

10.1 Introduction

Travel expenses for employees include local travel, professional leave and travel and field trips. The travel can be within or outside the North Central Texas area to conduct job related duties or attend a workshop, conference, or event providing job related training and may require the employee to stay overnight or prepay a registration fee. All employees are responsible for reviewing all travel procedures prior to travel and provide all required information and documentation to Accounts Payable in order to guarantee proper reimbursement.

All travel reimbursements to employees are made with an EFT transaction to the employee's bank account used to process the employee's monthly payroll. It is the employee's responsibility to ensure the business office has correct bank routing and account information.

All travel questions need to be sent to acctspay@collin.edu

10.2 Types of Travel

10.2.1 Local Travel

Local travel is travel within the North Central Texas area to carry out regular duties and responsibilities and does not require an overnight stay or registration fee. Local travel also does not include travel to a professional development event where there is not a registration fee.

A *Local Travel Form* (Exhibit 10.1) must be completed by the employee and submitted to accounts payable for all local travel reimbursement. The form must be approved by the employee's Director, Dean or Vice President.

Local Travel Forms should only be submitted to accounts payable at the end of the month or when additional travel is not anticipated for the remainder of the month. Final travel reimbursements for the current fiscal year must be received by Accounts Payable by the second Friday of September each year. Forms received after that date will be paid from the new fiscal year budget.

The District will reimburse the following expenses with proper documentation: mileage, parking and toll fees and business related meals.

10.2.2 Professional Leave and Travel

Professional leave and travel includes travel within or outside the North Central Texas area to conduct job-related activities or attend a workshop, conference, or event providing job related training and may require the employee to stay overnight or prepay a registration fee.

A *Professional Leave and Travel Form* (Exhibit 10.2) must be completed by the employee and submitted to accounts payable for all professional leave and travel reimbursements. The form must be approved by the employee's Director, Dean or Vice President. Directions to complete the *Professional Leave and Travel Form* can be found in Exhibit 10.3.

All *Professional Leave and Travel* Forms are reviewed and approved by the Associate Vice President /Controller or Associate Vice President /Financial Services.

The District will reimburse the following expenses with proper documentation: mileage, airfare, baggage fees, lodging, meals, transportation to and from the airport and hotel.

The *Professional Leave Form* should be completed and submitted to the Business Office within ten working days following the completion of travel.

All employees must attach a copy of the *Professional Development Travel Summary Report* (Exhibit 10.4) to the completed *Professional Leave Form*.

10.2.3 Student Field Trip

When students participate in an approved field trip (including athletic game trips), the *Student Field Trip* Form (Exhibit 10.5) is completed by the trip sponsor for an advance of estimated expenses and submitted to the Business Office. Directions to complete the *Student Field Trip* Form are attached in Exhibit 10.6.

All student field trip reimbursements will be made to the trip sponsor and not to each individual student.

All *Student Field Trip* Forms are reviewed and approved by the Associate Vice President /Controller or Associate Vice President /Financial Services.

The *Student Field Trip* form should be completed and submitted to the Business Office within ten working days following the completion of travel. Seven days are required for processing field trip reimbursements once received by Accounts Payable.

10.3 Mileage

District employees who are required to travel on District business to a location other than their primary work location are entitled to reimbursement for excess mileage traveled. Part time faculty and faculty performing extra service/overload assignments are not eligible for local travel reimbursement. Employees who receive a monthly travel allowance are not eligible to receive mileage for local travel.

If an employee travels to or from their home to a location not their primary work location then they must deduct their normal roundtrip home to work mileage on the *Local Travel Form* if the travel occurred during the employee's normal work schedule. Mileage is only reimbursed when total miles exceed the employee's normal driving distance to and from work.

- **Example 1: Employee drives from home to off campus meeting and then home at the end of the day.**

Home to employee main campus: 32 miles
Home to off campus meeting: 47 miles

Miles from home to meeting: 15 miles (47-32)
Miles from meeting to home: 15 miles (47-32)

The employee would receive mileage reimbursement for a total of 30 miles.

- **Example 2: The employee's main campus is CHEC. The employee drives from home to a meeting at CYC. After the meeting the employee drives from CYC to CHEC.**

Normal Commute - Miles from home to CHEC: 32 miles
Miles from home to CYC: 20 miles
Miles from CYC to CHEC: 17 miles

The employee would receive mileage reimbursement for a total of 5 miles (37-32)

- **Example 3: Employee drives from home to an off campus meeting and then back home at the end of the day.**

Home to employee main campus: 32 miles
Home to off campus meeting: 20 miles.

The employee would receive no mileage reimbursement as the miles traveled to the off campus meeting did not exceed the employee's normal daily commute.

Mileage is reimbursed at .56 per mile effective March 1, 2013. The allowable mileage between two points is the shortest route between those two points. For trips exceeding 50 miles one way, attach a copy of a mapquest or google map (text only) to the *Local Travel Form* to verify miles if not using the mileage amounts provided in Exhibit 10.7 *Mileage Reimbursement Chart*.

Mileage reimbursement will be paid to the driver of the vehicle only and not divided among all employees traveling in the vehicle.

10.4 Parking and Toll Fees

Parking and toll fees are reimbursable when a receipt or statement of actual expenditures, signed by the employee, is attached to the *Local Travel Form*. Toll receipts can be obtained by accessing the employee's North Texas Tollway Authority account online to obtain the necessary documentation.

10.5 Mode of Travel to Destination

The mode of travel (personal vehicle vs airline) used by the employee for professional leave and 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 personal vehicle must be considered when computing cost estimates. The additional cost of airport parking, baggage fees, transportation to and from the airport also can be considered when comparing the cost of driving a personal vehicle and flying. All exceptions must be documented and approved by the appropriate Vice President prior to travel.

- **Example:** An employee chooses to drive to Washington DC. It is 1,400 miles from McKinney to Washington DC. The mileage reimbursement round trip would be \$1,568. Roundtrip airline ticket, baggage fees, airport parking, and all ground transportation and mileage from Dallas to Washington DC totals \$800. The District will only reimburse the employee the most economical mode of transportation which is \$800.

Tips and gratuities cannot be reimbursed if federal or state grant funds are being used.

10.6 Mode of Transportation at Destination

The mode of transportation (rental car, taxi, and shuttle) from the airport to the conference, training or event location should be the most economical to the District. The District will not reimburse for taxis, rental cars and buses used for sightseeing. A receipt or signed statement of expenditure must be attached to the *Professional Leave Form*.

Car rental must be approved in advance by the appropriate Dean or Vice President. Documentation must be included with the reimbursement justifying the car rental. The District has a contract with several rental car companies. Information can be found on the Purchasing website. A *Car Rental Tax Exempt Form* (Exhibit 10-8) must be used on cars rented in Texas.

Tips and gratuities cannot be reimbursed if federal or state grant funds are being used.

10.7 Airfare

The airfare selected must be the most economical to the District. Every effort must be made to book the airline ticket a minimum of three weeks prior to travel. If a ticket is purchased less than three weeks before the trip then justification must be attached to the ticket.

Priority boarding or preferred seating will not be reimbursed except in extenuating circumstances. Business Administrative Services must approve the exception prior to the airline ticket being purchased. Tickets purchased by redeeming travel miles will not be reimbursed as well as any travel agent fees.

The District will reimburse for one checked bag each direction. A receipt must be submitted to receive reimbursement.

The District will not reimburse for airline, hotel and rental car bundles purchased online through sites like Travelocity, Priceline, Hotwire, etc. if an itemized airfare, hotel and rental car receipt cannot be obtained by the traveler. Many of these sites charge one rate for both airfare and hotel and the hotel cannot provide the itemized paid invoice required for reimbursement. In general, the District advises employees to avoid on-line travel websites even if not buying a bundled package. **If the travel website cannot provide an itemized airfare, hotel or rental car receipt, the employee will not be reimbursed.**

10.7.1 Professional Leave and Travel

Reimbursement of employee professional leave airline tickets can be processed either prior to or after the travel date. An itemized itinerary must be provided which details airline charges and shows proof of payment. The airline itinerary detailing flight information, itemized cost and payment must accompany either the blue copy of the *Professional Leave Form* if reimbursement is requested prior to travel or the white copy of the *Professional Leave Form* if submitted after travel.

10.7.1 Student Field Trip

Students and trip sponsors must follow all the guidelines described above for airfare but Field trip sponsors may use the District travel agent to book airfare for themselves and students or submit documentation to receive reimbursement for airfare paid directly. Directions to use the District travel agent can be found in Exhibit 10.9.

Reimbursement of airline tickets can be processed either prior to or after the travel date. An itemized itinerary must be provided which details airline charges and shows proof of payment. Required documentation for the airline ticket must accompany the *Student Field Trip* form.

The District will reimburse the field trip sponsor and all students for one checked bag each direction.

10.8 Lodging

Employees will be reimbursed for all reasonable lodging rates and fees when traveling on District business outside the Dallas/Fort Worth area.

Lodging will not be reimbursed for seminars attended in the Dallas/Fort Worth area without prior approval from the appropriate Vice President. Justification for the local hotel reimbursement must be provided.

Reimbursement will not be made for personal expenses, movies, alcohol, etc. Employees will be reimbursed for work related phone calls and internet connection fees. Hotel parking fees will be reimbursed if the employee was approved to take personal vehicle or rent a vehicle. A parking receipt is required as documentation if the fee is not itemized on the hotel bill.

When traveling within Texas, a *Texas Hotel Occupancy Tax Exemption Certificate* (Exhibit 10.10) must be given to the hotel. Employees will not be reimbursed for taxes paid except for city tax.

Note: Airfare and hotel bundles through online sites like Travelocity, Priceline, Hotwire, etc. result in the hotel not being able to provide an itemized nightly invoice. **If the travel website or hotel cannot provide an itemized nightly invoice then the employee will not be reimbursed.**

10.8.1 Professional Leave and Travel

Lodging expenses for professional leave and travel are not prepaid and will be reimbursed once the final *Professional Leave Form* is submitted.

An itemized paid hotel invoice must be attached to the *Professional Leave Form*.

10.8.2 Student Field Trips

Lodging expenses for the trip sponsor and students will be prepaid to either the trip sponsor or directly to the hotel.

An itemized paid invoice must be attached to the final *Student Filed Trip Form*.

10.9 Meal Per Diem

The District will reimburse an employee for meals when traveling on behalf of the District to conduct job related duties or attend a workshop, conference, or event providing job related training.

Within Texas, meals are reimbursed at the following per diem rates effective 3/1/13:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$21.00

Per diem rates outside of Texas can be found in Exhibit 10.11 *Per Diem Rates FY13-Domestic*.

Breakfast and dinner per diems will not be given for employees attending events in the Dallas/Fort Worth area.

Per diems will not be given for meals which are included as part of an event registration. If an employee or student elects to not eat meals provided at the event for health reasons then documentation must be provided to justify the request for per diem and it must be approved by the appropriate Vice President.

When traveling outside the Dallas/Fort Worth area, per diem provided depends on the traveler's departure and return schedule as noted below:

Departing for Conference:	1 st Meal Provided
Prior to 7:00 am	Breakfast
Between 11:00-1:00 pm	Lunch
After 5:00 pm	Dinner
Return to work or home:	Meal(s) Provided

Before 1:00 pm	Breakfast
Between 1:00 – 6:00 pm	Breakfast and Lunch
After 6:00 pm	Breakfast, Lunch and Dinner

10.9.1 Professional Leave and Travel

Employees must complete a *Per Diem Worksheet* (Exhibit 10.12) to attach to the *Professional Leave Form*. Directions to complete the *Per Diem Worksheet* can be found in Exhibit 10.13.

10.9.2 Student Field Trips

The Trip Sponsor must complete a *Student Field Trip Per Diem Worksheet* (Exhibit 10.14) to attach to the *Student Field Trip* form. The worksheet must list each student attending the event. The Trip Sponsor will be advanced the per diem funds for all students.

The Trip Sponsor is responsible for obtaining the signature of each student acknowledging the funds received as meal per diem. The signatures must be submitted as documentation with the final *Student Field Trip* form. Any excess per diem must be deposited with a campus Bursar office and the receipt attached to the final *Student Field Trip* form.

10.10 Business Related Meals

Business related meals are reimbursed at the appropriate per diem rates provided the appropriate Vice President has approved the reimbursement and an itemized receipt is attached to the *Local Travel Form*. The meal reimbursement must include the names of the individuals for whom reimbursement is being requested and also a general statement describing the business purpose of the meal. The District does not reimburse for alcohol.

The maximum reimbursable per diem rates for business related meals in Texas are as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$21

Tips and gratuities cannot be reimbursed if federal or state grant funds are being used.

10.11 Trip Cancellation

The Business Office must be notified of all trip cancellations and of efforts to receive reimbursement of any prepaid conference registration fees or airline tickets. The employee will be reimbursed for expenses which cannot be refunded with Business Office and Vice President approval.