

ADMINISTRATIVE POLICY

Travel Standards

I. Policy Section:

Former: 11.0 Business Functions

II. Policy Subsection:

11.4 Employee Travel

Adopted: February 20, 1995

III. Policy Statement

Traveling to conduct College business and perform other College-related activities is essential to normal operations. Budget Control Officers are required to monitor and approve such expenditures and to be consistent and reasonable in travel-related decisions.

IV. Reason for Policy

This policy contains rules and guidelines pertaining to expenditures that, without forethought and good planning, can be a very large expenditure associated with conducting business. This policy is intended to limit the total cost of travel that employees incur while engaged in GRCC business activities and to reduce unnecessary or excessive expenditures of this nature.

V. Entities Affected by this Policy

All employees, students and external constituencies

VI. Who should read this policy

Executive Budget Control Officers (EBCO)

Budget Control Officers (BCO)

Employees who make arrangements for traveling off campus

Employees who will be seeking reimbursement for travel expenditures

Related Documents

Reimbursement Request

Reimbursement Guidelines

VIII. Contacts

*All expenditures of this nature must be approved by BCOs.

*Verify "recommended" and customary airfare costs with Administrative Secretary to VP of Business & Financial Affairs

*All expenditures above and beyond "recommended" and customary amounts must be approved by EBCOs.

*Financial Services will assist BCOs and EBCOs in securing reservations.

*Any deviation from the guidelines stated in this policy require prior EBCO approval.

IX. Definitions:

Travel for Skills and Competency Training: considered essential and necessary by an employee's supervisor for an employee to carry out his/her core responsibilities

Travel for Growth and Development: considered optional and discretionary by the supervisor for the employee to continue to learn and improve in areas that will help the College continuously improve

Recommended and customary expenditures: Costs incurred normally based on local rates where travel will be occurring; this pertains to lodging, travel, meals and other major expenses

X. Procedures

1. Review Travel Policy, standards and guidelines
2. Estimate total costs associated with travel plans, e.g. transportation, hotel, meals, fees
3. Prior to making travel reservations and/or completing the travel, secure approval of the BCO and/or EBCO, when required as per Reimbursement Guidelines
4. Following approval, finalize plans according to college operating procedures
5. Optional: request cash advance if necessary
6. Retain all receipts needed for reimbursement upon completion of the travel
7. Use Financial Services reimbursement procedures for travel expenses. (hotel, planes, meals, phone calls, mileage reimbursement, taxis, etc.)

NOTE: An information packet is available from Financial Services describing the limits and procedures pertaining to: travel, meals, lodging, gratuities, phone calls, mileage reimbursement and other expenditure limits.

XI. Guidelines

While exceptions are possible, careful planning and fiscally-conscious decisions can help limit expenditures associated with traveling and are considered essential to efficient operations.

The following guidelines must be adhered to when planning and while engaged in travel activities associated with college business.

1. Cost Considerations

For decisions regarding the selection of expenditures associated with traveling, (e.g., the training site or conference, mode of transportation, hotel accommodations, restaurants), consideration must be given to having a balance between convenience for the employee and reasonable or lowering costs

2. Teams traveling together

Teams or groups of employees who are assigned major college responsibilities must exercise caution and care regarding frequency and total costs associated with traveling as a team; decisions for teams to travel together must consider the benefit of team interaction versus sending a representative.

3. Options in lieu of off campus travel

Alternatives to traveling off campus should be considered if the same quality training and/or learning can be achieved at a lower cost.

4. Feedback and/or follow-up

When appropriate, after returning from the trip, an employee must find the most effective way to share what they learned with their colleague(s).

5. Average number of trips per year

Depending on the nature of the employee's work, the number of trips per year will vary, especially for travel associated with learning skills and competencies. Travel for growth and development should be reasonable.