

## **TRAVEL POLICY**

The purpose for this policy is to facilitate fair and equitable travel to all employees, Board Members, students, or anyone traveling at the expense of United Tribes Technical College (UTTC).

This policy applies to all UTTC travel regardless of the funding source and applies to all UTTC employees regardless of the employee classification category found in the UTTC Employee Handbook, 2-1: Employee Classification Categories, page 5.

This policy does not apply to the travel of contractors or consultants performing services under contract with the college unless the contract specifically incorporates this policy as a contract provision.

Generally, grant-supported travel must comply with the college's policies and procedures; however, specific grants may impose stricter requirements that must be followed. Grant funded travelers are expected to follow applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to grants are in full compliance with a grant's requirements.

This policy is outlined in general terms and is not intended to cover every possible situation or scenario that may arise. In all matters, travelers are representing UTTC and should act in an ethical, practical and fiscally responsible manner.

### **TRAVEL AUTHORIZATION**

A Travel Authorization (TA) must be filled out and approved before any travel is taken. Exceptions to this may be approved by the President. All signature approvals must be completed before any arrangements are made. No approval shall be made before the Travel Authorization is filled out completely and all documentation is attached.

UTTC will follow all GSA guidelines for travel. Per Diem rates are decided by the GSA and current rates can be found at <http://www.gsa.gov/portal/category/100120>. Per Diem allowances are updated October 1 of each year.

All purchases of air, rail, or bus tickets must be made through the Accounts Receivable Specialist - Travel. The Accounts Receivable Specialist - Travel will use the most economical rates available regardless of preferred airlines or frequent flier programs. Flight preference may be submitted with your travel authorization and rates will be checked. Higher cost business class fares are subject to approval. A travel authorization must be completed and submitted for approval at least four (4) weeks in advance if traveling by air, rail, or bus.

Lodging reservations will be made through the Accounts Receivable Specialist - Travel who will ensure travelers stay at reasonably priced hotels by using the lowest room rates available, negotiated hotel rate agreements, or conference rates. Every effort will be made to book the

traveler in the conference hotel. Reimbursement will not be given to travelers that obtain lodging with friends or relatives.

All hotel costs will be paid by UTTC, with the exception of non GSA approved incidental items. Non GSA approved incidentals items, such as room service, wet bar and food items, movies, room damages, or any other services, packages, or items which are not included in the room rate, are required to be paid by the traveler at the time of checkout. In the event that non GSA approved incidentals are not paid by the employee at the time of checkout, employees are subject to payroll deduction the following pay period for all costs. Employees that violate this policy are subject to corrective action up to and including termination.

UTTC owned vehicles must be used for all travel by vehicle unless a UTTC vehicle is not available. Exceptions to this policy will be determined by the President. The traveler must present a valid driver's license and Defensive Driving Course Certification to the Transportation Department before a vehicle and gas credit card can be assigned.

A privately owned vehicle may be used by the traveler if approved by the immediate supervisor and the President, or the President's designee, in the event a UTTC vehicle is available. The traveler must be able to provide proof of liability insurance and a valid driver's license if requested by the supervisor.

Mileage will be reimbursed at the lower GSA rate if the traveler chooses to use their own vehicle. The higher GSA rate will apply if a UTTC Vehicle is unavailable and a privately owned vehicle has to be used. The travelers who elect to drive instead of flying will receive the lower GSA rate or the cost of the plane ticket, whichever is cheaper. Whenever two or more travelers travel together in the same privately owned vehicle, only the owner of the vehicle may claim reimbursement for the mileage.

The Campus Services Transportation Policy provides guidance to UTTC personnel on the use of UTTC vehicles. This policy is located at [www.uttc.edu](http://www.uttc.edu).

The President of the College, students, contractors and consultants traveling for UTTC will receive the higher GSA rate.

A travel authorization must be submitted and approved at least two (2) weeks in advance if traveling by a company or privately owned vehicle.

A traveler needing to rent a vehicle while on college business must submit a written request along with their Travel Authorization and use our contracted vendor (Hertz). UTTC rents compact or midsize vehicles at the lowest cost unless justification is provided with the Travel Authorization and the additional cost is approved. The cost of a rental car and parking compared to the cost of using taxi, shuttles, limousines, or public transportation should be considered. Car Pooling is encouraged. Due to Hertz rental policies the employee will need to provide a business card showing current position/title and a current faculty/staff ID.

Meal allowances are determined based upon a 24 hour day and calculated based on the location of the traveler at midnight of a particular day. The reimbursement for the meal allowance is prorated for the day of departure and day of return.

Travel must exceed 50 miles and 12 hours if there is no overnight stay to qualify for per diem.

## **TRAVEL ADVANCE**

A travel advance check will be ready the business day before travel begins. If a party request payment earlier than the one business day prior to travel, a request needs to be included with the travel authorization, or be made by contacting the Accounts Receivable Specialist - Travel no later than one (1) week prior to departure.

Printed copies of travel, hotel, or rental car confirmations will be included with the travel advance. Printed copies of travel, hotel and/or rental car confirmations can be requested in advance by contacting the Accounts Receivable Specialist - Travel.

## **SCHEDULE OF EXPENSES**

To be reimbursable, all expenses incurred must be necessary to the business of the college and in compliance with IRS, state and/or granting agency regulations and represent a reasonable and appropriate use of college funds. Certain expenses may be unallowable on grant-funded travel.

Travelers are expected to be prudent and exercise good judgment when incurring travel costs.

Travelers are required to submit their schedule of expenses and all original receipts within 10 business days of return from travel.

Original receipts are required for all lodging, rental car expenses, taxis, tolls, parking charges and checked luggage fees. UTTC reimburses meals at the Federal per diem rate so no receipts are required. The paperwork will be considered incomplete and will not be processed if receipts are not submitted with a travel report.

The entire travel advance amount is subject to payroll deduction if your paperwork is not received by the Finance department within ten (10) business days of your return.

Travelers that do not complete their travel are obligated to immediately repay all travel advances. In the event of an emergency, and the traveler is not able to return funds immediately, the travel advance will be deducted from the travelers next two pay checks. Failure to repay unused travel advance will result in corrective action against traveler up to and including termination.

Any deposits or nonrefundable costs will be deducted from the employee's last paycheck if the employee completed a travel authorization and voluntarily terminated their employment before travel occurred. For example, a traveler completes their TA in March for travel

scheduled in May, the Accounts Receivable Specialist - Travel has made the airline and hotel reservations, and the traveler voluntarily terminates their employment in April, the traveler is responsible for the nonrefundable costs.

Travel advances will be deducted from the employee's last paycheck if the employee goes on travel and terminates their employment before completing the required travel report and turning in receipts.

Properly approved and documented travel reports will be processed by the Accounts Receivable Specialist - Travel and any traveler reimbursement will be made via hard check to the employee. All reimbursements are subject to review by the Accounts Receivable Specialist - Travel and the Finance Director that may necessitate a correction for unallowable, unnecessary or undocumented expenses. The traveler will be contacted via email for payment if money is owed back to the college.

## **STUDENT TRAVEL**

Frequently, the college is required to pay the travel expenses for students. All student travel must adhere to the above as well as the policies and procedures found in the UTTC Student Handbook. Separate travel authorizations and travel reports must be completed for each student traveling.

Students must complete the forms indicated under the Off Campus Travel Policy for Student Groups. These forms are in addition to the Travel Authorization and Schedule of Expenses forms and requirements outlined in this policy.

Athletic team travel is processed by Electronic PR for the cost of transportation, hotel, and meal money for the students and coaches. The Accounts Receivable Specialist - Travel will make hotel arrangements.

### **Responsibility:**

- Employee
- Supervisor
- Program Director
- Vice President
- Contract and Grant Manager
- Finance Director
- President
- Accounts Receivable Specialist – Travel

## TRAVEL POLICY

The purpose of this policy is to facilitate fair and equitable travel to all employees, Board Members, students, or anyone traveling at the expense of United Tribes Technical College (UTTC). UTTC will follow all General Services Administration (GSA) guidelines for travel.

This policy applies to all UTTC travel regardless of the funding source and applies to all UTTC employees regardless of the employee classification category found in the UTTC Employee Handbook, 2-1: Employee Classification Categories, page 5.

This policy does not apply to the travel of contractors or consultants performing services under contract with the college unless the contract specifically incorporates this policy as a contract provision. The consultant will include the cost of travel on the consultant agreement. The consultant will be reimbursed for travel by submitting a consultant claim statement along with receipts. The President may approve exceptions to this policy.

Several options are available to pay for consultant's travel: 1) the consultant will submit an invoice for services rendered and travel expenses, which will produce a lump sum payment – no receipts are required; 2) the consultant will submit an invoice for services rendered and travel expenses, which will produce a lump sum payment – travel receipts are required; and 3) the consultant's travel is paid for by the College – receipts are required.

Generally, grant-supported travel must comply with the college's policies and procedures; however, specific grants may impose stricter requirements that must be followed. Grant funded travelers are expected to follow applicable restrictions and acknowledge that expenses submitted for reimbursement and charged to grants are in full compliance with a grant's requirements.

This policy is outlined in general terms and is not intended to cover every possible situation or scenario that may arise. In all matters, travelers are representing UTTC and should act in an ethical, practical and fiscally responsible manner.

### **TRAVEL AUTHORIZATION**

A Travel Authorization (TA) must be filled out and approved before any travel is taken. Exceptions to this may be approved by the President. All signature approvals must be completed before any arrangements are made. No approval shall be made before the TA is filled out completely and all documentation is attached.

### **MODE OF TRANSPORTATION**

A TA must be completed and submitted for approval at least four (4) weeks in advance if traveling by air, rail, or bus.

The Finance Administrative Assistant must make all purchases for air, rail, or bus tickets. The Finance Administrative Assistant will use the most economical rates available regardless of preferred airlines or frequent flier programs. Flight preference may be submitted with the TA and rates will be checked. Higher cost business class fares are subject to approval. If a request for upgraded seating is not submitted with the TA, and approved by the President, the cost of upgrading will be the responsibility of the person traveling.

A Travel Authorization must be submitted and approved at least two (2) weeks in advance if traveling by a company or privately owned vehicle.

A traveler needing to rent a vehicle while on college business must submit a written request along with their TA and use our contracted vendor (Hertz). UTTC rents compact or midsize vehicles at the lowest cost unless justification is provided with the TA and the additional cost is approved. The cost of a rental car and parking compared to the cost of using taxi, shuttles, limousines, or public transportation should be considered. Car Pooling is encouraged. Due to Hertz rental policies the employee will need to provide a business card showing current position/title and a current faculty/staff ID.

UTTC owned vehicles must be used for all travel by vehicle unless a UTTC vehicle is not available. The traveler must present a valid driver's license and Defensive Driving Course Certification to the Transportation Department before a vehicle and gas credit card can be assigned. In the event the traveler wishes to take a privately owned vehicle when a UTTC vehicle is available, the traveler, if approved by the immediate supervisor and the President or the President's designee, may use a privately owned vehicle. The traveler must be able to provide proof of liability insurance and a valid driver's license if requested by the supervisor.

Mileage will be reimbursed at the lower GSA rate if the traveler chooses to use their own vehicle. The higher GSA rate will apply if a UTTC Vehicle is unavailable and a privately owned vehicle has to be used. The travelers who elect to drive instead of flying will receive the lower GSA rate or the cost of the plane ticket, whichever is cheaper. Whenever two or more travelers travel together in the same privately owned vehicle, only the owner of the vehicle may claim reimbursement for mileage.

The Board of Directors, President of the College, students, contractors and consultants traveling for UTTC will receive the higher GSA rate.

The Campus Services Transportation Policy provides guidance to UTTC personnel on the use of UTTC vehicles. This policy is located at [www.uttc.edu](http://www.uttc.edu).

## **LODGING**

Lodging reservations will be made through the Finance Administrative Assistant who will ensure travelers stay at reasonably priced hotels by using the lowest room rates available,

negotiated hotel rate agreements, or conference rates. Every effort will be made to book the traveler in the conference hotel. The traveler will be responsible for non GSA approved incidental items during the hotel stay such as room service, movies, or room damage. Reimbursement will not be given to travelers that obtain lodging with friends or relatives.

## **PER DIEM**

The GSA determines Per Diem rates and current rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>.

Per Diem rates are updated October 1 of each year.

On the first and last travel day, travelers are only eligible for 75 percent of the Per Diem.

Meals provided through a registration fee for a conference will be deducted from the travelers Per Diem.

Travel must exceed 50 miles and 12 hours if there is no overnight stay to qualify for Per Diem.

## **TRAVEL ADVANCE**

A travel advance check will be ready at 12 Noon the business day before travel begins. If a party requests payment earlier than the one (1) business day prior to travel, a request needs to be included with the TA, or be made by contacting the Finance Administrative Assistant no later than one (1) week prior to departure.

The Finance Administrative Assistant upon confirmation will email travel, hotel and/or rental car reservations in advance.

Travelers that do not complete their travel are obligated to immediately repay all travel advances. If the traveler is not able to return funds immediately, the travel advance will be deducted from the traveler's next two (2) paychecks. Failure to repay unused travel advance will result in corrective action or discipline against traveler up to and including termination.

## **SCHEDULE OF EXPENSES**

Travelers are expected to be prudent and exercise good judgment when incurring travel costs.

To be reimbursable, all expenses incurred must be necessary to the business of the college and in compliance with IRS, state and/or granting agency regulations and represent a reasonable and appropriate use of college funds. Certain expenses may be unallowable on grant-funded travel.

Travelers are required to submit their Schedule of Expenses form and all original receipts within 10 business days of return from travel. The entire travel advance amount is subject to payroll deduction if your Schedule of Expenses form is not received by the Finance department within 10 business days of your return.

Original receipts are required for all lodging, rental car expenses, taxis, tolls, parking charges and checked luggage fees. UTTC reimburses meals at the Federal per diem rate so no receipts are required. The Schedule of Expenses form will be considered incomplete and will not be processed if receipts are not submitted with the Schedule of Expenses form.

Properly approved and documented Schedule of Expenses forms will be processed by the Finance Administrative Assistant and any travel reimbursement will be made via hard check to the employee. The Finance Director approves all reimbursements for purposes, including but not limited to, making corrections of unallowable, unnecessary or undocumented expenses.

If the traveler receives a reimbursement check and the check has not been picked up within seven (7) days of being printed, it will be mailed out to the last known address on file for the traveler.

The traveler will be contacted via email if money is owed back to the college. Any money not reimbursed to UTTC within three (3) business days of being emailed will be payroll deducted. Reimbursements can be paid to UTTC in the form of cash, check, or payroll deduction.

### **NON-REFUNDABLE COSTS**

Any deposits or non-refundable costs will be deducted from the employee's last paycheck if the employee completed a TA and was subsequently voluntarily or involuntarily terminated before the travel occurred. Upon payment by the former employee of the non-refundable travel expenses incurred by UTTC, UTTC will transfer the plane ticket and other non-refundable travel reservations to the former employee.

Travel advances will be deducted from the employee's last paycheck if the employee goes on travel and is subsequently voluntarily or involuntarily terminated before completing the required Schedule of Expenses form and turning in receipts.

### **STUDENT TRAVEL**

Frequently, the college is required to pay the travel expenses for students. All student travel must adhere to the above as well as the policies and procedures found in the UTTC Student Handbook. Separate TAs and Schedule of Expenses forms must be completed for each student traveling.

Students must complete the forms indicated under the Student Travel Policy, which can be found at [www.uttc.edu](http://www.uttc.edu). These forms are in addition to the TA and Schedule of Expenses forms and requirements outlined in this policy. Students owing money back to UTTC for



travel will have three (3) business days to pay the amount back, or it will be billed to their student account.

Athletic team travel is processed by Electronic PR for the cost of transportation, hotel, and meal money for the students and coaches. The Finance Administrative Assistant will make hotel arrangements.

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