

## Travel

The following policy guidelines shall govern approved travel for staff and Board members:

1. The individual is officially representing the College at a meeting, conference, or program which is judged to require representation by the College.
2. The individual is making a visitation or attending a conference, school, or convention for the purpose of professional improvement which has a direct relationship to his/her responsibilities at the College. This shall not include travel for the purpose of taking courses at another college or university.
3. All requests for travel and travel funds must be submitted on the prescribed College forms and be approved by the appropriate supervisor in advance of travel. The President and Vice Presidents are exempt from pre-approval. All claim vouchers also must be signed by the employee and the supervisor. All Board members' requests will be channeled through the Office of the President and approved at a subsequent board meeting prior to payment. To receive travel reimbursement other than mileage after returning to the campus, the employee must submit to the Accounting office, within ten (10) business days, all appropriate receipts attached to the prescribed forms. Other than for the President and Vice Presidents, the request must be approved by the appropriate supervisor. Mileage reimbursements must be submitted to Accounting no later than the 10th business day of the month following the date the travel occurred.
  - A. For staff, any expenses exceeding the maximum allowable reimbursement thresholds require Board of Trustee approval before those expenses can be reimbursed.
  - B. For Board of Trustee travel, all expenses, regardless of amount, must be approved by the Board of Trustees prior to reimbursement.

- C. The maximum allowable reimbursement threshold may be exceeded due to a bonafide emergency.
4. Each cost center is allocated funds for the purpose of travel reimbursement. Thus, it is important that each cost center anticipate any unusual travel requirements prior to budget adoption. Once the budget is adopted, it is the responsibility of each cost center to implement its travel plans in such a way that its funds are expended effectively and equitably. Because the basic limitation is the budget, it is necessary that costs for travel become a factor in approval of decisions.
  5. The cost center supervisor has a responsibility for implementing the travel program within the approved budget by exercising economy in travel expenses in respect to:
    - A. Authorizing travel only when deemed appropriate and confirming the travel pertains to college business.
    - B. Maintaining proper control so that an individual is not in a travel status any longer than assignments require.
    - C. Selecting the most feasible and cost effective method of travel – air, train, bus, or private automobile.
  6. The cost center supervisor has a responsibility, when approving a travel request, to consider the overall expense to the College. Therefore, the amount of time spent in a travel status should be considered when approving the method of travel.
  7. It is the general policy of the College that when common carrier transport is used, the employee must travel at the coach rate. If the employee would choose to drive versus air travel, they will be reimbursed the lessor of the value of coach travel and the mileage reimbursement expense. This is not intended to cause travel at unreasonable hours, circuitous routing, or result in added direct expense offsetting transportation savings.

8. When traveling by vehicle the employee must either rent a car or submit a mileage reimbursement request for the use of their personal vehicle. The mileage reimbursement per mile shall be made at the rate per mile set by the Board of Trustees.
9. Employees are encouraged to utilize any rental car program agreements that are in effect. Employees should consult with their Supervisor prior to travel to determine most cost effective option.
10. The College shall audit all claims on the basis of the shortest and safest direct route mileage. If, for valid reasons, additional mileage is required, it must be clarified on the claim form.
11. Purchase of common carrier tickets and reservations for lodging will be the responsibility of the traveler. Lake Land College will prepay no-refund, common carrier airline tickets for employees traveling on approved College business since this represents a savings to the College of travel dollars. Cost center travel budgets, however, will not be reimbursed for any defaulted tickets.
12. An employee will only be allowed to stay overnight at the approval of their Vice President or the President.
13. Authorized reimbursements are:
  - A. If personal vehicle is used, the person must indicate this and must itemize mileage at the approved rate per mile. If public transportation is used, the person must submit appropriate receipts. The reimbursement will be paid at the lower of the two amounts.
  - B. Actual cost of hotel or motel accommodations up to the conference or professional meeting rate (when attending conferences or professional meetings), or applicable federal GSA rate plus 25% for in-state and out-of-state hotel stays will be reimbursed upon the submission of a receipted bill.

- C. Parking charges will be reimbursed upon submission of receipts. Parking violations or other traffic violations will not be reimbursed and are the responsibility of the employee.
  - D. Throughway and bridge tolls are reimbursed if appropriate receipts are attached. Toll violations will not be reimbursed.
  - E. Service charges up to 15%, which are included as part of a hotel or motel bill, are allowed.
  - F. Telephone charges will be allowed for College-related calls and, in addition, two personal calls to ensure safe arrival and departure.
  - G. Taxi or livery vehicle charges which are connected with College-related business and/or from the entry or departure location of a common carrier to a hotel or motel location are allowed.
  - H. Rental car charges when pre-approved by the appropriate supervisor or Vice President.
  - I. Fax charges for official College business.
  - J. Reimbursement of alcoholic beverages is prohibited.
  - K. Conference registration or materials and banquets/meals which are included as part of the official conference program.
14. Advances will be authorized only for travel by athletic and livestock judging teams and the Director of International Programs.
15. For Lake Land College employees at correctional centers, when there is a conflict, the Department of Corrections contract shall prevail.

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