

OWENS COMMUNITY COLLEGE
PROCEDURES

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, the appropriate budget authority, and the appropriate Vice President or the President **PRIOR** to making arrangements for travel and accommodations, submission of conference proposals and registration, or prepayment for any related expenses. (Mileage and expense reimbursements are addressed below and are separate from this Travel Authorization section).

Approvals by the Vice President or the President ensure sufficient resources are **budgeted and available** 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 appropriate Vice President 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.

The **Travel Request Form** is not required to be completed when using the **Monthly Mileage Reimbursement Form**.

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, 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.

(C) Reimbursable expenses

- (1) Reimbursable business mileage is calculated at the current rate determined annually by the Internal Revenue Department (IRS) for the **shortest** practical route authorized. (<https://www.irs.gov/tax-professionals/standard-mileage-rates>)

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Travelers must choose the least costly method of transportation that meets the traveler's schedule and business needs. The College reimburses travelers for actual expenses as long as they fall within the guidelines of the travel policy and procedures.

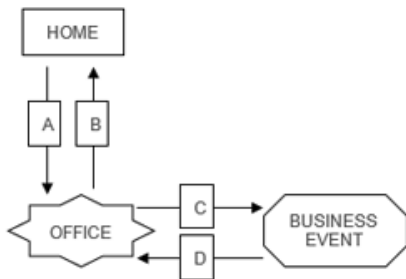
Business mileage is the travel an employee incurs **beyond** normal commute mileage (from home to the College office and home again) on a normal workday. Employees may request reimbursement for any business mileage (including, but not limited to, instructional travel) incurred.

The mileage rate is to cover gas, vehicle maintenance, insurance, and other personal vehicle related costs except for parking fees and tolls. Employees receiving a travel stipend shall not be eligible for reimbursement for mileage, tolls, parking, etc.

Mileage Reimbursement Examples:

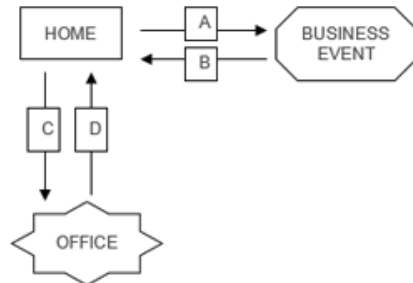
Example 1: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and returns to the office after the event.

Mileage Reimbursed: C + D



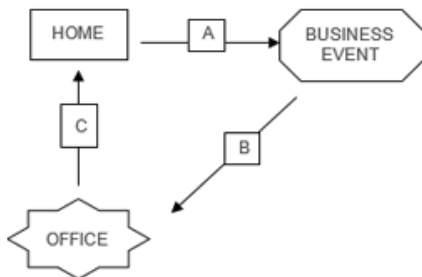
Example 2: Employee leaves from home on a normal workday, goes directly to a one-day off-site business event, and returns directly home after the event.*

Mileage Reimbursed: (A + B) – (C + D)



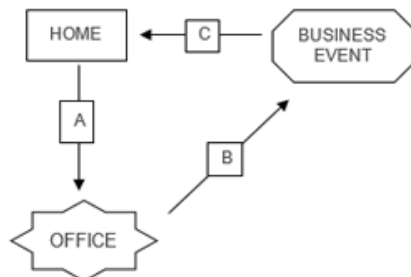
Example 3: Employee leaves from home on a normal workday, goes directly to an off-site business event, and returns to the office to complete the workday.*

Mileage Reimbursed: A + B – C



Example 4: Employee goes to the office on a normal workday, leaves mid-day through the workday to attend an off-site business event, and goes directly home from the event.*

Mileage Reimbursed: B + C – A



*If the distance to/from the business event is less than your normal commute, the mileage is not reimbursable.

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(2) 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 as determined by the College. Vehicle usage includes the following:
- Fleet vehicle available through Facilities
 - Rental of vehicle through the College rental contract
 - Personal vehicle

Any employee using a College vehicle (i.e. College-owned vehicle, or College-rented vehicle) shall not be eligible for mileage reimbursement.

The mileage rate is to cover all expenses incurred for using the privately owned vehicle except for parking and tolls.

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).

In some cases, when the use of a fleet or a rental vehicle is determined as the most reasonable method, the employee may request to use their personal vehicle and be reimbursed at the lower Facilities fleet vehicle rate.

- (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. The employee may use another rental company if the pricing is lower than the State of Ohio contract.
- (d) Transportation costs, such as parking fees, tolls, taxi, gratuities (10% max) 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**.

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(3) 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 a meal (including gratuity) in excess of the daily per diem allowance for that meal. Meal reimbursement will be paid only with **detailed meal 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 per meal can be found at www.gsa.gov/perdiem. The Incidental Expenses amount on the GSA website will not be provided to employees. Per the Purchasing Policy, College purchasing cards cannot be used for meals.
- (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.

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(4) 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 and Vice President, Business Affairs.

(5) 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.

(D) Travel Arrangements

- (1) If an approved travel request requires airline reservations, the employee or department designee may make the reservations upon receipt of the approved **Travel Request Form**. Airline reservations can be made by the employee or department designee and must be prepaid using a College purchasing card.
- (2) Hotel reservations may also be made by the employee or department designee upon receipt of the approved **Travel Request Form**. Hotel reservations must be prepaid using a College purchasing card or through Accounts Payable.

(E) Reimbursement

- (1) **Travel Expense Reports** (including Monthly Mileage Reimbursement form) are to be completed within 30 days of the date of return. Receipts are required for reimbursement, such as meals, tolls, gratuities, parking, etc. Mileage will only be reimbursed with attached supporting documentation (mapquest, google maps, etc.). Supporting documentation will not be necessary for those mileages listed on the Monthly Mileage Reimbursement form. Completed **Travel Expense Reports** and **Monthly Mileage Reimbursement form** must be signed by the appropriate supervisor and budget authority prior to submission to Accounts Payable.

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(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 may be eligible for overtime or compensatory time as determined by the College. 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.

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 |

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- (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).

Effective Date October 1, 2018

The procedures are reviewed and implemented by the offices of Business Affairs and Human Resources. Any changes to the procedures must be submitted to the Board Secretary.

7-15-19 Vice Presidents amended the procedures on page 3 for clarifying language, under Item 2(b).