

ADMINISTRATIVE POLICY  
Travel Standards Guidelines

1. Common reasons for travel are: attend conferences and conventions relevant to the employee's work responsibility, workshops and classes which provide work related training, regulatory information update meetings, i.e., OSHA, teaching classes off campus, representing the College at public functions and day to day job responsibilities.
2. Approval
  - a. All non-faculty travel must be approved by the appropriate budget control officer with final approval at the Vice President or President's level.
  - b. All faculty travel will be approved by the appropriate Dean and will be in accordance with the Faculty Agreement.
  - c. Faculty travel at administrative request must be approved by the appropriate budget control officer with final approval of the President or appropriate Vice President.
3. A leave of absence form must be completed and approved (see 2a, b or c) prior to leaving campus. Leave forms are required when an employee will be off campus for a half day or more and/or is traveling more than 25 miles from campus.
4. In order to limit exposure to loss of key personnel in the event of an accident, the number of College officers that are allowed to travel together by one common carrier will be limited.
5. Air, rail and bus travel (most direct route) will be reimbursed at actual cost or the lesser of second class or coach rates in all instances and must be approved prior to the trip by the appropriate budget control officer; or in the officer's absence, the control officer's superior; or in the superior's absence, the appropriate Vice President.
6. Travel arrangements shall be made through the appropriate Grand Rapids Community College designated office with travel agents approved by the Board of Trustees.

Travel Standards Policy  
Reimbursement Guidelines

1. Purpose

Administrative guidelines are issued to further define the Travel Standards Policy and rules and regulations related to reimbursement of employee travel expenses. A guideline may be modified or waived by the President prior to a specific event or occasion.

2. Advances

Cash advances will be made for a specific purpose or activity upon prior written approval by the appropriate budget control officer, or in the officer's absence, the control officer's supervisor, or in the supervisor's absence, the appropriate Vice President. Cash advances to budget control officers require written approval by the officer's supervisor. Advances shall not exceed the anticipated expenditure based on the authorized daily allowance, excluding prepayments.

3. Expenditure Limits

a. Meals:

Grand Rapids Community College will reimburse actual expenditures for meals by an employee not to exceed the Federal Per Diem Rates for high cost areas as established by the Internal Revenue Service, except where meals are part of a conference or workshop cost and are included in the registration fee.

b. Reimbursement when employee is present at a meeting with non-employees:

Reimbursement for the cost of meals will be allowed when employees are at meetings with non-employees and College related business is conducted.

c. Reimbursement when employees only are present:

Reimbursement for the cost of meals will not be allowed when two or more employees conduct business except upon prior approval of the Executive level supervisor.

d. Use of employee owned automobile:

Mileage for business related travel by automobile may be made at a level up to, but not exceed, the most current IRS publicized rate for mileage reimbursement. In addition, reimbursement will be allowed for reasonable and/or actual costs incurred by tolls and parking.

Reimbursement of mileage and related expenses may not exceed second class or coach air fare for the same trip.

- e. Lodging:  
Actual costs will be reimbursed at no more than the single rate or the approved conference negotiated rate. In no instance shall the reimbursement exceed the employee's actual costs, such as could be the case if two employees shared a room. If an employee shares a room with a person other than another employee, the employee will be reimbursed for the room at the single room rate. Personal items such as in-room movies are not reimbursable.
- f. Gratuities:  
Reimbursement for gratuities shall not exceed 20% for meals. Reasonable bellhops, cab service, etc., will be allowed.
- g. Spouse/Guest Expenses:  
Reimbursement for the cost of conference, convention, travel or other official function expenses for a spouse/guest is not allowed unless the official function requires the spouse's/guest's attendance and then only with the prior written approval of the President or appropriate Vice President.
- h. Business Phone Calls:  
Charges for telephone calls are reimbursed if they are incurred in connection with College business. Cellular/car phone calls tend to be expensive. It is the College's intent to limit the reimbursement requests for business phone calls placed on personal cellular/car phones. Explanation of expenditures shall be reflected on telephone documents. Employees are allowed reimbursement for one personal call per day while on extended College business.
- i. Other:  
Actual costs for purchase of supplies, rental of audio-visual materials, or other similar items will be reimbursed upon presentation of proper approvals and documentation.

4. Approval:

The employee's designated supervisor and the Executive Vice President for Business and Financial Services or designee will review all expense reports and documentation and approve or reject the expenditures prior to reimbursement. Expenditures of all employees may be reviewed by the Board of Trustees or any member thereof as may be appropriate.

5. Expenses incurred in excess of the allowed rate:

Reimbursement of expenses where the cost exceeds the allowance as specified in the Travel Standards Policy and the Administration's contract will be allowed when excess costs result because of required attendance and participation (conference hotel room rate, official banquet, luncheons, etc.). The President or appropriate Vice President must approve all requests for "excess" costs.

6. Disallowed expenses:

Expenses that are not business related or are deemed inappropriate by the Executive Vice President for Business and Financial Services or designee will be disallowed.

Travel Standards Policy  
Reimbursement Procedures

1. Expense Reports:

A detailed expense report must be prepared and submitted within ten (10) working days following the conclusion of the activity for which an advance was granted. Unused funds must be returned concurrent with submission of the expense report.

The College will consider an advance overdue if the detailed expense report is not submitted on a timely basis. The following procedures will be followed in ensuring that employees close out overdue advances:

- a. An employee will not be allowed to obtain an additional advance while an overdue advance is outstanding.
- b. Additional non-payroll monies owed to the employee will be withheld from the employee and applied first to the overdue advance before being disbursed to the employee.
- c. All advances overdue for more than one month will be reported to the employee's supervisor and/or the appropriate Dean or the appropriate Vice President.
- d. If the advance remains overdue for more than one month, the employee will be billed for the overdue amount. If the overdue amount is not resolved within 10 days of the billing notice, the Executive Vice President for Business and Financial Services may initiate payment through payroll deduction.

2. Documentation:

Requests for reimbursement shall be prepared on the appropriate form(s) and shall include:

- a. The amount of the expenditure.
- b. Date and place of the expenditure.
- c. Business purpose of expenditure.
- d. Names and/or business relationship of any person(s) included in the expenditure.
- e. Credit card slips and other bona fide "paid" receipts. Receipts should be submitted with the request for reimbursement for all expenditures. Any expenditure over \$25.00 will be disallowed if a proper receipt is not presented. Reimbursement for expenditures under \$25.00 not accompanied by a receipt will be allowed if authorized by the immediate supervisor.

- f. Except as required for advances, all documentation related to employee expense reimbursement requests must be submitted within 30 days after the original date of expenditure. An employee's Dean, the appropriate Vice President or the President may approve, in writing with reasonable justification, an extension of the 30-day limit. However, in no case will an employee be reimbursed for expenditures submitted later than six months after the original date of expenditure.