Motel	\$	Transportation Cost	\$
Meals Allowance	\$	Mileage/Reimbursement	\$
Estimated Reimbursement Requested	\$		
Account Number To Be Charged			

APPROVAL FOR TRAVEL:

(Signature)

(Date)

Dept. Supervisor/Chair		
Executive Level Approval		

OUT-OF-NEW ENGLAND TRAVEL AUTHORIZATION:

President/or Designee (Division Vice President)		
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WORCESTER STATE COLLEGE**Policy and Guidelines: Employee Travel
Addendum #2**

This Addendum #2 is added to the current Employee Travel policy to delete reference to College-Owned Vehicles from page three and the deletion of page 4, Office of Human Resources State Vehicle Policy, in its entirety. The College is no longer funding state vehicles for employee use.

On page 5, second paragraph, the policy shall now read: Employees must use privately-owned vehicles (POV) as means of travel on College business.

The amended policy is attached.

WORCESTER STATE COLLEGE

Policy and Guidelines: Employee Travel Addendum # 1

This Addendum #1 is added to the current Employee Travel policy to further define different employment statuses of employees of Worcester State College and the requirements of the *Request to Travel* form.

Faculty and staff are to be defined as full and part-time “benefited” employees; employees who are eligible for those benefits through the Commonwealth’s Group Insurance Commission.

Temporary employees are non-benefited employees and are generally paid from the CCC (Special Employees) account as described in the *Common Object Descriptions*.

A completed Request to Travel form is mandated prior to travel for **all employees**.

Or

A completed Request to Travel form is mandated prior to travel for **all benefited employees**.

WORCESTER STATE COLLEGE

POLICY AND GUIDELINES: EMPLOYEE TRAVEL

The following policy has been adopted to guide the faculty and staff of Worcester State College with regard to travel and reimbursement for travel on College business. This policy applies to all reimbursement for travel expenses by the College, regardless of the source of funding of such reimbursement.

The College will reimburse travel expenses incurred by employees of the college while conducting college business or an approved professional development program.

TRAVEL STATUS

When the conduct of College business requires an employee to travel to a site away from the employee's normal workplace, and they have received proper authorization to do so, the employee is in travel status/official college business.

When traveling on institutional business, actual expenditures for transportation, including bus, railroad, airline, subway, taxi and personal auto will be reimbursed to the extent that these expenditures exceed the normal daily cost of commuting to and from the institution. Where practical, the least expensive mode of transportation should be selected.

AUTHORIZATION TO TRAVEL

Authorization is required for travel on official College business, whether or not reimbursement from College funds is sought. Authorization is obtained through approval of the *Request for Travel*, prior to the start of travel for which approval is being requested. This form is to be approved by a department supervisor/chair and division Vice President. Travel outside of New England also requires the President's, or designated Vice President's signature (requires written delegation from the President). A second approval on the President's travel is to be sought by the Vice President of Fiscal Affairs/CFO.

REIMBURSEMENT OF TRAVEL EXPENSES

Reimbursement for any travel expenses shall be contingent upon the availability of funds within the department's budget, as determined by budget manager, Division Vice President, or Office of Fiscal Affairs. Reimbursement requests will be returned to the appropriate budget manager in the event budget funds are unavailable. Reimbursements requests will be returned to the originator if a *Request for Travel* is not on file.

A *Travel Expense Voucher* must be submitted with original receipt of all expenditures once travel is completed. An original receipt or invoice showing proof of payment must accompany all reimbursement requests ***within 30 days of the final day of travel***. If an original receipt or invoice is not available an original credit card statement may be accepted under special circumstances. The travel reimbursement form signed by the employee must be completed (no further authorizations are needed if the reimbursement amount is equal or less than the "*Request for Travel*"), with original receipts attached,

and forwarded to the Office of Fiscal Affairs to the attention of Accounts Payable. If the requested reimbursement is greater than the amount authorized on your *Request for Travel*, the budget manager must provide additional approval on the travel reimbursement form. Reimbursements that require budget manager approval will be returned to the originator if the approval is missing.

In accordance with GAAP (Generally Accepted Accounting Principles) travel expenditures will be recorded in the fiscal year during which the travel occurs, unless the fiscal year has been closed and subject to annual audit.

COMBINING COLLEGE BUSINESS TRAVEL WITH PERSONAL TRAVEL

The College will reimburse the business portion of a trip that is combined with personal travel. Documentation must be provided to support the business portion of the trip in addition to a detailed allocation of the expenses that are business related. Obtain a quote at the time of ticketing to document the incremental cost that is a personal expense and include it with your *Request for Travel* form.

RATES AND CONDITIONS FOR REIMBURSEMENT OF TRAVEL EXPENSES

The Vice President of Fiscal Affairs/CFO shall review and approve the Presidents travel expense reimbursements. Allowable travel expenses will be reimbursed at actual cost except as provided herein. Expenditures will be reimbursed only upon submission of original receipts unless otherwise noted. The College will use, and is recommending the use of, Map Quest for mileage reimbursement.

Meals

Per Diem Policy

For travel of less than 24 hours, travelers are entitled to breakfast per diem if the traveler begins business travel before 6:45 a.m.; dinner per diem is paid if the traveler completes business travel after 7:00 p.m. No lunch per diem is payable for travel of less than 24 hours. Lunch per diem is paid on the first day of travel in excess of 24 hours if business travel commences after 12:00 noon.

Conference Meals: Meal per diem will be excluded for any meals provided as part of a conference or workshop. The meal may be provided as part of a conference registration fee, or may be paid for separately as approved by the budget manager on the Authorization to Travel form.

Meal per diem is paid to travelers at rates established by and in accordance with collective bargaining agreements applicable to the employee. The rates for the President and non-unit employees are defined below:

The President is allowed travel per diem of \$50 a day, at the rate of: \$9.50 – breakfast, \$16.50 – lunch, \$24 – dinner.

Non-unit employees are allowed travel per diem of \$35 a day, at the rate of: \$ 6.50, breakfast, \$ 11.50, lunch, and \$ 17.00 for dinner.

Transportation

Travelers are expected to travel via the least expensive means available with proper consideration for the circumstances. In no event will air travel at other than coach fare be reimbursed. Expenditures for ground transportation for taxi, limousine, bus, etc., require receipts for reimbursement.

Private Vehicles

Employees must use their privately-owned vehicles (POV) as means of travel on College business. Reimbursement for mileage will be at the IRS rate in effect at the time of travel and only for those round trip miles required to reach the business related destination, net of the employee's normal roundtrip commute.

The cost of transportation will not be reimbursed for the normal commute between the traveler's home and the College. **Any mileage that exceeds traveler's normal work commute for business purposes is reimbursable.**

In the event a POV is used as the means of transportation for a business trip in excess of 24 hours, reasonable incidental travel to/from the hotel, local restaurants and related conference center will be reimbursed at the mileage rate in effect at the time of travel.

Example A: An employee's routine work commute is 20 miles roundtrip; Employee drives to a conference in Boston, MA which is 45 miles round trip from their home; Reimbursed is the 25 miles which exceeded employee's normal work commute of 20 miles.

Example B: An employee live in Boylston, MA which is 24 miles round trip to work, and attends a seminar in Providence, RI which is a 120 miles roundtrip from the home address. Deduct 24 miles from the total miles for a reimbursement of 96 miles.

Expenses associated with the use of a POV, including tolls, parking, etc.; require receipts in order to be reimbursed. Reimbursement will NOT be made for operating expenses such as the purchase of gas or oil, repairs, etc.

Rental of Vehicles

When traveling by air or rail, you may rent a car when you reach your destination only if it is less expensive than other transportation modes such as taxis, airport limousines or airport shuttles. To be reimbursed for this expense, you must provide an original itemized invoice indicating payment and zero balance due. Expenses associated with the operation of such vehicle, including tolls and parking, gas, oil, insurance, etc., require receipts in order to be reimbursed.

When renting a vehicle, the cost of purchasing Personal Accident Insurance will not be reimbursed as you will be covered by Worker's Compensation (provided there is an approved *Request for Travel* on file). In addition, Personal Effects Insurance will not be reimbursed.

Foreign Travel

Supplemental expenses for foreign travel, such as fees for visas, passports, and inoculations, shall be reimbursable. Per diem rates described in a previous paragraph apply to foreign travel. All currency rates shall be reported in U. S. dollars at the exchange rate in effect at the time of travel.

Lodging

The traveler is expected to incur the least expense to the College when a selection of rooms and rates are available. Always inquire as to the cost of a single room in the event it is cheaper than the double room rate.

Hotel costs (overnight room and tax only) should be paid by purchase order (preferred method), or personal credit card (when purchase order is not accepted). All hotel bills must be original, itemized, and indicate a zero balance. If the hotel bill indicates a balance due, original proof of payment documenting paid in full is required. (i.e.; credit card statement, original cancelled check, original credit card charge slip). Receipts must contain the facility logo and not be generic in nature.

Reimbursement will not be provided for alcohol, room service, movies, laundry, and any other items of a personal nature. Business phone calls, business fax charges, and business internet connection charges will be reimbursed if the business nature of the cost is detailed on the request for reimbursement. One personal phone call per evening during out of town travel is reimbursable.

Gratuities

The College will reimburse reasonable gratuities. The following is provided as a guide; porters - \$1, bellmen - \$1, restaurant wait staff - 15%, taxi drivers - 15%. Gratuities to wait staff exceeding those already included in the meal cost are not reimbursable.



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Event/Location			
Blanket Travel Request yes/no	City/State		
Sponsoring Organization			
Dates of Travel: From <i>Date/Time</i>		To: <i>Date/Time</i>	
Purpose and justification of travel. (Full explanation is needed prior to approval.)			
Signature		Date	

(If you request reimbursement for travel, please complete the following. Note reimbursement policy on following page.)

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