
Chapter: Fiscal and Administrative Affairs

Modification No. 002

Subject: **Reimbursement for Travel & Related Expenditures**

- I. Montgomery College strives to promote fiscally responsible arrangements for officially approved travel and business-related expenses while maintaining the necessary controls, accountability, compliance with applicable federal and state laws, and administrative efficiency.
- II. The College will reimburse individuals for reasonable, necessary, appropriate and approved travel and business related expenses incurred in the performance of assigned College duties and responsibilities. College-approved travel is defined as transportation for College business in excess of one's normal commute. Approved travel does not include commuting between home and assigned location of employment.
- III. This policy applies to faculty, staff, administrators, students and non-employees traveling on behalf of the College and seeking reimbursement or payment for travel related expenses. Travelers must follow prescribed procedures for the authorization, documentation, and reimbursement of travel-related expenses.
- IV. The President is authorized to establish procedures necessary to implement this policy.

Board Approval: April 26, 1982; June 19, 2017.

Chapter: Fiscal and Administrative Affairs

Modification No. 007

Subject: **Reimbursement for Travel & Related Expenditures**

I. Purpose

The following procedures implement Board Resolution No. 82-33, "Reimbursement for Travel and Related Expenditures."

II. General

- A. When automobiles are used for transportation, individuals going to the same location are encouraged to use one vehicle only.
- B. Authorized personnel are reimbursed for the use of privately owned vehicles at the mileage rate established periodically by the Chief Business Officer. Employees may also be reimbursed for parking fees and tolls with written approval by the account manager if no receipt and proof of payments are provided. Mileage is payable to only one of two or more employees travelling on the same trip and in the same vehicle (usually the owner of the vehicle).
- C. Travel expenses will not be advanced to individuals except for the Athletic Director or appointee responsible for the provision of travel expenses for official College teams at away games or tournaments with the proper supporting documentation. Employees may make arrangements with the Office of Business Services for direct payment of conference fees, prepayment of hotel lodging, and transportation by common carrier. Conference fees/registrations may be paid by Procurement card if EAP funds are not being requested.
- D. Reimbursement is not made for alcoholic beverages, parking or traffic violations; credit card membership fees; traveler's cheques; meals purchased in lieu of those already included in registration fees; additional travel insurance; travel between an individual's residence and the individual's assigned work site; and any expenses associated with personal entertainment or needs, such as dry cleaning, valet services, movie rental, videos, or games; or other personal, non-business related items.
- E. An annual record of expenses incurred for local and long distance travel by all employees is maintained by the Accounts Payable Department.
- F. The Chief Business Officer is responsible for implementing these procedures on a college wide basis. The Chief Business Officer, upon prior request of the account manager, also may make exceptions to these procedures in the best interest of the College (i.e. to accommodate applicants for employment).

III. Local Travel

- A. Definition
Local travel includes authorized inter-campus travel and travel between an

individual's assigned work site and other points of official College business. It does not include travel for which overnight accommodations are required; travel for which total reimbursable expenses exceed \$250; or travel for which round trip mileage exceeds 300 miles.

B. Guidelines for Local Travel

1. Authorized travel between College campuses is travel necessary to perform official College business. This includes travel to conduct scheduled classes which are part of a faculty member's assigned workload, excluding overload assignments.
2. Authorized travel between a College campus and a place other than another campus is travel that is necessary to conduct official College business at the off-campus site. This includes travel between a campus and a scheduled class at an off-campus site that is part of a faculty member's assigned workload, excluding overload assignments. In accordance with Board policy, this also includes travel by volunteers commuting to and from the College to perform authorized, official College business.
3. Distances for travel between the College campuses have been established as shown on the attached mileage chart.
4. Reimbursement is not made for travel to and from meetings of the College Board of Trustees, unless the individual is required to attend such meetings.
5. With prior approval of the account manager, reimbursement may be made for actual and reasonable meal expenses fees, tolls, parking and related expenses which relate directly to the official business of the College. Such expenditures on behalf of guests of the College may include meal expenses of the employee, but may not be primarily for the employee's social or personal use. Original receipts are required to support such expenditures, as well as an explanation of the expenditure on the form provided by the Chief Business Officer.

C. Reimbursement Procedures

1. Employees and volunteers requesting reimbursement for local travel expenses shall submit reimbursement requests on a local travel form approved by the Chief Business Officer. The statement of local travel should only include one month of travel expenses. This statement shall be submitted to unit supervisors for review and approval no later than the third working day of each month for expenses incurred during the preceding month. Supervisors shall review and if they approve will process the statements through appropriate account managers so that they reach the Business Services Office Accounts Payable department no later than the sixth of each month. Approval of statements by account managers constitutes certification of the propriety of all expenses listed as actually necessary to the performance of travel on official College business and authorizes the expenditure of funds from appropriate

accounts.

2. Employees whose monthly expenses for local travel total \$25 or less may be reimbursed in cash by the campus cashier with the details of the college business related travel and approved local travel form. The requestor must complete a petty cash reimbursement form and attach it to the local travel expense form when making the request for reimbursement.

IV. Distant Travel

A. Definition

Distant travel includes travel on authorized College business which meets any one or more of the following criteria: overnight accommodations are required; total expenses incurred for all reimbursable items related to the travel exceed \$250; or round trip mileage exceeds 300 miles.

B. Authorization for Distant Travel

1. Advance written approval must be obtained by all employees for distant travel. Requests to use College funds and subsequent reimbursement for expenses incurred on distant travel shall be submitted to the Business Services Office through normal administrative channels on a form provided by the Chief Business officer.
2. The vice president/provost (or designee) is final approval authority for requests by campus faculty and staff for distant travel; the vice president for Workforce Development & Continuing Education and the Vice President for Institutional Advancement (or designees) are final approval authority for personnel assigned to offices supervised by them; and the appropriate executive vice president (or designee) is final approval authority for the directors and other personnel assigned to the President's office.
3. Approval of the request for travel funds on the form approved by the Chief Business Officer by unit supervisors constitutes approval of the leave requested, and the approval of account managers constitutes certification of the propriety of all expenses listed as actually necessary to the performance of travel on official College business and authorization to expend funds from appropriate accounts.

C. Transportation Expenses

1. General

- a. Distant travel may be made by air, rail, bus, other common carrier, or private vehicle when College vehicles are unavailable or impractical. All travel must be by the most economical transportation available considering travel time, costs, and work requirements. (see special procedures below for air travel)

Automobile rental shall not be utilized unless it is the most economical transportation available. Expenses for travel shall be supported by receipts.

- b. Reimbursement for travel by private conveyance shall be made on the basis of the lesser of the approved mileage rate or cost of round trip coach class air fare.
- c. Travel by air, rail, bus or other common carrier shall be at the lowest available convenient rate in the chosen method of travel. First class accommodations will not be used except when less expensive means are not available and prior approval is granted, where practicable.
- d. When a common carrier is used, reimbursement may be made for travel between home and terminal, terminal and hotel at place of destination, and travel between hotel and place of business at destination.

2. Air Travel

The following procedures must be followed by employees who request that the College pre-pay for airplane travel.

- a. Air travel must be arranged through a travel agency provider designated by the Chief Business Officer using the organization code to be charged.
- b. The employee must request the travel agency to send you a copy of your itinerary electronically (preferably by email); review it for accuracy and completeness.
- c. Within five (5) days of making travel arrangements: confirm your itinerary with the agency; complete the reimbursement request/leave form; secure the approval of the account manager; and forward the approved form to the Accounts Payable Office.
- d. Questions concerning the designated providers can be found in the travel procedures located on the Office of Business Services Accounts Payable website or should be directed to the Accounts Payable Manager.

Employees who do not request advance travel pre-payment of air fare shall request reimbursement for air fare on the appropriate long distance travel reimbursement request form. The original travel receipts, purpose of travel, and approvals must be included.

D. Other Reimbursable Expenses

1. Expenses incurred for lodging while traveling on official College business may be reimbursed up to the actual cost of a single room. Employees

are encouraged to use group discount rates where available, especially when specific lodging discounts are part of a conference "package." Expenses for lodging shall be supported by original receipts.

2. Employees may be reimbursed for the reasonable cost of meals while traveling on official College business. Meal expenses shall also be supported by original receipts. If multiple party meals are included on the receipts, details pertaining to the employee's meals should be specified and included on a spreadsheet with the form requesting reimbursement. The College will not reimburse for the purchase of alcoholic beverages or other personal items.
3. Expenses for conference fees may be reimbursed. Such expenses shall be supported by original receipts.
4. Employees may be reimbursed for miscellaneous expenses, such as normal and reasonable gratuities, baggage handling and storage, reasonable telephone calls, internet/fax machine/email/phone/modem port charges; and other special purchases essential for the fulfillment of the purpose of the travel upon approval of the employee's unit supervisor. Original receipts for such expenses shall be obtained whenever possible.
5. When requesting reimbursement for international travel, all conversion to U.S. currency should be completed by the traveler prior to forwarding the request to the Accounts Payable Office.

E. Reimbursement Procedures

1. Employees requesting reimbursement for expenses associated with distant travel shall complete the reimbursement request form provided by the Chief Business Officer and forward the form, with the necessary approvals and original supporting documentation, through the unit supervisor to the Accounts Payable Department within five days of completion of the travel.
2. All reimbursements disbursed for distant travel expenses shall be made by check.

Administrative Approval: April 27, 1982; September 27, 1990; March 24, 1993; March 23, 1995; July 29, 1996; August 23, 2002; August 19, 2010