



TITLE:			
EFFECTIVE DATE:	December 29, 2007		
LAST REVISION:	December 1, 2008	Policy No.	6.038.1

Policy Statement

The following policy applies to the travel of all employees of Sowela Technical Community College in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at College expense. Authorization for travel will not be granted, and expenses will not be reimbursed unless the travel is made and reimbursement is claimed in accordance with this policy and any approved exceptions hereto.

This policy and specific reimbursement rates for travel expenses allowed under this policy shall be consistent with those of the *Travel Regulations of the State of Louisiana, Policy and Procedures Manual 49, Fiscal Year 2009 - 2010*. Current reimbursement rates shall be issued by the Division of Administration each fiscal year effective July 1.

II. General Provisions

- 1) No authorization for travel by any employee shall be granted, and no reimbursement for travel expenses shall be made, except in accordance with the provisions of these policies and procedures. Reimbursement for travel expenses shall be limited to expenses incurred upon travel authorized in advance.
- 2) Travel which may be authorized, and pursuant to which expenses may be reimbursed, shall be limited to the following:
 - a) Travel which is necessary for the proper execution of official College business, or in justifiable pursuit of the College's educational objectives; or
 - b) Travel to meetings and conferences of a professional nature which will increase the attending employee's usefulness to the College.
- 3) Travel shall not include, and no reimbursement for expenses shall be made for, transportation in connection with an employee's official domicile of employment. The employee's "official domicile" is his or her regular area of employment activity, e.g., office headquarters, campus, or designated location of an employee established in the field.

The official domicile of an employee is his/her work location. It is normally expected that the official station is that location at which the employee spends the major portion of his/her working time. Reimbursable mileage begins at the location at which the employee receives the call.

- 4) The employee is considered to be on official travel status, and as such, eligible for reimbursement of travel expenses, at the time of departure from the employee's official domicile or residence, whichever is applicable, for the purpose of traveling on college business. Expenses for meals and lodging will be allowed only for overnight travel.
- 5) The limitations on travel expenses contained herein are maximum amounts above which reimbursement will not be made. Employees are expected to be as conservative as possible in incurring travel expenses. Only necessary and reasonable expenses will be reimbursed.
- 6) Reimbursement for travel expenses shall only be allowed for actual expenses incurred, subject to the maximum limitations shown on the Addendum. Receipts must accompany claims for reimbursement. No receipt is required for meals. A receipt is always required regardless of the amount claimed for tolls, ferry fees, and airport and hotel parking. Lodging receipts must itemize room charges and taxes.

III. Authorization of Travel

- 1) **Approving Authorities** – The Chancellor or his/her designees shall have authority to approve travel by employees of the College. The Chancellor has authorized the Vice Chancellor of Finance to approve in-state travel. All out-of-state travel must be approved by the Chancellor.

- 2) **In-State Travel** – All employees must obtain prior authorization for in-state travel by the employee’s appropriate approving authority. Advance written authorization will be necessary for in-state travel. Such authorization must be submitted in writing (on a **Request for Travel Authorization** form) before a claim for reimbursement will be processed.
- 3) **Out-of-State Travel** – All employees must obtain prior written authorization for out-of-state travel, which must be approved by the Chancellor or his/her designee.
- 4) **Overseas Travel** – In addition to the normal approvals for out-or-state travel, authorization for travel by an employee to all out-of-country travel shall be subject to the recommendation by the Chancellor and written advance approval by the Chancellor. Authorizations shall be routed to the Commissioner of Administration, Angele Davis. Requests for authorization must reach the Chancellor’s office thirty (60) days in advance of the date the travel will commence.
- 5) Travel authorization forms will be prepared by the originator, approved by the appropriate officials as outlined above, and forwarded to the travel coordinator for processing at least two (2) weeks prior to commencing travel (30 days for out-of-state travel). Administrative approval by Fiscal Operations is contingent upon available travel funds in the budget for the account number against which the reimbursement will be charged. Authorizations administratively disapproved by Fiscal Operations because of insufficient funds will be returned to the requester. The authorization must show the purpose of the trip, destination(s), date of departure and return, mode of transportation, and estimated expenses. Claims for reimbursement for travel expenses which exceed the amount approved on the appropriate travel authorization form will not be honored unless there are unusual circumstances and the amount is approved by the Vice Chancellor for Financial and Administrative Services.
- 6) For all employees, the use of a state vehicle is mandatory; for more than one traveler to the same meeting, car-pooling is required in the state vehicle.

Table I – Summary of Required Travel Authorization Approval

Local Travel	Supervisor
In-State Travel Request	Supervisor, VC of Finance
Out-of-State Travel Request	Supervisor, VC of Finance, Chancellor
Out-of-Country Travel	Chancellor, Commissioner of Administration

NOTE: The Vice Chancellor for Financial and Administrative Services must approve any request that involves a travel advance – advance allowances are applicable in limited circumstances.

IV. Transportation

- 1) **General** – All travel must be by the most direct route possible, and any employee who travels by an indirect route must bear any extra expense occasioned thereby. In no instance shall mileage claimed for reimbursement exceed actual miles traveled.
- 2) **Mode of Transportation** – State vehicle use is the employee’s first option. If not available, then other forms of transportation will be considered. Transportation of

employees traveling singly should be by common carrier (air, train, or bus) whenever practical. The use of air travel is recommended when time is an important factor or when the trip is so long that other methods of travel would increase the subsistence expense. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled, or to reduce expenses when two or more employees are making the trip. Reimbursement for personal vehicle use may be claimed at the standard mileage rate provided that the cost of such reimbursement is less than comparable cost of commercial transportation including taxi fares and/or limousine charges.

- 3) **Common Carrier Travel** – When travel is by common carrier, the fare must not exceed the regular tourist fare charged the general public, and advantage must be taken of round trip rates when available. The employee’s copy of the ticket, or an acceptable receipt, must be submitted for reimbursement of common carrier expenses.
- 4) **Automobile Travel** – When travel by automobile is appropriate, employees should use College-owned automobiles whenever available and feasible.
 - a) **College-owned Vehicles** – When transportation is in a College-owned vehicle, all necessary repair bills, tolls, parking, gasoline, and storage expenses are allowable. When using these vehicles, employees will be furnished with credit cards for the purchase of gasoline, oil, and other automobile services. Such expenses should not be claimed by employees as travel expenses.
 - b) **Personally Owned Automobiles** – The use of a personally owned automobile must be authorized. Mileage reimbursement rates are provided in the Addendum.
 - c) **Mileage** – The travel claim must indicate the employee’s itinerary and must show the official business mileage. Odometer readings are preferred. Driving direction programs available online with a map from domicile to destination/return will be considered as official for reimbursement. Only mileage on official business may be claimed.
 - d) **Parking** – Necessary charges for hotel and airport parking will be allowed provided that airport parking fees do not exceed normal taxi fare to and from the airport, or the cost of two round trips in the employee’s personal car. Receipts must be furnished for airport and hotel parking.
- 5) **Taxi Service** – When travel is by common carrier, reasonable shuttle or taxi fares will be allowed for necessary transportation. Bus/shuttle to and from airports will be used when available and practical. After arrival at destination, necessary taxi fares for traveling between hotel or lodging and meeting or conference will be allowed; taxi fares to and from restaurants are not reimbursable. Each trip must be explained on claim for reimbursement. Receipts required for reimbursement of reasonable taxi fares above \$15.00.
- 6) **Car Rentals at Destination** – Prior approval from the Chancellor is required for car rentals. Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation, or it is the only practical means of transportation. Charges for insurance for rented automobiles are not reimbursable. A receipt is always required for reimbursement.

- 7) **Toll and Ferry Fees** – Reasonable tolls and ferry fees will be allowed when necessary. A receipt is always required for reimbursement.
- 8) **Daily Parking Fees** –If an employee is required to leave his office on College business and later returns, the actual additional charge required to park will be reimbursed up to the maximum indicated (see Addendum).
- 9) If travel is by common carrier, the employee will be reimbursed for expenses in traveling to and from the common carrier including but not limited to the parking of the employee's personal car at the location of the common carrier plus mileage of one round trip, or mileage of two round trips in the employee's personal car (subject to a 200 mile maximum for two (2) round trips). Travel to Lake Charles Regional Airport is not reimbursable.

V. Lodging

- 1) **In-State Lodging** – Lodging expenses incurred within the State while on authorized travel will be reimbursable to the maximum shown on the Addendum.
- 2) **Out-of-State Lodging** – Lodging expenses incurred out of the State while on authorized travel will be reimbursable to the maximum shown on the Addendum. In-route lodging will be allowed for only one day each way on trips of long duration (i.e. more than ten (10) hours).
- 3) **Additional Lodging Expenses** – Sales taxes on lodging costs will be reimbursable. Higher rates for lodging at the location of a convention or conference will be allowed, without special approval, up to the amount indicated in the convention or conference brochure. If more than one rate is indicated, the lowest rate is the amount which will be reimbursed. **However, the employee must attempt to receive a government rate for the lodging.** If the lowest rate indicated in the convention or conference brochure is unavailable, advance approval of the higher rate must be obtained from the appropriate approving authority. The convention or conference brochure which indicates the lodging rates must be included with the travel claim. Otherwise, reimbursement will be limited to the applicable lodging rate as provided in this policy.
- 4) **Shared Lodging** – When employees share a hotel room, each employee should claim a proportional share of the room cost, and include an explanation with his or her travel claim detailing dates and other employees with whom the room was shared. If the room is shared with someone other than a State employee, actual cost subject to the maximum amount will be allowed. The original receipt for the entire amount should be submitted with the expense account.

VI. Meals

- 1) **In-State and Out-of-State Meals** –Meals will be reimbursed, subject to the maximum rates as provided on the Addendum for overnight travel only. For fractional days in travel status, the allowance will be prorated (See Addendum). Employees on overnight travel status not claiming lodging must include an explanation to claim meal allowances (e.g. staying with friends).

VII. Miscellaneous Expenses

- 1) **Personal Expenses** – Expenses for laundry, valet service, tips and gratuities, etc., are personal expenses and will not be allowed for reimbursement purposes. Laundry services up to \$20 will be allowed if employee is on travel for minimum 7 days; \$40 for 14 days; \$60 for 21 days.
- 2) **Telephone and Telegram Expenses** – Charges for long distance telephone calls and/or telegrams on official business will be allowed provided a statement is furnished showing the date, the name and location called, and the nature of the business. A call to home while on overnight travel is allowed upon arrival at destination and after second night if the travel extends several days.
- 3) **Registration Fees** – Registration fees for approved conferences, conventions, seminars, meetings, etc., will be allowed including the cost of official banquets and/or luncheons, if authorized in advance by the appropriate approving authority, and provided receipts are submitted with the travel claim. Payment of registration fees may be included with the travel request provided the approved travel authorization specifies a registration fee. The completed registration form must be submitted with the Travel Request Form.

VIII. Claims

- 1) A standard form (see attached) for claims for travel expenses shall be used for reimbursement of expenses. The form must show movement and detail of expenses on a daily basis. Receipts for appropriate lodging expenses must be attached to the form. Miscellaneous expenses for books, supplies, postage, and other items that do not constitute travel expenses should not be included in the claim form. Claims for reimbursement of travel expenses, including travel under blanket authorizations, must be completed no later than thirty (30) days after completion of the travel, with the exception of travel completed at the end of the fiscal year (June), which must have completed claims for reimbursement by the end of the fifth (5th) day of the new fiscal. Claims submitted after this period must provide written explanation for the delay.
- 2) A separate claim for reimbursement of expenses must be filed by each claimant. The College makes all payments for travel on a reimbursement basis. **No employee** is authorized to have expenses billed to the College except conference registrations.
- 3) The claim must be signed in ink by the employee, and be approved by the appropriate approving authority prior to reimbursement. All signatures on the travel claims must be original. The approving authority is the Vice Chancellor of Finance for in-state travel; Chancellor/or designee for out-of-state travel; all claims must be signed by a higher authority than the claimant. Approving officials are responsible for the reasonableness of the claim. Signatures of the claimant and the approving authority must be made by the individuals' actual signatures; no other person may sign a claim for someone else.
- 4) Travel which begins in one fiscal year and ends in another fiscal year will be considered an expense of the year in which the travel ends. The travel authorization for such trips should be clearly noted as applicable to the appropriate fiscal year. Claims for travel

expenses must be at the Business Office by the last work day of the fiscal year. The claim for any trip which ends on the last day of the fiscal year must be at the Business Office by the end of the fifth (5th) day of the new fiscal year. Claims not submitted on time will be an expense of the following fiscal year.

IX. Travel Advances

- 1) General – Normally, travel expenses should be paid when incurred by an employee, with reimbursement made to the employee for actual expenses upon proper submission of a claim for travel expenses. Advances to employees are made on a limited basis as shown in PPM 49. All travel advances must be approved by the Vice Chancellor for Finance.
- 2) **Temporary Travel Advances** – When temporary travel is authorized for an employee, the employee may receive an advance, provided a request for the advance, including estimated expenses, is submitted to the appropriate approving authority with the request for written authorization for the travel, and is approved. An amount equal to 80% of the estimated expenditures will be allowed as an advance, however, no advance for less than \$100 will be made. Students traveling under individual authorizations, or an employee traveling with a student or students who is responsible for disbursing all funds for a trip may be advanced 100% of the amount of the authorization. Travel advances shall not be issued to any employee who has been issued a Bank of America Corporate Card, or any employee who is designated but chooses not to apply for a Corporate Card.. All employees who travel on a regular basis should apply for a Bank of America card.

Temporary advances may be approved in the following circumstances:

- a) An employee who makes less than \$30,000 per year.
 - b) An employee is not eligible for a Bank of America Corporate Card.
 - c) The travel is for a student group or team. In these cases an advance of 100% may be authorized to an individual responsible for the group.
 - d) Exceptions. The following are examples which will be considered for an exception:
 - (1) Lodging reservation is made far enough in advance that the employee must pay before College reimbursement may be reasonably expected.
 - (2) Substantial expenses will be incurred where the Bank of America Card cannot be used. The expenses must exceed the larger of \$100 or 20% of the total estimated expenses for the trip.
- 3) **Requesting a Temporary Travel Advance** – The request for a temporary advance for hotel expenses are made on the “Request for Travel Authorization” form. This request should be received by the Business Office not less than 20 working days prior to departure. The advance check will be prepared by the Business Office endorsed with the name of the hotel, and must be picked up by the requester approximately three days before the travel is to begin. Also, if an advance is needed earlier than three (3) days before the trip is to begin, an explanation of why the advance is needed earlier as well as the date needed should be attached.

- 4) **Expense Claim** – Upon return, the employee should submit an expense claim detailing the actual expenditures, and showing the total expenses incurred. The advanced amount should be subtracted from this total. No advance should exceed actual expenses. If this does happen, the employee is responsible for repayment of the over payment to a cashier

at the Business Office, and the receipt is attached to the travel claim. If an advance is received and the travel is canceled, the advance must be returned within one (1) day of the cancellation.

X. Bank of America Corporate Card

- 1) **General** – Bank of America has been contracted by the State of Louisiana as the official corporate card. Bank of America cards are made available to employees, with the employees being personally responsible for **all** amounts charged to the Corporate Card. Personal expenses should not be made on the card.
- 2) **Travel Advances** – Travel advances may not be issued to:
 - a) any employee who is issued a Corporate Card, or
 - b) any employee who is designated but chooses not to apply for a Corporate Card.
- 3) **Reimbursement** – Reimbursement for travel expenses shall only be allowed for actual business expenses incurred, subject to the provisions of the *Louisiana Travel Guide Policy and Procedures Manual* – for each fiscal year.
- 4) **Cancellations** – The College and/or Bank of America may cancel an employee's Corporate Card at any time. In the event of cancellation of a Corporate Card, the College shall promptly notify the employee of the cancellation and use its best efforts to obtain the canceled Corporate Card and return it to the travel coordinator.
- 5) **Terminations** – The College shall notify Bank of America if a Corporate Card member's employment is terminated, and the effective date of such action. The College shall establish procedures to collect Corporate Cards from terminated employees.

XI. Local Travel

- 1) **General** – Persons traveling from their home to the campus designated as their official duty station are not eligible to receive reimbursement of travel expenses. The official duty station is defined as that location where the majority of time is spent in teaching or the performance of assigned duties.

XII. Exceptions

Unless specifically authorized herein or by the Commissioner of Administration, exceptions will generally not be approved. Requests for exceptions or interpretations must be made in writing and forwarded to the Chancellor who will grant approval/disapproval.

Source of Policy: HR
Related Policy: NA

Responsible Administrator: Human Resources
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA

Approved by: _____
Chancellor

Date: _____

ADDENDUM

2009 – 2010 Meal/Lodging Allowances	
No meals for single day travel.	
Tier I	
Breakfast \$8	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch \$12	
Dinner <u>\$18</u> \$38	
Lodging:	Routine Lodging
In-state cites except as listed	\$70
Baton Rouge EBR	\$101
Covington/Slidell – St. Tammany	\$96
Lafayette	\$86
Lake Charles, Calcasieu	\$80
Tier II	
Breakfast \$10	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch \$14	
Dinner <u>\$24</u> \$48	
Lodging	Routine Lodging
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes July 1 – Sept 30	\$101
New Orleans – Orleans, St. Bernard, Jefferson and Plaquemines Parishes Oct 1 – June 30	\$140
Out-of-State except Cities listed in tier III & IV	\$85
Tier III	
Breakfast \$12	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch \$16	
Dinner <u>\$24</u> \$52	
\$135.00	Includes: Austin, TX; Atlanta, GA; Cleveland, OH; Dallas/Fort Worth, TX; Denver, CO; Detroit, MI; Ft. Lauderdale, FL; Galveston, TX; Hartford, CT; Houston, TX; Kansas City, MO; Las Vegas, NV; Los Angeles, CA; Miami, FL; Minneapolis/St. Paul, MN; Nashville, TN; Oakland, CA; Orlando, FL; Pittsburgh, PA; Portland, ME; Portland, OR; Sacramento, CA; San Antonio, TX; San Diego, CA; St. Louis, MO; Tampa, FL; Wilmington, DE; all of Alaska or Hawaii; Puerto Rico, Virgin Islands, American Samoa; Guam
Tier IV	
Breakfast \$13	Must begin travel prior to 6:00 am Must begin travel prior to 10:00 am Must begin prior to 4:00 pm; end 8:00 pm or later
Lunch \$18	
Dinner <u>\$29</u> \$60	
Lodging:	Routine Lodging
Baltimore, Boston, San Francisco, Seattle	\$175
Alexandria, VA; Boston, MA; New York City, NY; Washington, DC	\$225
Chicago, IL and international cities	\$200
International Cities	
Requires prior approval for travel from the Division of Administration in addition to Chancellor and President of LCTCS	

Conference Lodging (requires agenda and prior approval)

Conference Lodging: Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. Department Head or his designee have the authority to approve the actual cost of conference lodging, for a single occupancy standard room, when the traveler is staying at the designated conference hotel – the lowest designated conference hotel should be utilized, if available. In the event the designated conference hotel(s) have no room availability, a Department Chair/Supervisor may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.



Employee Check List:

Date	Action	Initial
	Travel request completed with justification – 2 weeks prior to departure Out-of-state – 30 days prior to departure	
	Reviewed Sowela travel regulations	
	Obtained required supervisors signatures	
	State vehicle requested from Maintenance – Mandatory (if you have not taken the Defensive Driving course, contact the travel coordinator).	
	Airfare, if applicable, meet with Travel Coordinator (all air transportation is arranged by the travel coordinator). Please note – travel arranged by methods outside of contracted travel agency will not be reimbursed).	
	Car rental, if applicable, meet with Travel Coordinator (prior approval by Chancellor required).	
	Original receipts retained for reimbursement *single day travel – meals will not be reimbursed.	
<p>I have read the Pocket Guide to Travel Regulations and I understand the information provided. Should I have any questions regarding travel, I will contact my supervisor or the travel coordinator.</p> <p>Signature: _____ Date: _____</p>		

Travel Coordinator Use Only:

Travel Request	Justification	Required Signatures	State Vehicle Use Verified	Original to Finance for Budget



REQUEST FOR OFFICIAL TRAVEL

	CITY		DATE		DESTINATION
Departing	Lake Charles	on	at	AM/PM	
Returning to	Lake Charles	on	at	AM/PM	

Purpose of Travel (complete this section):

Note: Attach documentation relating to purpose of travel expense.

ESTIMATED COSTS					
TRANSPORTATION:		miles at	\$ 0.52	per mile	Costs: \$
Car-pooling or use of state vehicle (if available) is mandatory.	AIR FARE	\$			Meals: \$
*Lodging: \$	Registration:	\$		Other: \$	
Total Estimated Costs		\$			

Agency	Exp. Org.	Object	Sub Object	Reporting Category
Advance Requested	Yes:	No:	Amount: \$	Date Needed:

I hereby certify that this travel will be performed in accordance with regulations set forth by the Louisiana Division of Administration and the policies of the Louisiana Community and Technical College System and I have informed myself of these policies and regulations.

Name of Employee/Traveler:			
Title of Traveler:			
Signature of Employee/Traveler:		Date:	
Approved by Supervisor/Department Chair:		Date:	
Approved by Immediate Supervisor:		Date:	
Approved by Vice Chancellor:		Date:	
Approved by Chancellor:		Date:	

Office (Domicile) in which employed: SOWELA TECHNICAL COMMUNITY COLLEGE

Return this form to B. Bordelon, Department of Human Resources

Out-of-state travel request must be submitted 30 days prior to requested date of departure.
**Out-of-State Travel (Chancellor Only) **Weekend/Holiday Travel (Chancellor Only)
Dr. Andrea Lewis Miller, Chancellor DATE:



- 1. What is the purpose of this travel?**
- 2. How will the results of this travel benefit/enhance SOWELA Technical Community College at the work site?**
- 3. How will the benefits/enhancements be integrated into improving the instructional programs or administration at STCC (faculty)?**
- 4. How will the travel benefit your specific unit (staff)?**