

Procedures for Travel and Reimbursement

TRAVEL AUTHORIZATIONS

All Travel Authorizations (TA's) must be approved by the employee's immediate supervisor (Dean, Director) and the President then forwarded to the Business Office for processing. All Travel Authorizations must be approved **PRIOR** to the dates of travel.

A TA must be filled out for each conference/seminar an employee is attending. Conference brochures, including the conference agenda, must be attached to the Travel Authorization. **Travel Authorizations with no conference information attached or insufficient information will not be process.**

At the beginning of each fiscal year a new blanket TA must be filled out, signed by the employee's immediate supervisor, the President then forwarded to the Business Office. A blanket TA covers an employee only for mileage reimbursement for travel to attend meetings at other colleges, schools or businesses, which are required for their position. It does not cover conferences or seminars.

Travel Authorization forms can be obtained in the Business Office or on the administrative server at: <Q:\Travel\TRAVEL AUTHORIZATION REQUEST FORM.xlt>.

AIRLINE TICKETS

An airline ticket cannot be booked unless a Travel Authorization has been approved/signed by the employee's immediate supervisor (Dean, Director) and the President.

An airline ticket can be booked by the Business Office (x3058) or the employee. It is preferred to have the Business Office book the flight (discounts may apply). Please provide the Business Office with preferred dates and times of departure and return. If the employee wishes to book his or her flight then he or she will be reimbursed. A receipt for the actual cost is required.

If a parking permit will be needed for Bradley International Airport, please check off the box indicated on your Travel Authorization form.

Parking permit requested?
<input type="checkbox"/> YES <input type="checkbox"/> NO
<small>MISCELLANEOUS INFORMATION (Actual time of departure from home and return to home.)</small>

You will receive a parking permit approximately 1 week before travel, unless other arrangements are previously made. Please contact x3049 for your permit.

HOTELS

The State will pay for a single standard room plus tax or a double room if you are sharing it with another conference attendee and splitting the cost. The employee will be responsible for paying the difference for all upgrades (deluxe, double, etc.). A credit card is necessary to hold the room for your expected date of arrival.

Payment for hotel accommodations is the responsibility of the employee. You will be reimbursed when you bring the **original** hotel bill to the Business Office and file for reimbursement.

CONFERENCE REGISTRATION FEES

In order for the College to pay a conference registration fee, you must have an approved TA on file in the Business Office.

Internal Requisitions needed for payment of conferences/seminars is the responsibility of the employee. Do not attach original 7/18/2011 Internal Requisition to the Travel Authorization, please process as usual.

The Business Office must have an Internal Requisition for the registration fee at least 4 weeks before the date the payment is due.

If the Business Office does not receive the Internal Requisition in time for payment to be processed, the employee will have to pay the registration fee and be reimbursed.

PER DIEM

Per Diem for meals will be paid according to the amounts an employee's union allows. Receipts for meals do not have to be kept.

Per Diem for meals is not allowed for one-day in-state travel.

Meals included at the conference/seminar will be deducted from the per diem.

Employees are entitled to per diem for meals on travel days and the days of the conference/seminar.

RECEIPTS

Receipts are required for hotel bills, cabs, shuttles to and from the airport, parking, etc. They are NOT required for meals as meals are paid per diem per above.

MILEAGE REIMBURSEMENT

You must have an approved TA or Blanket TA on file in the Business Office.

A current copy of your insurance policy for your automobile must be on file in the Business Office. The minimum amount of insurance required is \$50,000/\$100,000 for liability coverage.

If you are traveling from your home to a meeting on a workday, the mileage you would normally commute to the College will be deducted. You will be reimbursed for the difference.

A written request for mileage reimbursement is required. The request must include the date, purpose and place traveled to and from.

The maximum time allowed to honor mileage reimbursements is on a quarterly (3 month) time period. Monthly would be preferred. **Our fiscal year closes on June 30th. Requests for April, May and June must be received no later than July 15th or they cannot be processed.**

PLEASE NOTE: Employee's must use the state vehicle. If the state vehicle is unavailable, that is the only time an employee would be reimbursed for travel.