

GRAYS HARBOR COLLEGE
Administrative Procedure

Subject: TRAVEL GUIDELINES - APPROVALS

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Administrative Procedure Number: 502.01

Date adopted: 4/25/06; Revised 5/13/14

In accordance with Administrative Procedure 502.02, Grays Harbor College will reimburse approved travel expenses, within the limits of the budget and good instructional practice or institutional purpose, when those expenses are incurred by individuals in approved travel status. This includes traveling for: administrative purposes, improvement of instruction, professional development and other college-related matters.

Contact the GHC Business Office for current reimbursement rates and refer to the Office of Financial Management, State Administrative & Accounting Manual (SAAM) for state travel policy.

APPROVAL PROCESS

1. Employees are required to submit a completed **Request for Advance Approval of Travel** (RAAT) form for all employee travel, without regard to the mode of transportation, the source of funds, or the nature of the travel, to the appropriate administrative official. For administrative convenience, recurring trips of a routine nature within Washington State may be submitted for prior approval on a “blanket approval.” Please contact the travel liaison (ext. 4045) in the Business Office for further information about obtaining a blanket approval. Upon approval, the travel request is forwarded to the Business Office.

- A. Administrators who report directly to the president need approval by the president.
- B. Faculty and instructional administrators need approval by the vice president for instruction.
- C. Classified employees need approval from their supervisor.
- D. Student travel will be granted by the employee responsible for the student’s travel.
- E. The president must approve all out-of-state travel.

F. If travel is to be paid by a budget other than the traveler’s normal budget (i.e., grants), that budget manager must ALSO approve the RAAT

2. RAATs should be **submitted at least one week in advance of the planned travel and must contain all of the following relevant information:**

- A. Mileage: Enter the total miles to be driven point-to-point using MapQuest or similar mapping software.
- B. Meals: Provided, if known, and estimate meals to be claimed.

- C. Lodging: These rates are variable as determined by OFM for non-high-cost or high-cost locales. **You must obtain prior approval to incur extraordinary expenses** (i.e. excess lodging). Supervisor will initial “excess lodging” box on RAAT.
- D. Incidentals: The employee should estimate all other anticipated business expenses such as parking, taxi fare, registration, etc. Please be specific.
3. Rules governing travel outside the continental United States may be different from those described herein. If you have questions on such travel, please contact the travel liaison in the business office (ext. 4045).

TRAVEL EXPENSES YOU MAY INCUR

Grays Harbor College will reimburse approved travel expenses, within the limits of the budget and good instructional practice or institutional purpose, when those expenses are incurred by individuals in approved travel status. This includes traveling for: administrative purposes, improvement of instruction, professional development and other college-related matters. Refer to the GHC Business Office webpage http://www.ghc.edu/business_office/index.htm for current reimbursement rates and to the Office of Financial Management webpage <http://www.ofm.wa.gov/resources/travel/colormap.pdf>, and <http://www.ofm.wa.gov/policy/10.90a.pdf>, <http://www.ofm.wa.gov/policy/10.htm> for state travel policy.

1. *Lodging*: Reservations may be made utilizing the employee’s travel card or personal credit card. Since reimbursement is based on high-cost and non-high-cost maximum amounts, please exercise good judgment in selecting economical lodging. Lodging expenses are not reimbursable when the travel destination is within fifty miles of the employee’s official residence or work station. Exceptions to the 50 mile rule are listed on the OFM website, policy 10.30.30b <http://www.ofm.wa.gov/policy/10.30.htm>. **Original receipts are required to obtain reimbursement for lodging.** High cost per diem rates vary by county, but may be approved up to 150% of the applicable maximum per diem amount for the location **if approved in advance**. Advance approval can be made under the following conditions: the employee attends a meeting, conference, convention or training session that is being held exclusively at a single lodging facility and **both** of the following apply:

- A. It is anticipated that 75% or more of the participants will be staying at the facility,

and

The employee is expected to have official business interaction with other participants in addition to scheduled events and maximum benefit will be achieved by authorizing the employee to stay at the lodging facility where the meeting, conference, convention, or training session is held.

or

- B. To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.

2. *Meals*: If an employee is in travel status 11 or more hours, a traveler is entitled to the per diem rate for meals. Reimbursement for meals is based on high-cost or non-high cost rates as determined by OFM.

Three Hour Rule

On trips that do not continue overnight, a traveler may be reimbursed for the cost of a meal or meals when:

A. The employee is traveling during hours of the day that are at least three hours before or after regular scheduled working hours, or be in travel status at least 11 hours during the day

and

The employee is in travel status during the GHC established meal periods:

**Breakfast 6 to 7 a.m.
Lunch Noon to 1 p.m.
Dinner 6 to 7 p.m.**

Meals reimbursed under this “three hour rule” are considered taxable income and will be processed through payroll.

B. All eligible meals will be reimbursed according to the per diem rate established by OFM for the stated area of travel.

3. *Registration fees*. When there are advance **registration fees**, whenever possible, they **should be requisitioned separately, in advance of the travel**. Meals are often included in the registration fee and they must be deducted from the per diem reimbursement calculation. Attach a copy of the registration form for proper reimbursement.

4. *Incidentals*. **Receipts are required for most expense items that exceed \$50**. Receipts, however, are not required for the following items; day parking fees, ferry or transit fares, bridge and road tolls, telephone calls where it is necessary to use a coin telephone or where the telephone call cannot be charged to the employee’s office telephone number.

Certain expenses are personal and are not reimbursable. Non-reimbursable expenses include, but are not limited to:

- A. Laundry and valet service (the actual cost of laundry and dry cleaning is reimbursable for employees who are in continuous travel status for more than five work days),
- B. Entertainment expenses including taxi fares or mileage to or from places of entertainment, hotel pay per view movies,
- C. Personal trip insurance premiums,
- D. Alcoholic beverages,

E. Personal telephone calls (the cost of brief calls to the home of the employee to advise the employee's family of a change in travel plans is reimbursable).

5. *Travel by air.* The Washington State Office of Procurement has implemented a program identifying Qualified Travel Agencies to obtain discounted, contracted airfares. When travel by air has been approved, reservations must be made with a Qualified Travel Agency. We participate in this program, therefore **all airline reservations must be processed through the Grays Harbor College Accounts Payable travel liaison.**

Grays Harbor College cannot be responsible for payment of airline reservations made by an employee in conflict with this process. Employees must obtain advance approvals from their supervisor prior to booking of any air travel through the travel liaison.

6. *Car rental.* Employees traveling by air may need to rent a car. **Prior approval must be obtained** on the RAAT. The Purchasing Department can supply the provider and the contract number for the state contract in effect.

7. *Vehicles and mileage.* For approved travel, an employee may use a state-owned vehicle, if one is available, or the employee may use their private vehicle.

A. The request for use of a college vehicle must be indicated on the RAAT, and arrangements will be made through Campus Operations.

1. The traveler must contact Campus Operations to arrange for a vehicle.

2. Please note that use of GHC vehicles requires the completion of a vehicle safety class **PRIOR** to the trip. Contact the Safety & Security office for the class.

B. Grays Harbor College Motor Pool will charge departments for the use of college vehicles. Refer to <http://www.ghc.edu/motorpool/index.htm> for current Grays Harbor College rates.

C. Use of a privately owned vehicle (POV) on official state business will be reimbursed at the private vehicle mileage reimbursement rate specified by OFM <http://www.ofm.wa.gov/policy/10.90a.pdf>.

D. The college is not permitted to reimburse for POV mileage for the employee's normal commute. However, if the employee is asked to do work or make a stop at a temporary work station during their normal commute, the employee will be reimbursed mileage from the temporary work station to his or her permanent duty station, or between permanent duty station and temporary station. All other miles driven will be considered an employee's normal commute.