

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE

TRAVEL PROCEDURE:

(A) Travel procedures are applicable to anyone traveling on College business, regardless of the source of funding.

(B) Travel Authorization

(1) All travel requests (in and out-of-state meetings, conferences, professional association meetings, etc.) must be submitted and approved by the employee's supervisor/dean/director, the appropriate budget authority, and the Vice President/Treasurer or the Vice President of Academic Affairs or the President **PRIOR** to making arrangements for travel and accommodations, submission of conference proposals and registration, or prepayment for any related expenses.

Approvals by the Vice President/Treasurer or the Vice President of Academic Affairs or the President assure sufficient resources are **budgeted** for requested travel and confirms that the request is **critical** to the operation of the college. Requests related to institutional initiatives (such as, but not limited to, AQIP/Higher Learning Commission, Banner Summit, individual proposals to present, etc.) will be reviewed/approved by the Vice President/Treasurer or the Vice President of Academic Affairs or President in order to ensure **effective use of resources**.

The approval of the **Travel Request Form** (internal departmental form) constitutes approval of the itinerary as well as the accuracy and reasonableness of the travel request.

A blanket purchase requisition to encumber funds for approved travel must be entered and approved prior to any travel-related payments/reimbursements.

(2) Advances of college funds for travel purposes are not permitted except for intercollegiate athletic team travel. Any request for exceptions to this must have the authorization of the Vice President/Treasurer, Business Affairs, or designee.

Receipts and a copy of the deposit of any unused cash must be submitted to the College's Accounts Payable department within five business days after the date of conclusion of the trip.

(3) If an employee's employment responsibilities include travel to off campus locations, the authorized mileage will be calculated by determining the actual distance between the College and the off campus location. An employee may choose to travel to an off campus location from home. The College will reimburse for the lesser of the mileage from the College to the off campus location or from the employee's home to the off campus location.

Example 1:

Home to Findlay Campus	57 miles
Findlay Campus to Toledo Campus	<u>42 miles</u>
	99 miles

The employee would be reimbursed for 84 miles (42 miles each way) which is the round trip distance between the Toledo Campus and the Findlay Campus.

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE

Example 2:

Home to Findlay Campus	23 miles
Findlay Campus to Toledo Campus	<u>42 miles</u>
	65 miles

The employee would be reimbursed for 65 miles, which is the mileage the employee actually traveled and less than 84 miles (42 miles each way). This is the standard round trip mileage between the Toledo campus and the Findlay campus.

Example 3:

Home to Ohio Department of Higher Education/Columbus,	167 miles
Ohio Department of Higher Education/Columbus to Toledo Campus,	143 miles
Total,	310 miles

The employee would be reimbursed for 286 (143 each way) miles which is the round-trip distance between the Toledo campus and the Ohio Department of Higher Education office in Columbus.

- (4) The College does not reimburse for mileage to or from work at assigned locations.

Example: If an employee's employment responsibilities require them to drive to Tiffin (their assigned work location) for clinical laboratories, they will not be reimbursed for mileage.

- (5) If an employee has responsibilities at both the Toledo and Findlay Campuses, reimbursement for commuting from home at the beginning of the work day or to home at the end of the work day (to or from either campus) will not be reimbursed. In the event the employee starts at one campus and then travels to the other campus on the same day—for purposes of performing substantial work at the second campus—reimbursement for the mileage for the trip between campuses will be allowed. (The College reserves the right to assign car pools.)

(C) Reimbursable expenses

(1) Transportation

- (a) Travel by common carrier shall be at the most reasonable available rate in the chosen method and time of travel. No reimbursement will be made at first-class rates where other accommodations are available. For any College travel whether or not a reimbursement is requested, the travel itinerary issued with the ticket should be submitted with the **Travel Expense Report**.
- (b) The use of a vehicle for College travel should be at the most reasonable method available. Vehicle usage includes the following:
- Vehicles available through Facilities
 - Rental of vehicle through the College rental contract
 - Personal vehicles

Employees choosing to use their personal vehicle will be reimbursed at one of three

OWENS COMMUNITY COLLEGE OPERATING PROCEDURE

rates, as follows:

- All other mileage reimbursement is based upon the approved rate of the U.S. General Services Administration (GSA) for If Government-owned Automobile is Available (<http://www.gsa.gov/portal/content/100715>).
- OFA clinical positions will be reimbursed at the Internal Revenue Service (IRS) established rate. A list of eligible employees must be provided from the department head to Accounts Payable each semester. Only employees on the list provided to Accounts Payable will be reimbursed at the IRS rate all others will be reimbursed at the GSA rate.
- College recruiters, Executive Director, Foundation and Government Relations and WCS traveling sales force will be reimbursed at a rate of \$.40 per mile. A list of eligible employees must be provided from the department head to Accounts Payable each July for the new fiscal year. Only employees on the list provided to Accounts Payable will be reimbursed at the IRS rate all others will be reimbursed at the GSA rate.

The mileage rate is to cover all expenses incurred for using the privately owned vehicle except for parking fees and tolls. No mileage will be paid on less than five miles total.

Reimbursement for use of a privately owned vehicle shall be paid at the lower of mileage allowance or accumulated airfare by coach for all individuals on approved travel status traveling together in a vehicle. An individual who uses a privately owned vehicle on College business must meet liability insurance requirements of the motor vehicle financial responsibility laws of the State of Ohio (ORC 4509.51).

- (c) Vehicle rental is to be made using the State of Ohio Department of Administrative Services contract for Vehicle Rental Services. The Vehicle Rental Services agreement can be used for one day travel or extended travel at locations throughout the nation. The full agreement with procedures is located on the intranet under Business Affairs.
- (d) Transportation costs, such as parking fees, tolls, taxi, gratuities and airport limousine fares are reimbursable on an actual costs basis. To receive reimbursement, receipts must be obtained and included with the **Travel Expense Report**.
- (e) Members of the Board of Trustees on college-related travel in their own privately owned automobile will be reimbursed at the rate per mile in effect, as established by the United States General Services Administration (GSA) for privately owned automobiles. Link: <https://www.gsa.gov/portal/content/100715>

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE

(2) Meal Reimbursement

- (a) The amount of reimbursement will be for the actual cost of the meal(s). No reimbursement will be made to an individual traveler for the actual cost of meal(s) in excess of the appropriate reimbursement up to the daily per diem allowance. Meal reimbursement will be paid only with receipts and where overnight travel is required. The daily per diem allowance will be used for all meal reimbursement as established by the IRS for the city where the overnight stay occurs. Standard per diem rates can be found at www.gsa.gov/perdiem.
- (b) The following timeframes should be used to determine if an employee is entitled to be reimbursed for meal reimbursement during an overnight stay:

Travel starts prior to	7:00 a.m.	Breakfast
Travel extends past	1:00 p.m.	Lunch
Travel extends past	6:00 p.m.	Dinner

Reimbursement should be adjusted to account for any meals the traveler was provided by the conference/seminar, official business meeting or included in the hotel room rate.

Example of a reimbursement:

The employee leaves at 6:15 a.m. on a Wednesday for a conference in Chicago. The employee attends the day and one half conference and returns to Toledo at 4:00 p.m. on Thursday. The conference provided lunch and dinner on Wednesday and breakfast on Thursday. The employee would receive reimbursement for meals in the amount up to the IRS approved per diem amount for the city of Chicago for breakfast on Wednesday and for lunch on Thursday, as other meals to which employee was entitled were part of the conference. The employee was not entitled to reimbursement for dinner on Thursday because he/she returned to Toledo prior to 6:00 p.m.

- (c) A **Travel Expense Report** must be completed and sent to Accounts Payable with appropriate signatures to receive reimbursement. A copy of the itinerary and a copy of the approved Travel Request Form must accompany any requests for reimbursements. Reimbursement for cost of alcoholic beverages will not be authorized from College and/or grant funds.
- (d) The College President and the Vice Presidents may exceed the maximum limits stated above for meals both in-state and out-of-state, provided such excess expenditures are related to “working” meals that are to promote the interests of Owens Community College and approved by the Treasurer of the College. The College President or a Vice President who incurs such an excess meal expense and who requests reimbursement will provide an explanation on the **Travel Expense Report** of the need for the excess expenditure at the time of the reimbursement.

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE

(3) Lodging

- (a) When travel on official business requires overnight lodging, more than fifty miles away from the traveler's home or the College, reimbursement will be made for the actual single room rate plus taxes per night. When in the state of Ohio, the traveler should inquire as to the availability of the government rate and a state tax exemption due to the tax exempt status of the College. Claims for reimbursement must be supported by original hotel receipts. A credit charge slip is not acceptable documentation for a reimbursement.
- (b) No reimbursement will be made for overnight lodging closer than fifty miles from the traveler's home or the College except in unusual circumstances. Request for exception due to unusual circumstances must be submitted in writing and approved in advance by the immediate supervisor.

(4) Conferences and Special Meetings

- (a) Expenses directly included with a conference or special meeting, such as registration fees and banquets, are reimbursable, without regard to the standard limitations providing expenses are reasonable and supported by original receipts.

(5) Other Living Expenses

- (a) Other expenses directly connected with the purpose of a particular business trip are reimbursable providing expenses are necessary, reasonable and supported by original receipts. All expenses are subject to the approval of the immediate supervisor and the budget authority.

(D) Travel Arrangements

- (1) If an approved travel request requires airline reservations, the employee should contact the department/school/division travel coordinator upon receipt of the approved **Travel Request Form**. Airline reservations can be made by the travel coordinator and will be prepaid using the College's credit card.
- (2) Hotel reservations may also be made through the appropriate travel coordinator. Hotel reservations may be prepaid using the school or division credit card. An employee can choose to make his/her own hotel reservations and be reimbursed by completing the **Travel Expense Report** and providing proof of payment.

OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE

(E) Reimbursement

- (1) **Travel Expense Reports** are to be completed within 30 days of the date of return. Receipts are required for reimbursement, such as meals, tolls, gratuities, parking, etc. Completed **Travel Expense Reports** must be signed by the appropriate supervisor and budget authority prior to submission to Accounts Payable.
- (2) There may be times when necessary for the College President, a Vice President or the Board of Trustees to incur extra ordinary expenses while traveling for the College for legitimate business related reasons in support of the interests of Owens Community College. Some examples may include purchasing or renting business related services and equipment or hosting receptions for dignitaries, etc. Such expenses may be reimbursable at the sole discretion of the President or designee.

(F) Travel and Professional Development Time as “Work Time”

- (1) Salaried employees are not eligible for compensatory time. Therefore, travel and attendance at conferences or training and development events on weekends or evenings as part of the employee’s job-related responsibilities is not eligible for compensatory time upon return to work. Any additional time taken by the employee beyond scheduled conference events and reasonable travel time (as determined by the supervisor) must be submitted as paid leave (vacation).
- (2) Non-exempt employees are eligible for overtime and compensatory time. In most cases, travel time counts as “hours worked.” As such, the time must also be counted to calculate overtime or compensatory time. The following defines under which circumstances travel time is considered “hours worked” for payroll purposes:

- (a) During a normal work day. A normal commute to work and back is not considered work time. However, travel during the workday (it takes place within normal work hours) is considered “work time.”

Example: If an employee normally works 8:00 a.m. to 5:00 p.m. and must drive 15 miles for a meeting at 3:00 p.m., the travel time during work hours is considered work time.

- (b) To another city in the same day. Travel time to another city is working time. However, travel from home to an airport or other terminal can be considered a “commute” that is unpaid. All other travel time (in the vehicle and at the destination excluding normal meal breaks) counts as “hours worked” and must be paid, even if those hours are “outside” the normally scheduled hours.

**OWENS COMMUNITY COLLEGE
OPERATING PROCEDURE**

Example:

An employee leaves home at 7 a.m. and arrives on campus at 7:15 a.m.. A group of employees leave campus in a college van at 7:30 a.m. for a conference in Cleveland scheduled from 10:00 a.m. until 4:00 p.m. The conference program includes a keynote speaker during lunch. The van leaves Cleveland at 4:15 p.m., stops for dinner from 5:00 to 6:00 p.m. and arrives back at campus at 8:30 p.m.	
7:00 – 7:15 a.m.	Unpaid Commute (the time spent driving to and from campus is considered a normal commute and is not paid working time)
7:30 - 10:00 a.m.	Paid travel time
10:00 – 4:00 p.m.	Paid work time (including lunch since it is part of the scheduled conference)
4:00 – 5:00 p.m.	Paid travel time
5:00 – 6:00 p.m.	Unpaid meal break
6:00 – 8:30 p.m.	Paid travel time
Total Paid Time	12 Hours

- (c) Overnight travel to another city. In most cases, all travel time to another city for an overnight trip counts as paid working time. If travel to another city occurs during normal work hours on a non-work day (i.e., the employee takes an 11:00 a.m. flight on Sunday) it also counts as hours worked.
- (d) At the destination. Any “work” performed at the destination is also working time. However, a hotel is a “home away from home” and the employee’s time traveling from the hotel to the meeting location is a normal (unpaid) commute. It is the responsibility of the supervisor to specify what, if any, additional work is to be performed beyond the training or scheduled event(s).

These procedures were developed and implemented by the offices of Business Affairs, Administrative Services, and Human Resources. Any changes to this procedure must be submitted to the Board Secretary for approvals from the Vice Presidents/President and to initiate electronic posting.

Procedures Update – For encumbering funds for approved travel with a blanket purchase order for budget purposes and for submitting meal receipts for reimbursement of the actual cost but no more than the IRS approved per diem amount for the city where travel takes place.

Effective Date – November 24, 2017