



ADMINISTRATIVE POLICY

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Office Responsible:	Business Office
Reviewing Committee:	Human Resources, Business Office, Quality
Related Policies:	Credit Card
Related Laws:	IRS Compensation

Policy Summary:

This policy covers reimbursements for travel related expenses by Jackson College (JC) to its employees. The scope of this document also covers what the College will consider reasonable expenses for reimbursement.

Policy Statement:

It is the policy of JC that all reasonable expenses for official travel will be reimbursed in accordance with State and Federal laws, applicable labor agreements, and the guidelines set forth below. It is recognized that exceptions are on occasion, necessary. Such exceptions shall be approved, in advance, when possible, by the appropriate supervisor or the supervisor's authorized representative.

Definitions:

Official Station (OS): An employee's "official station" is the campus, or instructional site, where more than 50% of their salary is budgeted.

Lesser Rule: When travel from an employee's home to an alternate work location, or from an alternate location to home, transportation expenses must be reimbursed at the current mileage rate using the lesser of:

- 1) Mileage between the employee's home and the alternate work location, or
- 2) Mileage between the employee's official station and the alternate work location.

Faculty Official Station: The location to which the instructor is budgeted more than 50%. . Terms and conditions of faculty travel and mileage reimbursement are defined in the Faculty collective bargaining agreement. The lesser rule shall apply.

College Vehicle(s): Any motorized equipment owned by the College that is capable of transportation. (e.g. lawn maintenance equipment, golf carts, automobiles, etc.)

Professional Activity Form (PAF): A form required for advance approval of participation (e.g. professional development, meeting participation, site visit) that results in request for mileage and/or expense reimbursement. Requests for attending conferences or conventions should be supported by the employee's Professional Development Plan or the College's strategic plan, and accompanied by literature setting forth the opening and closing dates of the event. If the employee fails to complete the PAF and obtain advance approval for travel, the employee may be personally responsible for any expenses incurred if the request is denied.

A PAF is only required for travel within the tri-county area for expenses beyond mileage and parking.

Authority for Travel:

Authorization for Travel: All travel must be approved by the designated supervisor and must be supported by appropriate documentation including PAF, travel and expense form, and related receipts.

Persons Authorized to Travel (at JC Expense while conducting College Business):

- Board Members
- College President
- Employees
- Student Employees: Mileage reimbursement is not available if the student is traveling to an alternate campus location for a class.
- JC does not approve travel for contractors or adjunct faculty, unless prior approval is obtained for non-standard work requests.

Reimbursement for Travel:

Travel Advance and Prepayments: The employee may request an advance for travel expenses. However, this request must be made at least two weeks in advance (see Professional Activity form). If prepayments are to be made (e.g. registrations) the employee must complete a Voucher Request and attach the appropriate supporting materials.

Compensation of Time During Travel: Commuting time is not compensable for the first destination if that destination is the OS. Time is compensable if the travel is to a location other than the OS and the purpose of the travel is related to required College work. The lesser rule shall be applied to calculate any mileage reimbursement and compensable time.

Reimbursable Expenses

Only actual expenses will be reimbursed by the College. Travel shall be by the most direct and cost effective route possible and lodging shall be arranged for the minimum time and expense necessary. Receipts or documentation of service must be attached to the Travel and Expense Report. Cancellation due to employee circumstances will be reviewed on a case-by-case basis by the Account Services Director in consultation with the Director of Human Resources. Costs incurred have the potential of becoming the responsibility of the employee.

1. Domestic Travel: Travel by air will only be approved for travel in excess of 500 miles or when the cost of air travel (including travel to the airport, parking, hourly rate and air fare) is less than the mileage. If the employee elects to travel by air when the cost exceeds the cost of driving the employee will only be reimbursed the amount equal to the driving cost. All air travel shall be at coach class. When official travel is combined with personal travel, the College will pay the amount equal to the cost for official travel, or actual, whichever is less. Baggage transfer and storage expenses will be reimbursed.

International Travel: Travel by air on international flights lasting 8 hours or longer will be approved for economy comfort rate. If the employee must begin official college business (e.g., presenting, meeting attendance) within 12 hours of their arrival, business class will be allowed if written approval has been received in advance from the President of JC.

2. Taxi, Bus, Rail, Shuttle or Limousine Service: College will reimburse actual cost, including reasonable tips when incurred as part of the official travel.
3. Rental Automobiles: Rental autos may be used when such travel is more advantageous to the institution than the use of taxis or other means of transportation. Advance reservations for the most economical automobiles for the group traveling shall be requested, including the use of a College approved vendor when possible. When renting under the College contract, additional insurance coverage is provided. However, when renting outside of the College contract, additional insurance will be reimbursed. Contact the Accounting Services Director in the Business Office for information regarding the most recent automobile rental contracts.
4. Personal Cars/Mileage: The College will reimburse mileage in accordance with collective bargaining agreements and at the current Internal Revenue Service rate (see Related Links at the end of the document). Standard mileage distances have been established between campuses. Mileage will generally be computed from the employee's OS and shall be based on MapQuest calculations. No transportation cost will be allowed between an employee's residence and the OS. When an employee originates work at a College location other than their OS, mileage shall be reimbursed if the difference to the destination is greater than the distance to the OS. Reimbursement shall be based on the "lesser rule" in calculating the difference from travel to the OS. Travel between campus locations shall be reimbursed if travel is based on required duties. The mileage rate is all inclusive and additional expenses will not be reimbursed by the College.
5. College Vehicles: Proof of a valid driver's license is required for approved use of College vehicles. Appropriate expense procedures and other related policies should be followed for expenses related to College vehicle use. Authorization and reimbursement of personal funds are limited to the following:
 - a. To purchase vehicle fuels and oil products necessary to maintain manufacturers recommended fluid levels.
 - b. Minor repairs limited to the replacement of fuses, burned-out lamps, lenses, flat tires, or other minor expenses that do not exceed \$50.
 - c. Emergencies that exceed \$50 when authorization is unavailable because of late hours, weekends, or unavailable phone service. Good judgment must be exercised as to the emergency status and cost.
 - d. Expenses incurred for towing if the vehicle is inoperable or unsafe to drive.
6. Lodging: Actual reasonable expenses will be reimbursed. Every effort should be made to stay at the conference hotel; or if the conference hotel is filled, one that is recommended by the conference. (No maximum is established since it is recognized that reasonable expenses differ according to size of the town and the area of the country.) Lodging within a distance of 60 miles from the employee's official station shall not be allowed, except when in public relations or an extended conference and is authorized in advance.
7. Meals Reimbursement Guidelines: Meals associated with work related travel or official off-campus College business shall be reimbursed. Reimbursable meals shall not exceed IRS per diem rates per individual (see Related Links at the end of the document) except

where meals are part of a conference or workshop cost and are included in the registration fee.

Any meal expense in excess of the IRS per diem maximum per person will be considered exorbitant and shall become the responsibility of the employee (see link at the bottom of the document). When dining with a group of JC employees, the highest ranking employee with a College credit card shall pay for all allowable expenses. If no College credit card is present, each individual is responsible for their own meal expense and reimbursement.

- a. Authorized employees may be reimbursed for working meals or entertainment when advancing the cause of the institution and when non-employees are present.
 - b. Reimbursement for the cost of meals will not be allowed during the course of non-travel related business conducted by employees, except upon prior approval of the Executive level supervisor.
 - c. Alcohol purchases will not be reimbursed by the College.
 - d. The per diem rate may be split into thirds when calculating allowable expenses for partial day trips.
 - i. 1/3 breakfast, 1/3 lunch, 1/3 dinner
8. Parking/Tolls: Actual cost for parking and toll roads will be reimbursed. When possible, long-term or extended lot parking should be used (see related links for parking services near Detroit Metro – DTW).
9. Communication: Telephone, facsimile, and internet access will be reimbursed; every effort should be made to access free wireless or internet access when available.
10. Registration Fees: Enrollment or registration fees for conventions and meetings of associations or organizations are allowed for employees attending as official representatives of the College.
11. Accompaniment by Spouses and Family: When such travel is deemed to be in the best interest of the College, and prior written approval has been granted by the President, travel by an employee with his/her spouse will be paid for by the College. Compensation for travel of family/guest shall be treated as compensation and is subject to tax law.

Non-Reimbursable Expenses:

The College does not reimburse expenses which are not pertinent to required travel unless specific advanced approval has been obtained in writing from the President of JC.

Examples of non reimbursable expenses:

- Sight-Seeing Tours
- Shows
- Hospitality Events
- Personal Services
- Parking Fines
- Personal Vehicle Damage
- Loss of Personal Property

- Moving Violations
- Legal Infractions
- Etc...

Preparation and Submission of Travel & Expense Voucher:

Within fifteen days following the employee's return from traveling a Travel & Expense Voucher shall be submitted to the appropriate Administrator for approval. Refer to Travel & Expense Voucher Procedure.

Internal Revenue Service Reporting Requirements: The following are required to be reported on an employee's W-2 as "Other Compensation." See detail and references from OMB document

- Premium mileage (See link at bottom of policy document for the most current mileage rate)
- Excessive meal expenses beyond IRS Per Diem rate by location
- Personal use of College Owned Vehicles

Special Consideration:

Travel for Senior Leadership and Board of Trustees: Senior Leader (SL)/Board of Trustee (BOT) Shared Travel: No more than 4 SL or 4 members of the BOT shall travel on the same flight.

Travel Extended to Personal Vacation: The College shall pay for travel expenses related to business activity for the College employee. Additional travel expenses outside the business related purpose of the trip shall be the sole responsibility of the employee.

Frequent Flyer Miles: Any frequent flyer miles accrued by the employee while conducting college business may be used at the employee's discretion including for personal travel.

Damage to Personal Vehicles: It is the sole responsibility of the employee to be sufficiently insured. The College will not reimburse for damage to personal vehicles.

Driving and Texting, E-mailing, or Internet Usage: Use of text messaging, e-mail or internet while driving on college business is strictly forbidden.

Related Links: (for reference only)

Parking Services near Detroit Metro Airport (DTW):

Qwik Park: <http://qwikpark.com/>

US Park: <http://us-park.com/intro.html>

IRS Mileage Rates:

<http://search.irs.gov/web/query.html?col=allirs&charset=utf-8&qp=&gs=-Wct%3A%22Internal+Revenue+Manual%22&qc=&qm=&rf=&og=&qt=mileage+reimbursement+rules>

IRS Meal Per Diem Rate:

<http://www.irs.gov/pub/irs-pdf/p1542.pdf>

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
9/6/2011	Initial Release	M. Fall
4/27/2016	Edits	Business Office/Provost