



Travel Procedures

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Professional Travel-Employees

Introduction

Employees are encouraged to keep abreast of the latest trends in education, to grow professionally, and to work cooperatively with other professionals both inside and outside the College District. Employees may take professional trips from time to time to attend workshops, professional conferences, training, and other job-related events.

Reimbursement for **local travel** will be entered into Workday as an **Expense** report. When creating the Expense Report, choose Employee Reimbursement/Local Travel as the Business Purpose. Complete the [local travel form](#) and attach to the report before submission. See instructions and procedures for claiming reimbursement for local travel - [Local travel procedures](#).

All employees are responsible for reviewing travel guidelines prior to travel. It is highly recommended employees attend a Workday Spend Authorization class prior to traveling and an Expense Report class subsequent to traveling.

Guiding principles

- a. Support the productivity and safety of those traveling on Collin College business.
- b. Ensure compliance with internal and external procedures and policies.
- c. Use Collin College resources wisely.

A. General travel considerations

1. Employees should neither gain nor lose personal funds as a result of business travel on behalf of Collin College. When a third party is paying for a portion of travel expenses, then it should be disclosed on the expense report.
2. **Necessary approvals** must be obtained **prior** to travel by submitting a Spend Authorization prior to incurring any travel expenses. Employee may be required to reimburse college for any unauthorized travel.
3. Book airline tickets a minimum of fourteen (14) days in advance in order to obtain reasonably priced tickets and optimal travel times.
4. Adequate budget must exist to cover travel expenses.
5. Trip Cancellation - In the event of inclement weather or other extenuating circumstances beyond the employee's control, it is the **employee's responsibility** to obtain credits and/or refunds for any advance purchases made for travel and to notify Accounts Payable at acctspaytravel@collin.edu of anticipated credits. This includes registration, hotel, and airfare.
6. Collin College encourages employees who travel to obtain a T-Card. This credit card is to be used for all travel expenses, including registration. If a T-Card is not desired, then a personal credit card may be used for travel expenses. Reimbursement for charges on a personal credit card will not occur until after travel has been completed and expense report fully approved. To apply for a T-Card click [here](#).
7. T-Cards should be used to book airfare and hotel accommodations **directly** through the airline or hotel. **Booking agencies, such as Expedia, Priceline, or Travelocity, are not permitted.**

B. Definitions

1. **Appropriate Expense**

An expense that is suitable or fitting for a particular valid business purpose.

2. **Allowable Expense**

A necessary, reasonable, and appropriate expense incurred for the primary benefit of Collin College and/or by the terms of federally or privately sponsored agreements.

3. **Reasonable Expense**

An expense that is ordinary and reflects a **prudent** decision to incur the expense on behalf of Collin College. It should be neither extreme nor excessive. It is important for the employee traveling on behalf of the college to be a responsible steward of public funds used for this purpose.

4. **Necessary Expense**

Minimum purchase and service required to achieve a particular business objective.

5. **Business Travel**

Travel on behalf of Collin College for the purpose of attending either professional development opportunities, training, meetings or to conduct business on behalf of and for the benefit of Collin College.

6. **Receipts**

These are detailed or itemized documents issued by the vendor or service provider to describe and substantiate the business transaction. Itemized receipts are required for all expenses except per diem when completing the expense report. Scanned or electronic receipts are acceptable forms of documentation on the Expense Report.

7. **Per Diem**

Per Diem is an allowance determined by the U.S. government to cover meals and incidentals while traveling for business purposes. Per Diem amounts are published by the General Services Administration (Domestic) and are specific to major cities. A deduction from the daily per diem is made for meals provided at a conference or business meeting. Seventy-five (75%) of the daily per diem allowance is provided on days of travel. **Do not use Business Meals expense for Per Diem.**

8. **Meals Actual (No Per Diem)**

Meals Actual (No Per Diem) is an Expense Item choice on Expense reports. If a T-Card is used to pay for meals, select Meals Actual (No Per Diem) as an Expense Item choice to match each credit card transaction charged for meals on their Expense report. The Per Diem Expense Item should also be completed. The Meals Actual (No Per Diem) amount will be deducted from the Per Diem amount in the Expense report reimbursement calculations. Alternatively, a traveler may use his/her own personal credit card/cash to pay for a meal. Only the per diem expense would need to be completed in this example.

9. **Business Meals**

Business Meals expense category should only be used when an employee is expensing meals paid for the employee and non-employees during a business meeting. A valid business purpose for the meal, and names of non-employees (attendees) must be provided when submitting an Expense Report for this expense type. **Preapproval should be obtained prior to incurring this expense.**

10. T-Card

The T-Card will be used in Workday. It is replacing the P-Card in Concur. A new card will not be needed since only the name of the card is changing. Monthly reconciliations are required to be completed each month. Credit card statements are released by JP Morgan on the 26th of the month. T-Card reconciliation reports should be created on/after the 1st of the following month and are to be submitted by the 10th. The T-Card will be used by employees for all travel expenses – registration, airfare, hotel, car rental, transportation (Uber, etc.) and meals, if desired.

C. Travel Expenses

1. Approval and Deadlines

All travel requires approval, even when travel expenses are paid by a third party or there are no expenses incurred. Neither a Spend Authorization nor Expense Report is required if travel expenses are Zero (\$0.0) dollars. Approvals by the employee's supervisor and cost center manager should be completed in a timely manner (within 24-36 hours) since the price of airline tickets can fluctuate from one day to the next. Employees should complete and submit an expense report within 10 business days after returning from travel. The expense report should be submitted once all credit card charges and credits have fed into Workday.

All travel reimbursements to employees are made with an EFT transaction to the employee's bank account selected by the employee for reimbursements. It is the employee's responsibility to ensure Business Administrative Services has correct bank routing and account information. Funds may be deducted from the traveler's salary due to over payment by the college or improper use of funds.

2. Registration

Conference registrations should be paid using the employee's assigned T-Card. The employee should select the lowest cost registration meeting their requirements at the conference. If an association membership is being offered for a lower registration fee, select the lowest cost option:

- registration fee for non-member, or
- member registration fee + association fee

In the event credit card payments are not accepted, a Supplier Invoice Request should be submitted for payment. A copy of the Spend Authorization will need to be attached to the Supplier Invoice Request.

3. Mode of Transportation

The mode of transportation (personal vehicle, rental car, airfare) used by the employee for professional travel should be the mode which provides the **LOWEST TOTAL** cost to the District. Additional days of leave, lodging, meals and substitute pay resulting from additional time for travel by vehicle must be considered when computing cost estimates. The additional cost of airport parking, baggage fees, and transportation to and from the airport can be considered when computing the cost of flying. The exception to the rule is travel within Texas. It is at the traveler's discretion to fly or drive when traveling within Texas, since the total cost to fly versus drive are usually not significantly different.

a. Airfare

Airfare may be purchased with the employee's T-Card or personal credit card. The airfare selected must be the most economical for the District.

1. Advance Ticket Purchase: Every effort must be made to book airline tickets a minimum of fourteen (14) days prior to travel. Allow a reasonable amount of time for the Spend Authorization to be approved when determining the 14-day window. After receiving approval

for travel, the employee should purchase their tickets as soon as possible to secure the lowest fare.

2. Lowest fare: Employees should select the lowest airfare meeting his/her scheduled requirements. Select the lowest fare that allows and includes seat assignments and one bag. The College does not pay for seat upgrades that have an additional charge. This includes, but is not limited to, Early Bird, Main Cabin Extra, Premium Cabin, and First Class. Travel insurance is not reimbursable.
3. Special Accommodations: Any special accommodations request must be authorized by HR prior to travel. The approval from HR needs to be attached to the Spend Authorization before submission.
4. Exchange Tickets: Once the airfare has been issued and paid for, the District does not allow changes to a ticket resulting in additional costs. Changes in flight arrangements made at the traveler's convenience which results in additional charges must be paid by the employee. (Exceptions are allowed in cases of inclement weather or medical emergency for the employee or the employee's immediate family.)
5. Trip Cancellation: In the event an employee has already booked travel and must cancel a trip due to circumstances outside the employee's control, the employee should notify Accounts Payable of cancelled trip. An expense report should be submitted expensing charges made on the T-Card. It is also the responsibility of the employee to cancel and obtain credits for all reservations made, including registration, airfare, hotel, etc.
6. Baggage – Collin College allows one checked bag charge for each travel direction.
7. WiFi- reimbursement for WiFi while in flight is not permitted.
8. SWA Platform- Southwest Airlines Platform provides additional benefits for the college when booking travel. Some of these include discount flights, no booking fees for group travel, free cancellations, etc.

b. Driving

See Mode of Transportation above for criteria used in determining the most economical mode of travel. It is at the traveler's discretion to fly or drive when traveling **within Texas**, since the total cost to fly versus drive are typically not significantly different.

c. Ground Transportation

The type of transportation used should be selected based on the most economical to Collin College. It includes shuttle, taxi, Uber, Lift, bus, and rental car.

d. Car Rental

- Car rental can be paid for with an employee's T-Card or personal credit card. Collin College will pay for a full-size or smaller rental vehicle. If an employee chooses to rent a larger vehicle, the additional cost beyond what a full-size vehicle costs will be at the employee's expense.
- If using a personal credit card, reimbursement will not occur until after travel is completed and the expense report has been fully approved.
- **When renting a vehicle in Texas, a Car Rental Tax Exempt Form must be presented to the rental agency.**
- Prior to returning the rental car, employees need to fill the gas tank.
- Additional insurance should **not** be purchased.

- The preferred car rental agency is Enterprise/National. Car rental agency information can be found in Workday under the Spend Authorization.
- Cars may be rented through the Southwest Airlines Platform (SWAP). The Collin College discount code is imbedded into the platform and will display discounted rental prices for Enterprise and National. Airfare does not need to be booked to rental a car with SWAP.

4. Hotel

When traveling within Texas, A [Texas Hotel Occupancy Tax Exemption Certificate](#) must be given to the hotel. Employees will not be reimbursed for state hotel occupancy taxes within Texas.

- a. Room and taxes will be paid by employee's T-Card or personal credit card. (This excludes Texas hotel occupancy tax.)
- b. Employees should select the conference hotel or the most economically priced lodging closest to the conference/meeting location.
- c. Allowable incidental charges incurred as part of a hotel bill may include parking and internet when used for business purposes.
- d. Personal expenses will not be reimbursed by Collin College and should not be charged to the T-Card. Personal expenses may include room service, movie rentals, and alcohol. However, if personal expenses are charged on the traveler's T-Card, the employee will be required to reimburse the College. The amount will be deducted from any amount due to the employee once travel is completed and the Expense Report fully approved. If the amount for personal expenses is greater than the amount owed to the employee, the amount owed to the College will be deducted from the employee's next paycheck.
- e. Lodging will not be provided for employees attending seminars in the Dallas/Ft. Worth metroplex **without prior VP approval**. Justification for staying at a local hotel must be provided.
- f. Utilize internet (Wi-Fi) typically provided during conference. Avoid paying for internet service unless required for performing job remotely.

5. Meals

- a. Local travel: Employees attending conferences or meetings in the DFW metroplex are eligible to receive per diem for lunch, provided it is not included as part of the meeting or conference. Reimbursements for breakfast and dinner are not allowed for local conferences, unless the employee is staying overnight.
- b. Out-of-Town travel: Per diem is automatically calculated in WorkDay based on the dates of travel and destination city. Eligible meals on days of travel are based upon the US GSA rates. 75% of the daily rate is eligible on the first and last day of travel.
 - Per diem-based on US GSA rate of destination.
 - Meals Actual-actual cost of meal charged to T-Card. Both per diem, and meals actual need to be entered in Workday if meals are charged on the T-Card. Actual cost of meals will be deducted from calculated Per Diem amounts.

6. Personal Mileage

Reimbursement for mileage is based on the current IRS mileage rates. When claiming personal mileage for out of town travel, the employee's home campus address will be utilized for the beginning and ending addresses. A travel map should be attached to the Expense Report showing total miles traveled. **(Do not**

use personal home address.) iCollin Virtual College employees should use the Plano Campus as home campus address.

- a. **Gasoline:** The price of gasoline is factored into the mileage reimbursement rate and is therefore not an allowable expense when traveling by personal vehicle.
- b. **Tolls:** All tolls incurred while traveling for business are allowable expenses. Receipts are required when requesting reimbursement. An employee can access their North Texas Tollway Authority account online, download toll charges to a PDF, and attach the documentation to the expense report.
- c. **Parking:** Parking expenses incurred for business purposes are allowable expenses to be reimbursed with proper documentation.

D. Council on Excellence (COE)

Council on Excellence is a group of elected full-time faculty. One of COE's responsibilities is to oversee the distribution of professional development and travel funds for full-time faculty. Faculty should follow the professional travel procedures described in this document, as well as procedures unique to COE. Requirements for COE are described below.

1. Faculty should be familiar with [COE guidelines](#).
2. A completed [COE Justification for Travel Form](#) is required and must be attached to the employee's Spend Authorization.
3. The Spend Authorization should contain **all estimated** expenses for the trip. As part of the approval, a budget will be provided to the traveler by COE.
4. Approval for COE travel routes through the following approval path:
 - Employee's manager/direct supervisor
 - COE President
 - COE Treasurer
 - Senior Vice President of Campus Operations
5. Any expense amount exceeding the COE approved budget, will need to be covered by the Department or the Traveler. A comment needs to be added to the Spend Authorization regarding who accepts responsibility so the Business Office can charge appropriately. The overage can be allocated to the employees Cost Center or submitted as personal. (finalization of this guideline is pending change in Workday by AVAAP consultant.)

E. External Grants and Innovation Challenge Grants

Travel funded by external grants should follow the strictest guidelines.

1. Faculty using Grant funds should be familiar with [Grant Guidelines](#).
2. Professional travel approved to be charged to an external grant or an innovation challenge grant, will follow the travel policies for Collin College or the Grant Agency, whichever is more stringent.

Send all travel questions to:
acctspaytravel@collin.edu