

Employee Travel Procedure	Procedure Number	4.4.1P
	Effective Date	October 27, 2017

1.0 PURPOSE

The purpose of this procedure is to outline the processes to be followed and requirements which must be met for travel on official College business.

2.0 REVISION HISTORY

Adopted on: 9/5/17 (Adopted by Temporary Executive Order through 1/5/18)
 10/27/17 (This procedure replaces Travel Employee Procedure 4.4P.)
 Revised on: 02/27/23

3.0 PERSONS AFFECTED

This procedure applies to all official College travel, including travel funded using Sponsored Awards and contracts (Sponsored Awards may have additional restrictions). This procedure applies to:

- A. Employees, volunteers, and student employees traveling on College business, regardless of the source of funds
- B. Employees who have supervisory responsibilities for College budgets
- C. Employees who make travel or business-related arrangements for themselves or others
- D. Employees who initiate, review, approve, process, or record financial transactions on behalf of the College
- E. Employees traveling with students will follow this procedure as well as the [Student Travel Procedure 4.4.2P](#).
- F. Potential employees who are applying to LCCC (Employees must be approved by LCCC HR, who have successfully completed the required travel training, and are responsible to ensure that students adhere to policy and are accountable for the health and safety of LCCC students while students travel. only one chaperone, it must be an LCCC employee.

Driver – Anyone who drives or seeks to drive on College business employees, students, volunteers and guests

- E. Domestic Travel – Travel within the United States of America

F. Expenses incurred for the benefit of the College Expenses incurred that enable an employee to perform assigned duties or enable the College to carry out the responsibilities required by law

G. International Travel—Travel outside the United States of America

H. Local travel—Less than 50 miles from primary work location

I. Personal Vehicles used for College Business

B. Conduct/Discipline

LCCC Standards of Conduct apply to all employees while on travel activities. Employees are expected to behave in an ethical manner when representing the College. Reference LCCC Employee Conduct and Discipline Policy 6.10 and Procedure 6.10 found [here](#)

C. Planning

All official College travel shall be properly authorized, reported and reimbursed; under no circumstances shall expenses for personal travel be charged to, or be temporarily funded by the College unless otherwise noted in this policy. Travel should be planned as far in advance as possible. Employees should take advantage of early registration and discounted travel and lodging as much as possible. Employees should choose the most economical mode of transportation.

D. Travel Request and Approval

- 1) Travel Request Completion – Travel Request Form must be completed and approved in advance for all travel and BEFORE any expenses are incurred.
- 2) Blanket Travel Request – A blanket travel request must be completed at the beginning of each fiscal year by employees who make frequent trips for similar purposes (to pick up parts, steel, hay, or site visits), or to make community service trips within the community college district (50 mile radius). A list of all applicable staff must be attached to the Blanket Travel Request. Updates to the travel request must be done in writing. Requests must include locations, (e.g. nursing faculty must include clinical sites).
- 3) Approval – All travel requires completion of a travel request and approval signature of an Authorizing Administrator. This includes local travel for conferences or retreats. Travelers must include the agenda for conferences and retreats. If no agenda is attached, traveler will be paid 75% of per diem. Any additions to travel requests must be submitted in writing. All international travel for employees must be approved by the College President and requires at least 30 days notice. Approval for trips costing over \$5,000 requires President or higher approval.

E. Automobile Travel

- 1) Driver Qualifications – All drivers traveling on College business using either College Vehicle or a Personal Vehicle must complete the Driver Information Form annually at the start of each fiscal year. The form is submitted to the Executive Administrative Assistant, Administration and Finance. The forms are forwarded to the insurance company for a review of the employee's driving record before approval to drive. The review and response from the Insurance Company may take up to 5 days to complete. The driver will be notified via email upon approval.
- 2) Only qualified drivers may drive a College Vehicle or a Personal Vehicle used for College Business. A driver is considered qualified by meeting the requirements of the Vice President of Administration and Finance which include
 - a. At least 18 years old
 - b. Have a valid United States or Canadian driver's license and has held a valid driver's license from any jurisdiction, foreign or domestic, for at least one (1) year prior to the request to be a Qualified Driver. If any portion of the record for the one year prior to the request to be a Qualified Driver is from a jurisdiction other than the United State or Canada, the individual must submit a copy of the record from the foreign jurisdiction to the Vice President of Administration and Finance with the request to become a Qualified Driver
 - c. Have the correct license for the vehicle type that they will be driving, including any required endorsements

reimbursed mileage for using their Personal Vehicle. This method of travel must be approved by the Travel Request Form by the Cabinet member or Authorizing Administrator responsible for the budget.

Employees assigned by the college to work at another location where no College Vehicle is available, will be reimbursed mileage for using their Personal Vehicle.

Employees required to travel to The University of Wyoming, local High Schools, or medical facilities for clinicals, and no College Vehicle is available, will be reimbursed mileage for using their Personal Vehicle. This method of travel must be approved by the Travel Request Form by the Cabinet member or Authorizing Administrator responsible for the budget.

Commuting mileage is not reimbursable. Commuting expenses are those for travel between the traveler's residence and primary work location. Mileage is reimbursed as outlined in G. below. Current mileage rates may be found at www.gsa.gov. Refer to Section H. Traveler Sponsored Awards for compliance and regulation.

EXPENSES	REIMBURSABLE	NOT REIMBURSABLE	SPONSORED AWARDS REIMBURSABLE	SPONSORED AWARDS NOT REIMBURSABLE
Baggage, check in fee curbside	X			
Baggage, excess	X			
Baggage handling & tips		X ³		X ³
Computer Internet connections	X			
Conference Registration Fee	X		X	
Costs associated with employee disability or special need ⁴	XX			

G. Allowable Travel Expenses

1) Mileage Expenses

Mileage shall be computed between the traveler's primary work location and the destination. Expenses for travel between the traveler's residence and primary work location (commuting expense) shall not be allowed. Exception: Mileage expenses will be allowed between the traveler's residence and the destination if the College business travel originates or terminates before or after the traveler's working hours, or if travel originates or terminates during a regularly scheduled day off.

The standard mileage reimbursement rate is set at the GSA reimbursement rate, which takes into account all actual automobile expenses such as fuel and lubrication, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Under IRS regulations, travelers who claim this rate are not required to substantiate the actual costs of operation. Current mileage rates may be found at www.gsa.gov

The mileage rates for reimbursing College employees for use of personal vehicles for College business is the higher rate when College Vehicles are available and the lower rate when the use of a personal vehicle is for the convenience of the employee. Consult www.gsa.gov for current mileage rates.

Travelers with physical disabilities who must use specially equipped disabled vehicles may claim reimbursement at the IRS reimbursement rate.

2) Air Travel

College funds will pay for economy/coach class or any discounted class. ~~Traveler only~~
mile2 (0 Tw 1(,an <</MCID 66 >MCID 66)Tj 47 0 Tw 11.0ir)-3 (ie)-3 [(m)-6.4 (ile7 -0w 0.826 -n <</M

diem rate for food, the employee would not be permitted to claim actual costs on those days when he or she exceeded the per diem allowance.

2) Per Diem or Actual Cost Reimbursement

Reimbursement of daily subsistence expenses shall be based on the federal per diem rate for meals and incidentals. Exceptions may include travel with students, whereby actual costs for meals and/or food will be reimbursed. In this case, receipts must be submitted with travel reimbursement requests.

Sponsored Award-funded travelers using the per diem rates will be reimbursed at 75% of the total M&IE per diem rate for the first and last day of travel. All other days of travel will be based upon actual meals being paid for by the traveling employee. For example, if lunch is provided by the conference the employee is attending, the employee will submit a reimbursement request for breakfast and dinner and incidental expenses.

3) Lodging and Subsistence

The cost of lodging and incidental expenses may be reimbursed with Sponsored Award funds, provided they are in compliance with LCCC's policy and procedures, are reasonable, and are incurred as part of Sponsored Award-funded project. The traveler is required to provide the following documentation:

- a. Actual receipt/invoice of lodging
- b. Evidence that the travel is necessary for the project completion

4) Care for Dependents

Costs for temporary care of dependents may be reimbursed with Sponsored Awards provided the costs:

- a. Exceed regular dependent care costs
- b. Directly result from travel to conferences related to the federally funded project
- c. Are consistent with LCCC's travel policy and procedures
- d. Are confined to the period of travel
- e. Note that this allowance is limited. It applies only to temporary costs arising from attendance at conferences, not to all travel that might arise in the performance of a federally funded project.

Travel expenses for dependents are generally not allowed, unless the travel is in excess of six months or prior approval is obtained from the awarding agency.

5) Air Travel

The cost of airfare may be paid or reimbursed with Sponsored Awards, provided they are in

In addition, the "Fly America Act" requires that travel paid with federal funds be restricted to US carriers. Certain limited exceptions apply. Please contact the Office of Sponsored Awards and Compliance if suitable service is not available from a US carrier.

6) Ground Transportation

The cost of ground transportation may be paid or reimbursed with Sponsored Awards, provided they are in compliance with LCCC's policy and procedures, are reasonable, and are incurred as part of Sponsored Award-funded project.

I. International Travel

Study Abroad Programs and other international travel with students requires at least two chaperones, one of which must be LCCC employee. It is preferable to have chaperones represent the gender of the students. Passports, Visas, Immunizations, and airfares will be reimbursed on travel forms. All international travel for employees must be approved by the College President and requires at least 90 days' notice. Every effort should be made during the planning process to ensure that chaperones and students leave and return from the same airport or destination origination location together. Chaperones and students leaving from separate airports or destination origination locations, must be approved in advance by the Dean of Students or Senior Vice President of Students Services offices

J. Insurance for Travelers

Employees: All College employees are routinely covered 24 hours against accidental death or dismemberment and other accidents or incidents while on an official College business trip under Worker's Compensation.

Vehicles: When personal vehicles are used on College business, drivers are responsible to provide their insurance pursuant to this procedure

The College does not provide insurance coverage for livestock including livestock hauled in personal trailers and pickup trucks. The driver must sign [livestock Transportation Waiver tW.bT13 Tc 0.,24 \(\)10.6](#)

APPENDIX A