



| Laredo College

TRAVEL PROCEDURES

LAREDO COLLEGE EMPLOYEE TRAVEL GUIDE

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CHAPTER 1

GENERAL TRAVEL PROVISIONS, TRAVEL AUTHORIZATION AND TRAVEL EXPENSE REPORTS

Purpose

To facilitate the "How To's" for obtaining authorization for travel; submitting claims for reimbursement; and computing reimbursable travel expenses.

1.1 Associated Timelines and Deadlines: (15 Business day rule)

- Travel Authorizations and Advance Payment Request forms must be submitted to and approved by the respective budget manager and executive officer at least 20 business days prior to the travel date or registration fees deadline to ensure timely payments.
- Assuming that approvals are obtained timely and funds are available, all approved travel authorizations must be submitted to the Accounting Office at least 15 business days prior to travel date or registration fees deadline.
- Employees will be personally responsible for all travel expenses if the Travel Authorization is not received at the Accounting Office 15 business days prior to the travel date or registration fees deadline and not included on a regularly scheduled check processing run. Reimbursement of **approved travel expenses** incurred will be processed upon the employees return from the trip **if all required receipts are submitted to the Accounting Office** at the time the travel expense report is submitted.

1.2 Accountable Plan

The College's travel procedures contain the basic elements of an accountable plan that include the following requirements:

- Expenses incurred by an employee in connection with the performance of services for the College must be business related;
- The employee must account for expenses within **fifteen (15) business days**;
- The employee returns any travel advance in excess of substantiated expenses within **fifteen (15) business days**.
- **Travel advances will not be authorized for any employee who has outstanding travel advances for prior trips.**

1.3 Travel Authorization Requirements

To ensure timely processing, the Travel Authorization and Advance Payment Request should be submitted Concur at least 15 business days prior to travel date (15 business day rule). Except Part-Timer and Adjunct employees will need to submit the actual preprinted forms. If a registration payment is required, the form must be submitted considering the payment due date.

This form must contain the following:

- Must be typewritten on the preprinted forms;
- Traveler's Name and Palomino ID#;
- Department;
- Organization code to be charged;
- Destination;
- Departure and return time and date;
- Purpose of travel;
- List of employees and/or students traveling with you;
- Type of travel (Professional Development or Technical Assistance)
- Calculation of travel advance;
- Detail of expected travel expenses;
- Specify mailing of registration fee and attach registration form, agenda and/or explanation for conference or meeting, **specify if use of LC credit card will be needed for registration fees, airfare purchases and/or hotel reservations;**
- Original signature of the traveler (if not submitted through Concur);
- Local travel or in-state travel must have the appropriate Executive Officer's approval;
- Out-of-state travel must have the President's approval;
- International Travel must be approved by the Board of Trustees

1.4 Travel Expense Report Requirements

A Travel Expense report must be submitted to the Accounting Office within 15 working days after returning from the trip. The Travel Expense Report must contain the following:

- Name of the traveler/ Palomino ID#;
- Department;
- Organization code to be charged;
- Destination of trip;
- Travel dates and purpose of travel;
- Detail of travel expenses;
- Original receipts are attached;
- Original signature of the traveler;
- Local travel or in-state travel must have the proper Executive Officer's approval;
- Out-of-state travel must have the College President's approval;
- *International travel* must have the College President's and LC Board of Trustees approval;

1.5 Travel Advance Funds

Advance funds may be approved for official College trips and must be reported on the Travel Expense Report upon return.

Requests for advance funds must be submitted on a Travel Authorization and Advance Payment Request Form approved by the appropriate budget manager and executive officer. A copy of the itinerary of the event for which funds are needed must be attached. Funds advanced for a trip that was cancelled or not taken must be returned to the Bursar's Office within three working days of cancellation.

1.6 Conservation of College Funds

All employees must plan their travel to achieve maximum savings and efficiency. Travel expenses must be the lowest possible considering all relevant circumstances.

1.7 Submission of Erroneous Travel Expense Reports

A budget manager should not allow a travel expense report to be submitted to the Accounting Office if he/she knows or reasonably should know that travel expenses included on the expense report are not reimbursable or payable.

1.8 Responsibilities of LC Employees

The employee shall ensure that the employee's travel complies with this guide. Failure to comply will result in rejection of the employee's travel request or delayed reimbursement.

Employees may not seek reimbursement or payment of travel expenses that the employee knows are not reimbursable or payable.

Employees are responsible for making all travel arrangements once approval is given by the appropriate executive officer, College President, and/or Board of Trustees.

Employees are responsible for providing a credit card number for airfare purchases and hotel reservations. Employees who do not have access to a personal credit card may request to use the LC credit card at their corresponding Vice President level. The Accounting Office will only authorized the use of the credit card once traveler has submitted an authorized travel advance request. Use of the College's credit card will only be allowed for registration fees, airline tickets and

hotel reservations. **Employees will not be issued a credit card to use during their travel, except for coaches.** Employees will be responsible for e-mailing copies of confirmation and/or receipts of all airfare, registration and hotel reservations made with the College's credit card to the Accounting Office as soon as confirmation and/or receipts are made available to them.

The Accounting Office will file these documents with a copy of the Travel Advance Request form so that payment to credit card can be reconciled.

Employees shall immediately reimburse LC for any overpayment of travel advance funds. An overpayment is an employee's receipt of an advance that exceeds:

- The limits established by this guide; or
- The amount of travel expenses actually incurred.

1.9 Official LC Business

The Accounting Office may pay or reimburse travel expenses only if the purpose of the travel:

- Clearly involves official LC business; and
- Is consistent with the responsibilities of the department.

Travel expenses incurred for personal reasons are not reimbursable. Executive Officer's are responsible for determining the authority for travel before a travel request is submitted to the Accounting Office.

1.10 Vacation in Conjunction with Business Travel

In cases where vacation time is added to a business trip, LC will not reimburse any extra personal expenses such as hotel, airfare and per diem. In addition, the employee must indicate the vacation date & time on the LC travel authorization and advance payment request form. It is also required that the employee provide the college with the regular business schedule airfare expenses and the adjusted airfare to demonstrate any difference in price. The employee is responsible for any extra expenses that may be incurred for adjusting airfare.

1.11 Lost or Stolen Tickets

LC may reimburse an employee for a lost or stolen ticket only if LC determines that the loss or theft occurred despite the employee's exercise of reasonable care. If LC pays or reimburses for a ticket that is subsequently lost or stolen because of an employee's failure to exercise reasonable care to safeguard it, then the employee is liable to LC for its value.

The travel expense report must state that the employee exercised reasonable care to safeguard it.

1.12 Deadline for Submission of a Travel Expense Report for Claim of Expenses, Payments, or Reimbursements.

Travel expense reports must be submitted within fifteen (15) working days after the trip. Travel expense reports not submitted to the Accounting Office on time may result in a payroll deduction.

1.13 Trip cancellation or registration cancellation

- Notify the Accounting Office immediately.
- Employee traveling is responsible for cancellation of all reservations such as lodging, car rental, airfare and registration
- If a balance is owed to LC, deposit money at the Bursar's Office with the organization code used on the original travel authorization and attach the receipt to the documentation within three working days of the cancellation
- Unused lodging, per diem, registration checks, etc should be delivered to the Accounting Office within three working days (Do not send inter-campus mail)
- Department must seek reimbursement from hotel, registration or conference
- Any checks reimbursing registration, conference or hotel should be made payable to LC
- If per diem or airline tickets have not been picked up, the department must immediately notify the Accounting Office
- Charges for emergency travel changes such as additional flight charges, rental car extensions, hotel additional days, etc, are the employee's responsibility and will be reimbursed on the travel expense report (with receipts attached) upon return.

1.14 International Travel

The Board shall authorize travel to foreign countries, except Mexico, by majority vote. The College President shall authorize travel out-of-state and to Mexico.

CHAPTER 2

MEAL, LODGING, AND REGISTRATION EXPENSES

2.1 Overnight Travel within Texas

This section of The Guide applies when an employee travels to a point involving an overnight stay.

A. Meal Expenses

LC may reimburse an employee for meal expenses incurred on any day that the employee conducts official LC business; which requires overnight stay.

If meal expenses are reimbursable, the reimbursement may not exceed \$ 45 per day.

For purposes of calculating meals only, an employee's departure and arrival time is the relevant time for the computation of per diem. The breakdown for meals in-state will be calculated as follows:

Breakfast:	\$10.00 - If leaving home-base before 8:00 a.m. or returning after 8:01 a.m.
Lunch:	\$15.00 - If leaving home-base before 12:00 p.m. or returning after 12:01 p.m.
Dinner:	\$20.00 - If leaving home-base before 6:00 p.m. or returning after 6:01 p.m.

The per diem for out-of-state travel are the same except if the city is considered a high cost city, the per diem will be \$14.00 for breakfast, \$18.00 for lunch and \$26.00 for dinner. Please contact the Accounting Office to obtain if the travel city is within the high cost as per IRS listing. Receipts are not required. For out-of-country per diem rates, the current rate of Washington, DC must be followed. Meals are not reimbursed if they are included as part of the registration fee.

Meal expenses incurred while traveling to and staying 24 hours before official LC business begins are reimbursable. Meal expenses incurred while traveling to and staying more than 24 hours before official LC business begins are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Meal expenses incurred while staying and traveling after official LC business ends are reimbursable. Meal expenses incurred while staying and traveling more than 24 hours after official LC business ends are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or

- Traveling reasonably requires more than 24 hours.

B. Lodging Expenses

LC may reimburse an employee for lodging expenses incurred on a day that the employee conducts official LC business when the trip requires overnight stay. A lodging expense, however, is not reimbursable if:

- This section prohibits the reimbursement; or
- Chapter 1.06 prohibits the reimbursement.

Lodging expenses incurred 24 hours before official LC business begins are reimbursable. Lodging expenses incurred more than 24 hours before official LC business begins are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Lodging expenses incurred 24 hours after official LC business ends are reimbursable. Lodging expenses incurred more than 24 hours following the end of official LC business are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Reimbursement for the cost of lodging will process under the following conditions:

- Each employee will be reimbursed for hotel expenses at the actual single room rate, provided that the conference or seminar being attended by the employee is being held at the same hotel (receipts required)
- Lodging not associated with seminar or conference sponsoring organizations will be reimbursed at the actual single room rate (receipts required)
- If an employee stays at an establishment other than the host establishment of the seminar or conference, the reimbursement amount will be the actual room rate (receipts required). The procurement of reservations and guaranteed rates are the sole responsibility of the traveler.
- Prepayments will be issued to hotels if the following information is provided: name, address, federal identification number and confirmation number.

2.2 Receipt Requirements

A. Meal Receipts

An employee is not required to attach meal receipts to the Travel Expense Report. Per Diem rates are used.

B. Lodging Receipts

An employee may not receive reimbursement of lodging expenses unless the appropriate lodging receipt from the commercial lodging establishment is attached to the employee's Travel Expense Report. The lodging receipt must be original and complete. A receipt that has been altered by any person or entity other than the commercial lodging establishment is unacceptable. The name of the employee, the single room rate, and a daily itemization of the lodging charges must be included on the receipt.

If the original lodging receipt is unavailable, a copy or fax copy, from the commercial lodging establishment may be attached to the travel voucher in lieu of the original. Statements and affidavits are not acceptable.

Personal items and personal phone calls will not be reimbursed and should not be listed on the Travel Expense Report.

2.3 Sharing Lodging

LC employees sharing lodging who split the cost must provide separate receipts.

2.4 Hotel occupancy taxes in Texas

For in-state travel, each employee is under obligation to request a properly completed Exemption Certificate of Taxes from the Accounting Office prior to the trip. LC may not reimburse an employee for a state hotel occupancy tax charged by a commercial lodging establishment if the employee fails to present a properly completed Exemption Certificate to the establishment. The receipt from the commercial lodging establishment must itemize the hotel occupancy tax or similar tax that the employee paid to the establishment.

2.5 Registration Fees

To ensure proper processing, an employee must complete the registration information on the travel authorization and advance payment request form. The registration will be processed only if appropriate documentation is submitted with the travel authorization and payment advance request form, including registration form, payee name, address, and federal identification number.

CHAPTER 3

REIMBURSEMENTS FOR MILEAGE, PARKING AND TOLLS

3.1 General Provisions

LC may reimburse an employee for the mileage incurred during the employee's use of a personal owned vehicle provided such total reimbursement does not exceed the equivalent of car rental fare or other reasonable available transportation. With the exception of tolls and parking expenses (discussed below), a mileage reimbursement to an employee is inclusive of all expenses associated with the employee's operation of a personally owned or leased motor vehicle.

The amount of a mileage reimbursement may not exceed the product of:

- The number of miles traveled as limited by our standard mileage chart (see attached), and the applicable mileage rate.

3.2 Mileage Rate

The mileage rate for travel is \$ 0.58 per mile based on the IRS website: www.irs.gov search for "IRS issues standard mileage rate for 2019". *Change the year.

3.3 Computation of Number of Miles

All mileage must be itemized on a point-to-point basis and travel locations must be identified on the travel expense report. Purpose of travel must also be included on the travel expense report.

3.4 Coordination of Travel

In this section, "coordination of travel" means employees traveling together in one personally owned or leased motor vehicle.

Coordination of travel should occur when two to four employees:

- Are employed by the same department; and
- Are traveling from the same place of employment to the same duty point at the same time; and
- Are traveling on the same official LC business; and
- Are traveling in a personally owned or leased motor vehicle.

When two to four or more employees travel in the same personally owned, or rental vehicle, or in a separately personally owned vehicle, only one may claim mileage reimbursement.

3.5 Travel Between a Residence and a Place of Employment

LC will not reimburse an employee for mileage when the employee travels between the employee's residence and the employee's place of employment. If there are any exceptions they will have to be approved by the Division's Vice President and noted in the In-Town Mileage Reimbursement Form. The amount paid to these employees will be taxed and reported on the employee's W-2.

The employee's supervisor will designate the employee's "prescribed workplace or workplaces, (home-base(s))". The applicability of mileage reimbursement will be contingent upon prescribed workplace or workplaces (home-base(s)) and the supervisor's determination.

3.6 Parking

LC may reimburse an employee for regular parking expenses incurred when the employee travels in a LC-owned motor vehicle, a personally owned or leased motor vehicle, or a rented motor vehicle. **Valet parking will be reimbursed only when proper documentation or explanation states that regular parking was not available.** An employee is required to attach receipts to the travel expense report.

LC may not reimburse an employee for parking paid:

- While operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable or;
- While operating a rented motor vehicle if the rental cost is not reimbursable.

3.7 Tolls

Except as otherwise provided by this section of The Guide, LC may reimburse an employee for tolls paid when the employee travels in a personally owned or leased motor vehicle.

LC may not reimburse an employee for tolls paid:

- While operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable or;
- While operating a rented motor vehicle if the rental cost is not reimbursable.

CHAPTER 4 TRAVEL BY RENTED OR PUBLIC CONVEYANCE

4.1 Commercial Air Transportation

A. Airfare

Arrangements for air travel must be at the lowest fare. The traveler must have submitted an approved Travel Authorization and Advance Payment Request Form to the Accounting Office before final arrangements are made. Failure to comply with the procedures may result in non-reimbursement for the airfare.

B. Procedures

- The traveler must have funds available in their unit's travel budget line item.
- The traveler must obtain airfare information.
- The traveler must complete and obtain an authorization signature on a Travel Authorization and Advance Payment Request Form.
- Once approval is obtained, the traveler is responsible for making airfare reservation.
- The completed travel authorization must reach the Accounting Office so that airfare payment can be made to the airline, travel agency, or employee (if paid by employee).
- The airfare ticket stubs and/or receipt must be attached to the Travel Expense report upon return from the trip.

4.2 Motor Vehicle Transportation

Motor vehicle rentals must be made from the rental company currently under contract which is Enterprise and National. The two recommended vehicles are the Full Size Sedan for 1-4 travelers and the Mini Van for 4-7 travelers. The college will not allow the 12 or 15 Passenger Van as rental. Check with the Accounting Office to obtain contract information. If the traveler is unable to obtain a vehicle through the contracted rental company, he or she may obtain a vehicle through another company prior approval from the Accounting Office is needed. When an employee rents a motor vehicle through a company other than the contracted company, the employee is entitled to reimbursement for the actual cost. Employee will not be allowed to receive a travel advance for car rentals under any circumstances.

If two or more employees share a rented motor vehicle, only the employee who paid the cost of renting the vehicle may be reimbursed for that cost. The other employees will not be reimbursed for any of the cost.

Reimbursable costs include applicable taxes and similar mandatory charges. Charges for liability insurance supplements, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable.

Receipt Requirement for Rental of Motor Vehicles

A car rental receipt issued by a motor vehicle rental company must be attached to the Travel Expense Report before an employee may be reimbursed for the cost of renting a motor vehicle. The receipt must be original and complete and must separately itemize all charges. A receipt that has been altered by any person or entity other than the car rental company is unacceptable. The receipt must show the starting and ending dates of the rental and specify the name of the renter. If the receipt does not itemize all of those items and the rental contract provides the missing items, then

the contract may also be attached to the Travel Expense Report. The contract **must** also be original, complete, and unaltered.

If the original receipt and the contract are both unavailable, then an employee may attach a faxed or scanned copy to the expense report. The expense report must state that the employee is not seeking reimbursement for the cost of personal effects or personal accident insurance and that the original receipt and contract are both unavailable.

4.3 Travel by Mass Transit, or Taxi

If two or more employees share a taxi, then only the employee who paid for the taxi may be reimbursed for that expense.

Travel by Taxi, Train, or other Mode of Mass Transit

A receipt is required to be reimbursed for travel by taxi, train, or other mode of mass transit.

Chapter 5

Travel not requiring overnight stay

5.1 Meals

LC will reimburse an employee for meal expenses if travel is for less than 24 hours. The amount paid to these employees will be taxed and reported on the employee's W-2.

5.2 Mileage

LC may reimburse an employee for the mileage incurred during the employee's use of a personal owned vehicle provided such total reimbursement does not exceed the equivalent of car rental fare or other reasonable available transportation. With the exception of tolls and parking expenses (discussed below), a mileage reimbursement to an employee is inclusive of all expenses associated with the employee's operation of a personally owned or leased motor vehicle.

The amount of a mileage reimbursement may not exceed the product of:

- The number of miles traveled as limited by our standard mileage chart (see attached), and the applicable mileage rate.

5.3 Mileage Rate

The mileage rate for travel is \$ 0.575 per mile based on the IRS website: www.irs.gov search for "IRS issues standard mileage rate for 2020". *Change the year.

CHAPTER 6

REIMBURSABLE AND NON-REIMBURSABLE INCIDENTAL EXPENSES

6.1 Reimbursable Expenses

The following expenses are reimbursable if they are incurred for an official LC business reason, provided receipts are submitted:

- Telephone calls for college business.
- Parking fees.
- Copying charges.
- Freight charges for equipment or materials.
- Books or documents purchased for and while attending a seminar or conference.
- Mandatory service charges for loading and unloading equipment.
- Facsimile charges.

6.2 Non-reimbursable Expenses

The following expenses are not reimbursable, regardless of whether or not they are incurred while conducting official LC business:

- Any expense that does not relate to official school business.
- Personal phone calls.
- Gasoline or repairs for personal vehicles.
- Excess baggage charges for personal belongings.
- Upgrade airfare seating.
- Personal expenses, such as the rental or purchase of videotapes for personal entertainment, alcoholic beverages, dry cleaning, or laundry.
- Any other expense not listed as a reimbursable expense.

CHAPTER 7 REIMBURSEMENT FOR INTERVIEW AND MOVING EXPENSES

7.1 Reimbursement for Prospective Employees

Expenses incurred by prospective employees for interview purposes will be reimbursed for actual expenses only if approved by the **College's President**. An approved requisition must be submitted to the Accounts Payable Department with original receipts in order to process the reimbursement.

7.2 Reimbursement for moving expenses

Following hiring procedures, the college may reimburse the employee for moving expenses only if approved by the **College President**. An approved requisition must be submitted to the Accounts Payable Department with original receipts in order to process the reimbursement.

CHAPTER 9 STUDENT TRAVEL CHECKLIST

Travel for Student Organizations traveling on school related activities

Submit Student Travel Authorization and Advance Payment Request to the Accounting Office at least 10 working days prior to trip

Lodging - Attach

- Hotel documentation (Reservation #, Hotel Name and Address).

Transportation - Attach

- If available submit the estimate invoice. Students are not allowed to rent vehicles on the College's behalf.

Per Diem - Attach

- Conference or Tour Agenda

Note: A listing that includes the student's name, student palomino id, per diem amount claimed and student's signature is required to be submitted with the expense report.

At his / her discretion, the budget manager can decide to purchase the meals for the students rather than issue per diems. The budget manager can exercise this option due to factors such as budget availability, student group size, and/or student program type. If the budget manager decides to purchase meals for the students, meal receipts are required to be turned in with the expense report. Please remember to take along the sales tax exemption form in order for sales taxes to be waived at the establishments/restaurants where meals are purchased.

Registration - Attach

- The completed registration form(s)

Signatures Needed

- Employee assigned to return receipts
- Unit Leader (Budget Manager)
- Out-of-state travel must have Vice President's and College President's approval
- Travel to Mexico, College President's approval
- Travel to countries other than Mexico, *(please see section 1.14 International Travel)*

CHAPTER 9
TRAVEL FOR NON-LC STUDENTS AND NON-LC EMPLOYEES

Follow LC purchasing guidelines.

EMPLOYEE TRAVEL GUIDE

Definitions

- 1. Budget Manager:** Person who has responsibility of and to sign on the Organization code. (President, Vice President, Dean, Division Director or Director).
- 2. Travel Authorization and Advance Payment Request Form:** Form completed to obtain travel authorization and request travel fund advance.
- 3. Travel Expense Report:** Form completed to record actual travel expense incurred during the pre-approved trip. Substantiation in form of receipts must be attached.
- 4. Signature (Requestor):** Employee requesting permission to travel
- 5. Immediate Supervisor:** A person to whom the faculty and staff member reports

Summary of Travel Procedures

A. You decide to Travel

1. Complete Travel Authorization Form

Don't Forget To:

- Obtain Authorizing Signature(s)
- Compute total cost
- Attach Registration form (provide physical address if overnight)
- Specify if LC credit card will be needed for airfare purchase or hotel reservation.

2. Submit to Accounting Office timely.

Accounting Office will:

- Audit Travel Authorization and Advance Payment Request Form for accuracy and completion
- Process advance funds check
- Pay Registration fee if applicable
- Process hotel check (mail or hand carry if applicable)
- Have travel check available 2 days prior to the trip
- Provide you with a tax hotel exempt form

B. Upon return from the trip (within 15 days)

1. Complete the Travel Expense Report

Don't Forget To:

- Record all reimbursable costs
- Attach original receipts (airfare, lodging, taxi, shuttle, car rental)
- Record Advance check amount
- Compute amount due to you or amount due to LC
- If amount is owed to you, a check will be prepared by the Accounting Office
- If you owe LC, deposit funds within fifteen (15) working days at the Business (Bursar's Office) Office.