

**SOUTH TEXAS COLLEGE  
EMPLOYEE TRAVEL GUIDE  
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# CHAPTER 1

## GENERAL TRAVEL PROVISIONS, TRAVEL AUTHORIZATION AND TRAVEL VOUCHER

### **Purpose**

To facilitate the "How To's" for obtaining authorization for travel; submitting claims for reimbursement; and computing reimbursable travel expenses.

### **1.00 Associated Timelines and Deadlines: (15 Business day rule)**

- Travel Authorizations must be submitted to and approved by the Financial Manager at least 20 business days prior to the travel date to ensure timely payments. (Airfare is lower, and assures timely payment)
- Assuming that approvals are obtained timely and funds are available, all approved travel authorizations must be submitted to the Business Office at least 15 business days prior to travel processing.
- Employee will be personally responsible for all travel expenses if the Travel Authorization is not received at the Business Office Accounts Payable Department 15 business days prior to the travel date and not included on a regularly scheduled check processing run. Reimbursement of approved travel expenses incurred will be processed upon the employees return from the trip if all required receipts are submitted to the Business Office at the time the travel voucher is submitted.

### **1.01 Authority**

South Texas College adopts the Travel manual under the authority of the South Texas College Board of Trustees.

According to policy 5700, official Travel of Employees, The College maintains employee travel procedures that are in compliance with the State of Texas Travel Allowance Guide, the travel regulations published in the State Appropriations Travel Section, and State Management Program administered by the Travel and Transportation Division of General Service Commission.

The Business Office publishes a Travel Manual outlining general travel provisions. Copies of the document are available in each department or may be requested from the Business Office.

In addition, a Travel committee reviews the travel procedures on an annual basis and makes appropriate recommendation for revisions.

## **1.02 Accountable Plan**

The College's travel procedures contain the basic elements of an accountable plan that include the following requirements:

- Expenses incurred by an employee/independent contractor in connection with the performance of services for the employer must be business related;
- The employee/independent contractor must account for expenses within twenty (20) working days;
- The employee/independent contractor returns any travel advance in excess of substantiated expenses within two calendar weeks.
- Travel advances will not be authorized for any employee who has not reconciled prior travel advances with the college. Travel advances will not be authorized for any employee for the remainder of a fiscal year in which travel was not reconciled within the timeframes stated.

## **1.03 Travel Authorization Requirements**

To ensure timely processing, a Travel Authorization form should be submitted to the Business Office at least 15 business days prior to travel date (15 business day rule). If a registration payment is required, the form must be submitted considering the payment due date. This form must contain the following:

- Must be in ink or typewritten (form available at Business Office Web Page). Pencil is not accepted.
- Name and social security number or A# of the traveler;
- Title, department and physical location;
- Time and date of the meeting or conference;
- Departure and return time and date;
- Purpose of travel;
- Organization code to be charged;
- Name of the organization;
- Calculation of travel advance (80% of the per diem);
- Specify mailing of registration fee and attach registration form, agenda and/or explanation for conference or meeting;
- Detail of expected travel expenses;
- Original signature of the traveler;
- Local travel or in-state travel must have the Financial Manager's approval;
- Out-of-state travel must have Financial Manager's and Division Vice-President's approval;
- Travel to Mexico, Canada or U.S. possessions must have the Division's Vice President and President's approval;
- Travel to countries other than Mexico, Canada or U.S. possessions (*please see section 1.14 International Travel*)

#### **1.04 Travel Voucher Requirements**

A Travel Voucher must be submitted to the Business Office within 20 working days after returning from the trip.

For example:

- Trip is from 02/01/17-02/03/17. The travel voucher should be turned in no later than March 3rd, 2017.
- Trip begins on the weekend 02/04/17-02/07/17. The travel voucher should be turned in no later than March 7<sup>th</sup>, 2017.
- Trip is during the weekend only 02/04/17-02/05/17. The travel voucher should be turned in no later than March 3<sup>rd</sup>, 2017.

The Travel Voucher will be processed only if the following procedures are followed:

- Typed or printed in ink (pencil is not accepted);
- Department, title and physical location;
- Name and social security number or A# of the traveler;
- Organization code to be charged;
- Name of the organization;
- Travel dates and purpose of travel;
- Detail of travel expenses;
- Original receipts are attached;
- Original signature of the traveler;
- Local travel or in-state travel must have the Financial Manager's approval;
- Out-of-state travel must have Financial Manager's and Division Vice-President's approval;
- Travel to Mexico, Canada, U.S. possessions *and International travel* must have the Division's Vice President and President's approval;

#### **1.05 Travel Advance Funds**

Advance funds may be approved for official College trips and must be reported on the Travel Voucher Form immediately upon return.

Requests for advance funds must be submitted on a Travel Authorization Form approved by the appropriate Financial Manager. A copy of the notice announcing the event for which funds are needed must be attached. The amount of advance must not exceed 80% of the per diem (meals and lodging).

Funds advanced for a trip that was cancelled or not taken must be returned to the Business Office within three working days of cancellation.

## **1.06 Conservation of College Funds**

All employees must plan their travel to achieve maximum savings and efficiency. Travel expenses must be the lowest possible considering all relevant circumstances.

## **1.07 Submission of Erroneous Vouchers**

A Financial Manager should not allow a voucher to be submitted to the Business Office if he/she knows or reasonably should know that travel expenses included on the voucher are not reimbursable or payable.

## **1.08 Responsibilities of STC Employees**

The employee shall ensure that the employee's travel complies with this guide. Failure to comply will result in rejection of the employee's travel request or delayed reimbursement.

Employees may not seek reimbursement or payment of travel expenses that the employee knows are not reimbursable or payable.

Employees are responsible for providing a credit card number for those hotels who will not accept a pre-payment by check.

Employees shall immediately reimburse STC for any overpayment of travel advance funds. An overpayment is an employee's receipt of an advance that exceeds:

- The limits established by this guide; or
- The amount of travel expenses actually incurred.

## **1.09 Official STC Business**

The Business Office may pay or reimburse travel expenses only if the purpose of the travel:

- Clearly involves official STC business; and
- Is consistent with the responsibilities of the department.

Travel expenses incurred for personal reasons are not reimbursable. The Financial Manager is responsible for determining the authority for travel before a travel request is submitted to the Business Office.

Travel to a retreat held outside city limits from the department's main office will be considered official STC business. Travel procedures must be followed. When a retreat is considered to be local, a requisition with the list of attendees will be required to pay for the hotel.

### **1.10 Vacation in Conjunction with Business Travel**

In cases where vacation time is added to a business trip, STC will not reimburse any extra personal expenses such as hotel, airfare and per diem. In addition, the employee must indicate the vacation date & time on the STC travel authorization form. It is also required that the employee provide the college with the regular business schedule airfare expenses and the adjusted airfare to demonstrate any difference in price. The employee is responsible for any extra expenses that may be incurred for adjusting airfare. This procedure does not substitute any STC Human Resources required leave forms.

### **1.11 Lost or Stolen Tickets**

STC may reimburse an employee for a lost or stolen ticket only if STC determines that the loss or theft occurred despite the employee's exercise of reasonable care.

If STC pays or reimburses for a ticket that is subsequently lost or stolen because of an employee's failure to exercise reasonable care to safeguard it, then the employee is liable to STC for its value.

The travel voucher must state that the employee exercised reasonable care to safeguard it.

### **1.12 Deadline for Submission of a Travel Voucher for Claim of Expenses, Payments, or Reimbursements.**

Travel vouchers must be submitted within twenty (20) working days after the trip. Travel vouchers not submitted to the Business Office on time may result in a payroll deduction. The travel Accounting Assistant logs all advances and tracks submission of proper documentation by all employees.

### **1.13 Trip cancellation or registration cancellation**

- Notify Business Office immediately.
- Employee traveling is responsible for cancellation of all reservations such as lodging, car rental, airfare and registration
- If a balance is owed to STC, deposit money at the cashiers office with the Organization code used on the original travel authorization and attach receipt to documentation within three working days of the cancellation
- Unused lodging, per diem, registration checks, etc should be delivered to the Business Office within three working days (Do not send inter-campus mail)
- Department must seek reimbursement from hotel, registration or conference
- Any checks reimbursing registration, conference or hotel should be made payable to STC
- If per diem or airline tickets have not been picked up, the department must immediately notify the Business Office

- Charges for emergency travel changes such as additional flight charges, rental car extensions, hotel additional days, etc, are the employee's responsibility and will be reimbursed on the travel voucher (with receipts attached) upon return.

#### **1.14 International Travel (Excluding Canada, Mexico or U.S. Possessions Travel)**

The employee traveling abroad should prepare a justification form (BO-1100) and travel authorization form (BO-0600) approved by the immediate supervisor, Dean/Director, and appropriate Vice President. The justification form and travel authorization form should then be forwarded to the travel committee at the Business Office for review and recommendation. The travel committee will review and evaluate standard criteria of the travel, if approved, the committee will then forward to the President of STC for final approval. Travel should be planned accordingly since the committee will meet September, January and May of the corresponding fiscal year.

All STC travel, including international travel, should be funded at 100%. If a department does not have sufficient budget, the department may also contact the Professional Development Committee. The travel authorization form must be prepared in U.S. dollar amounts. Passports, immunizations and other costs associated with the international travel must be paid personally by the employee. Conference information and training should be provided to the department by the employee upon their return.



## CHAPTER 2

### MEAL, LODGING, AND REGISTRATION EXPENSES

#### 2.01 Prohibited Reimbursements

STC will not reimburse an employee for meal expenses incurred while traveling to teach classes at another STC location or if travel is for less than 24 hours.

#### 2.02 Overnight Travel within Texas

This section of The Guide applies when an employee travels to a point involving an overnight stay.

##### A. Meal Expenses

STC may reimburse an employee for meal expenses incurred on any day that the employee conducts official STC business; which requires overnight stay.

The college follows the US General Services Administration updated per diem rates as the method for determining maximum meal and lodging rates for all business travel. *Alert Notice 2017-04.*

The 2017 Per Diem rates worksheet is available on the Business Office webpage:

<http://finance.southtexascollege.edu/businessoffice/travel.html>

For purposes of calculating meals only, an employee's departure and arrival time is the relevant time for the computation of per diem.

Receipts are not required. For out-of-country per diem rates, the current rate of Washington, DC must be followed. Meals are not reimbursed if they are included as part of the registration fee.

Meal expenses incurred while traveling to and staying 24 hours before official STC business begins are reimbursable. Meal expenses incurred while traveling to and staying more than 24 hours before official STC business begins are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Meal expenses incurred while staying and traveling after official STC business ends are reimbursable. Meal expenses incurred while staying and traveling more than 24 hours after official STC business ends are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

## **B. Lodging Expenses**

STC may reimburse an employee for lodging expenses incurred on a day that the employee conducts official STC business when the trip requires overnight stay. A lodging expense, however, is not reimbursable if:

- this section prohibits the reimbursement; or
- Chapter 1.06 prohibits the reimbursement.

Lodging expenses incurred 24 hours before official STC business begins are reimbursable. Lodging expenses incurred more than 24 hours before official STC business begins are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Lodging expenses incurred 24 hours after official STC business ends are reimbursable. Lodging expenses incurred more than 24 hours following the end of official STC business are not reimbursable unless:

- The expenses are incurred to qualify for a discount airfare; or
- Traveling reasonably requires more than 24 hours.

Reimbursement for the cost of lodging will process under the following conditions:

- Each employee will be reimbursed for hotel expenses at the actual single room rate, provided that the conference or seminar being attended by the employee is being held at the same hotel
- If there are no rooms available and the employee stays at an establishment other than the host establishment of the seminar or conference, the reimbursement amount will be the actual room rate (receipts required).
- Prepayments will be issued to hotels if the following information is provided: name, address, federal identification number and confirmation number.

## **2.03 Receipt Requirements**

### **A. Meal Receipts**

An employee is not required to attach meal receipts to the voucher, when traveling for more than 24 hours. Per Diem rates are used.

### **B. Lodging Receipts**

An employee may not receive reimbursement of lodging expenses unless the appropriate lodging receipt from the commercial lodging establishment is attached to the employee's voucher.

The lodging receipt must be original and complete. A receipt that has been altered by any person or entity other than the commercial lodging establishment is unacceptable. The name of the employee, the single room rate, and a daily itemization of the lodging charges must be included on the receipt.

If the original lodging receipt is unavailable, a copy or fax copy, approved by the financial manager, from the commercial lodging establishment may be attached to the travel voucher in lieu of the original. Statements and affidavits are not acceptable.

Personal items and personal phone calls will not be reimbursed and should not be listed on the travel voucher.

## **2.04 Sharing Lodging**

STC employees sharing lodging must provide separate receipts.

## **2.05 Hotel occupancy taxes in Texas**

For in-state travel, each employee is under obligation to request a properly completed Exemption Certificate of Taxes from the Business Office prior to the trip. STC may not reimburse an employee for a state hotel occupancy tax charged by a commercial lodging establishment if the employee fails to present a properly completed Exemption Certificate to the establishment. When an employee presents a properly completed Exemption Certificate to a commercial lodging establishment and the establishment refuses to honor the certificate, STC will reimburse the employee for the hotel occupancy taxes charged by the establishment as an incidental expense.

The receipt from the commercial lodging establishment must itemize the hotel occupancy tax or similar tax that the employee paid to the establishment.

## **2.06 Registration Fees**

To ensure proper processing, an employee must complete the registration information on the travel authorization form.

The registration will be processed only if appropriate documentation is submitted with the travel authorization form, including registration form, payee name, address, and federal identification number.

## CHAPTER 3

### REIMBURSEMENTS FOR MILEAGE, PARKING AND TOLLS

#### 3.01 General Provisions

STC may reimburse the employee for the mileage of personal car, or the cost of rental a vehicle. If the employee will be driving his/her personal car, a copy of the insurance card must be attached to the Travel Authorization Form. In the event of accident, theft or other problem, the college does not reimburse the individual for any loss not covered by their insurance.

STC may reimburse an employee for the mileage incurred during the employee's use of a personally owned vehicle provided such total reimbursement does not exceed the equivalent of air coach fare or other reasonable available transportation. With the exception of tolls and parking expenses (discussed below), a mileage reimbursement to an employee is inclusive of all expenses associated with the employee's operation of a personally owned or leased motor vehicle.

The amount of a mileage reimbursement may not exceed the product of:

- The number of miles traveled as limited by our standard mileage chart (see attached), and the applicable mileage rate.

#### 3.02 Mileage Rate

The mileage rate for travel is \$ 0.58 per mile. The mileage rate is adjusted to agree with the maximum state mileage reimbursement rate.

#### 3.03 Computation of Number of Miles

All mileage must be itemized on a point-to-point basis and travel locations must be identified on the mileage log. Purpose of travel must also be included on the mileage log. The mileage log must be attached to the voucher.

#### 3.04 Coordination of Travel

In this section, "coordination of travel" means employees traveling together in one personally owned or leased motor vehicle.

Coordination of travel should occur when two to four employees:

- Are employed by the same department; and

- Are traveling from the same place of employment to the same duty point at the same time; and
- Are traveling on the same official STC business; and
- Are traveling in a personally owned or leased motor vehicle.

When two to four or more employees travel in the same personally owned, or rental vehicle, or in a separately personally owned vehicle, only one may claim mileage reimbursement.

### **3.05 Travel Between a Residence and a Place of Employment**

STC will not reimburse an employee for mileage when the employee travels between the employee's residence and the employee's place of employment. If there are any exceptions they will have to be approved by the Division's Vice President and noted in the Employee In-District Mileage Reimbursement Authorization Form (BO – 6200). The amount paid to these employees will be taxed and reported on the employee's W-2.

The supervisor or Financial manager will designate the employee's "prescribed workplace or workplaces, (homebase(s))". In the case in which an employee is not assigned a workplace(s), (homebase(s)), it would be the Financial manager's responsibility to determine mileage reimbursement applicability. The applicability of mileage reimbursement will be contingent upon prescribed workplace or workplaces (homebase(s)) and the supervisor or Financial manager's determination.

### **3.06 Travel for Non-Exempt Personnel**

The U. S. Department of Labor, Employment Standards Administration Wage and Hour Division, provides the following information on compensable travel time on Fact Sheet #22, ([www.dol.gov/esa/whd](http://www.dol.gov/esa/whd)), for Hours Worked Under the Fair Labor Standards Act (FLSA):

**Travel Time:** The principles which apply in determining whether time spent in travel is compensable time depends upon the kind of travel involved.

**Home To Work Travel:** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.

**Home to Work on a Special One Day Assignment in Another City:** An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.

**Travel That is All in the Day's Work:** Time spent by an employee in travel as part of his/her principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

**Travel Away from Home Community:** Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours (and does not cut across the employee's workday), as a passenger on an airplane, train, boat, bus, or automobile.

The Business Office has prepared the attached worksheets for your reference. It contains four common scenarios encountered when non-exempt personnel are passengers and some part of their travel occurs during or overlaps their regular working hours. Please review travel procedures in your department, if applicable, for non-exempt personnel. We would appreciate your assistance in ensuring that non-exempt employees are filling out their timecards accurately during days that they travel.

Timecards documenting the actual number of hours worked each week must be submitted. To the extent that an employee's ordered travel results in hours of work, the employee will be compensated by straight time pay or overtime pay, as appropriate. However, if compensatory time will be given in lieu of payment for the total hours over 40, the immediate supervisor will submit an approved memorandum to the Payroll Office. The memorandum will detail when the employee will take the compensatory time and a justification for time worked. Compensatory time must be taken within the workweek it was earned or no later than the end of the following week.

Requests for overtime work for non-exempt employees may only be authorized by the appropriate supervisor with approval of the President as per STC Policy No. 4520.

**Travel Procedures  
For Non-Exempt Personnel**

**Assumptions**

The employee physically works during regular workweek day in addition to the travel time.

Regular workweek 8:00 to 5:00 Monday through Friday.

Employee is not working while traveling, (i.e. mandatory reading, clerical work, acting as a tour guide).

Home-to-work travel, work-to-home travel, and meal periods actually taken are not compensable.

**During Regular Workweek Day**

Travel by Airline			
If travel time overlaps with regular working hours			
Leaves	Arrives	Work Hours	Total Hours Paid
3:00 PM	7:00PM	8:00 - 5:00 and 5:00 - 7:00	10
6:00 AM	10:00 AM	6:00 - 8:00 and 8:00 - 5:00	10
If travel time doesn't overlap with regular working hours			
Leaves	Arrives	Work Hours	Total Hours Paid
6:00 PM	10:00 PM	8:00 AM - 5:00 PM	8

**During Weekend - Non-Regular Workweek Day**

Travel by Airline			
If travel time overlaps with regular working hours			
Leaves	Arrives	Work Hours	Hours to be Paid
3:00 PM	7:00 PM	3:00 PM to 7:00 PM	4
6:00 AM	10:00 AM	6:00 AM to 10:00 AM	4
If travel time doesn't overlap with regular working hours			
Leaves	Arrives	Work Hours	Hours to be Paid
6:00 PM	10:00 PM	0	0



**During Regular Workweek Day**

Travel By Automobile

If travel time overlaps with regular working hours

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
3:00 PM	7:00PM	8:00 - 5:00 and 5:00 - 7:00	8:00 AM – 5:00 PM and 5:00 - 7:00	10	10

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
6:00 AM	10:00 AM	6:00 - 8:00 and 8:00 - 5:00	6:00 – 8:00 and 8:00 - 5:00	10	10

If travel time doesn't overlap with regular working hours

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
6:00 PM	10:00 PM	8:00 - 5:00 and 6:00 - 10:00	8:00 AM - 5:00 PM	12	8

**During Weekend - Non-Regular Workweek Day**

Travel By Automobile

If travel time overlaps with regular working hours

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
3:00 PM	7:00PM	3:00 PM - 7:00 PM	3:00 PM - 7:00 PM	4	4

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
6:00 AM	10:00 AM	6:00 AM - 10:00 AM	6:00 AM - 10:00 AM	4	4

If travel time doesn't overlap with regular working hours

Leaves	Arrives	Driver Work Hours	Passenger Work Hours	Driver Hours Paid	Passenger Hours Paid
6:00 PM	10:00 PM	6:00 PM - 10:00 PM	0	4	0

### **3.07 Parking**

STC may reimburse an employee for regular parking expenses incurred when the employee travels in a STC-owned motor vehicle, a personally owned or leased motor vehicle, or a rented motor vehicle. Valet parking will be reimbursed only when proper documentation or explanation states that regular parking was not available.

The voucher must list each day during which a parking expense was incurred. A listing of a range of days satisfies this requirement. An employee is required to attach receipts to the voucher.

STC may not reimburse an employee for parking paid:

- While operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable or;
- While operating a rented motor vehicle if the rental cost is not reimbursable.

### **3.08 Tolls**

Except as otherwise provided by this section of The Guide, STC may reimburse an employee for tolls paid when the employee travels in a personally owned or leased motor vehicle.

STC may not reimburse an employee for tolls paid:

- While operating a personally owned or leased motor vehicle if the mileage incurred while engaged in that travel is not reimbursable or;
- While operating a rented motor vehicle if the rental cost is not reimbursable.

### **3.09 Home Base Designation**

- College departments must coordinate teaching and work schedules that best fits the employee's and the College's needs in an effort to minimize the mileage reimbursement costs.
- An employee's home base must be based on where the majority of courses are taught or where the majority of the employee's functions are performed.
- The home base must be designated at time of hire by the Division Dean or Department Director and Chair.
- Changes in home base must be approved by the Division Dean or Department Director or Chair.
- Mileage reimbursement eligibility must be determined at the time of class assignments and should be approved by the Division Dean or Department Director and Chair. Justification for the expense must be provided.

### 3.10 Standard Mileage Method

The Standard Mileage Method (SMM) is used to calculate the number of miles reimbursed for travel. This method will ensure that the normal commute is considered in determining the mileage reimbursement amount granted. Employees will receive a reimbursement for daily mileage according to the following guidelines:

- Daily miles traveled must exceed the employee's normal daily driving distance between home and regular work location. Daily miles traveled include the trip from residence to first work location and the trip from the last work location to residence. Any personal driving such as (lunch and personal errands should be excluded). The employee will be reimbursed for the excess distance traveled.
- The SMM requires that you add all miles that you have traveled on that day, including miles from and to your residence to arrive at Daily Miles Traveled. Start counting the miles when you leave your residence and stop when you return to your residence. Your normal commute miles are then subtracted from daily miles traveled to arrive at reimbursable miles. The employee will be reimbursed for the excess distance traveled.
- The SMM will ensure that mileage reimbursement claims and awards are consistent between all College personnel.
- The SMM is required to be calculated only the first time the employee travels that particular route. The SMM Form (BO 6800) may be completed and attached to the monthly/quarterly travel reimbursement requests to support any subsequent similar trips.
- The SMM Form (BO 6800) may be obtained at the Business Office or Business Office website.

## CHAPTER 4

### TRAVEL BY RENTED OR PUBLIC CONVEYANCE

#### 4.01 Commercial Air Transportation

##### A. Airfare

Arrangements for air travel must be at the lowest fare and the employee must make a tentative airfare reservation by calling the designated travel agency. The traveler must have submitted an approved Travel Authorization Form to the Purchasing Office before final arrangements are made. Failure to comply with the procedures may result in non-reimbursement for the airfare.

##### B. Procedures

- The traveler must have funds available in the travel budget Organization code.
- The traveler must obtain airfare information by calling the designated travel agency currently on contract. (at this point, a tentative reservation must be made).
- The traveler must complete and obtain an authorization signature on a Travel Authorization Form.
- The traveler must call the designated travel agency currently on contract to make a tentative airfare reservation.
- The completed travel authorization must reach the Business Office to obtain the most reasonable airfare. Copy of travel authorization will be given to the Purchasing Office, who will issue a purchase order to the travel agency and request tickets.
- The airfare ticket stubs must be attached to the Travel Voucher upon return from the trip.

#### 4.02 Motor Vehicle Transportation

When an employee rents a motor vehicle to perform business, the employee is entitled to reimbursement for the actual cost. Employee will not be allowed to receive a travel advance for car rentals under any circumstances.

If two or more employees share a rented motor vehicle, only the employee who paid the cost of renting the vehicle may be reimbursed for that cost. The other employees will not be reimbursed for any of the cost.

Reimbursable costs include applicable taxes and similar mandatory charges. Charges for liability insurance supplements, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable.

The Division Dean, Vice-President or President must approve rental of a vehicle.

### **Receipt Requirement for Rental of Motor Vehicles**

A car rental receipt issued by a motor vehicle rental company must be attached to the voucher before an employee may be reimbursed for the cost of renting a motor vehicle. The receipt must be original and complete and must separately itemize all charges. A receipt that has been altered by any person or entity other than the car rental company is unacceptable. The receipt must show the starting and ending dates of the rental and specify the name of the renter. If the receipt does not itemize all of those items and the rental contract provides the missing items, then the contract may also be attached to the voucher. The contract must also be original, complete, and unaltered.

If the original receipt and the contract are both unavailable, then an employee may attach a faxed copy to the voucher. The voucher must state that the employee is not seeking reimbursement for the cost of personal effects or personal accident insurance and that the original receipt and contract are both unavailable.

### **4.03 Travel by Mass Transit, or Taxi**

If two or more employees share a taxi, then only the employee who paid for the taxi may be reimbursed for that expense.

### **Travel by Taxi, Train, or other Mode of Mass Transit**

A receipt is required to be reimbursed for travel by taxi, train, or other mode of mass transit.

## CHAPTER 5

### IN-DISTRICT, BETWEEN CAMPUSES AND TRAVEL NOT REQUIRING OVERNIGHT STAY

#### 5.01 Authorization Requirements

A Travel Authorization Form for in-district travel not requiring overnight stay must be submitted prior to travel. The Financial manager must approve it. An Employee In-District Mileage Reimbursement and Authorization Form must be submitted at the beginning of every semester for faculty and every fiscal year for employees as an authorization to claim mileage during a specified period of time. Proof of insurance must be on file for the period mileage is being claimed.

All STC employees traveling in college related business should have a valid drivers license and vehicle insurance. It is the Financial Manger's responsibility to verify employees are eligible to travel

#### 5.02 Mileage

An employee will be reimbursed for the mileage incurred between the designated college office location and the secondary assignment location if proper approval has been received. The employee (classified, professional support, administrative, executive) must conduct official STC business and will be reimbursed based on the college's mileage chart or odometer readings recorded on the mileage log if locations are not available in the mileage chart.

Mileage claims of less than 10 miles will not be processed. Total miles per day must equal 10 miles in order for a mileage reimbursement to be processed. The appropriate Vice-President must approve any exceptions.

Whenever feasible, adjunct faculty teaching at off campus locations will be selected from the community where the course is being offered. When appropriately credentialed faculty cannot be secured locally, adjunct faculty will be eligible to be reimbursed for mileage at the current rate providing they are traveling more than 10 miles each way from the designated homebase. Vice President approval must be obtained on Authorization Form (BO\_6200) if mileage will be for any travel considered commuting. The designated home base for each semester will be specified on the Employee In-District Mileage Reimbursement Authorization Form (BO-6200). Financial managers or division directors will determine the employee home base.

Faculty traveling to locations for the dual enrollment program will be reimbursed upon the Financial manager's approval. The 10 miles minimum rule per day will not apply to dual enrollment faculty. Vice President approval must be obtained on Authorization Form (BO\_6200) if mileage will be for any travel considered commuting (see section 3.05).

The person seeking reimbursement, the supervisor and the Financial manager must sign reimbursement claims.

Mileage reimbursements will be processed only if:

- An Employee In-District Mileage Reimbursement and Authorization Form is on file
- A travel voucher form is completed
- A mileage log reflecting dates, mileage, purpose, and destination is attached; and
- Approved by the Financial Manager
- Exemptions are approved by the Division Vice-President
- Proof of vehicle's insurance with the traveler's name is attached to the Travel Voucher form or on file
- Completed in ink, or typed

### **5.03 Meals**

#### **A. In-District (Hidalgo County & Starr County) Travel for Less Than 24 Hours**

Employees will not be reimbursed for meal expenses incurred when the employees travel between campus and other locations to attend meetings, or seminars, or other types of official college business. Receipts for meals will not be accepted.

#### **B. Out-of-District Travel for Less Than 24 Hours**

STC will not reimburse an employee for meal expenses if travel is for less than 24 hours.

### **5.04 Procedures**

The Employee In-District Mileage Reimbursement and Authorization Form must be completed and submitted to the Business Office by all employees requiring mileage reimbursement. This form must be completed and approved at the beginning of every semester or fiscal year by faculty or staff, respectively. Estimated amounts will be encumbered.

An approved travel voucher and mileage log must be submitted to the Business Office on a monthly or quarterly basis. The documentation is due by the 10th working day of the month following the end of the month or quarter that the travel occurred.

For the proper fiscal year-end closing, all mileage logs and travel vouchers outstanding for the period prior to August 31 must be submitted after 10 working days during the month of September.

The Accounts Payable Department will mail the reimbursement check to the employee's mailing address.

## CHAPTER 6

### REIMBURSABLE AND NON-REIMBURSABLE INCIDENTAL EXPENSES

#### 6.01 Reimbursable Expenses

The following expenses are reimbursable if they are incurred for an official STC business reason, provided receipts are submitted:

- Telephone calls for college business.
- Parking fees when rented vehicles are used.
- Copying charges.
- Freight charges for equipment or materials.
- Books or documents purchased for and while attending a seminar or conference.
- Mandatory service charges for loading and unloading equipment.
- Facsimile charges.

#### 6.02 Non-reimbursable Expenses

The following expenses are not reimbursable, regardless of whether or not they are incurred while conducting official STC business:

- Any expense that does not relate to official school business.
- Personal phone calls.
- Tips or gratuities.
- Gasoline or repairs for personal vehicles.
- Excess baggage charges for personal belongings.
- Personal expenses, such as the rental or purchase of videotapes for personal entertainment, alcoholic beverages, dry cleaning, or laundry.
- Any other expense not listed as a reimbursable expense.



## **CHAPTER 7**

### **REIMBURSEMENT FOR INTERVIEW AND MOVING EXPENSES**

#### **7.01 Reimbursement for Prospective Employees**

Prospective employees may be reimbursed for actual travel expenses incurred for interview purposes, only if hired. Exceptions must be pre-approved by the President or the appropriate Division Vice-President.

An approved requisition must be submitted to the Accounts Payable Department with original receipts in order to process the reimbursement.

#### **7.02 Reimbursement for moving expenses**

Following hiring procedures, the college may reimburse the employee for moving expenses. All applicable forms must be submitted to the business office in order to process the reimbursement.

The President must approve Travel Authorizations and Vouchers for moving expenses. Travel Authorizations should be complete with a quote and/or invoice to process 80% of the total cost in advance. The authorization must also have proper signatures from the department bearing the costs. Travel Vouchers must have original receipts and proper signatures in order to process payment.

## CHAPTER 8

### STUDENT TRAVEL CHECKLIST

#### Travel for Student Organizations traveling on school related activities

**Submit Student Travel Authorization to Accounts Payable at least 10 working days prior to trip**

#### **Lodging - Attach**

- Hotel documentation (Reservation #, Hotel Name and Address).
- Copy of the Student Travel Authorization Form.

#### **Transportation - Attach**

- Copy of Driver's license
- If available submit the estimate invoice

#### **Per Diem - Attach**

- Original Student Travel Authorization Form
- Original Student Waivers
- Conference or Tour Agenda

Note: Meal receipts are due to Accounts Payable within three (3) working days after the trip

#### **Registration - Attach**

- The completed registration form(s)

#### **Signatures Needed**

- Employee assigned to return receipts
- Financial Manager
- Out-of-state travel must have Financial Manager and Vice President's approval
- Travel to Mexico, Canada or U.S. Possessions must have the Division's Vice President and President's approval
- Travel to countries other than Mexico, Canada or U.S. Possessions (*please see section 1.14 International Travel*)

## **CHAPTER 9**

### **TRAVEL FOR NON-STC STUDENTS AND NON-STC EMPLOYEES**

**Follow STC purchasing guidelines.**

# EMPLOYEE TRAVEL GUIDE

## Definitions

- 1. Financial Manager:** Person who has responsibility of and to sign on the Organization code. (President, Vice President, Dean, Division Director or Director).
- 2. Travel Authorization Form:** Form completed to obtain travel authorization and request travel fund advance.
- 3. Travel Voucher:** Form completed to record actual travel expense incurred during the pre-approved trip. Substantiation in form of receipts must be attached.
- 4. Signature (Requestor):** Employee requesting permission to travel
- 5. Immediate Supervisor:** A person to whom the faculty and staff member reports

## Summary Of Travel Procedures

### A. You decide to Travel

#### 1. Complete Travel Authorization Form (BO-0600)

##### Don't Forget To:

- Obtain Authorizing Signature(s)
- Compute total cost
- Determine 80% of advance per diem
- Attach Registration form (provide physical address if overnight)
- Provide hotel address and reservation number

#### 2. Submit fax to Purchasing Office (within 24 hours of reservation) if airfare is involved.

Otherwise submit original form to your Financial Manager (within 20 business days of travel date)

Purchasing will:

- Purchase travel ticket
- Notify you when the ticket is available for pick up

#### 3. Submit to Business Office timely if no airfare is involved.

Business Office will:

- Audit Travel Authorization Form for accuracy and completion
- Process advance funds check
- Pay Registration fee if applicable
- Process hotel check (mail or hand carry)
- Have travel check available 2 days prior to the trip
- Provide you with a tax hotel exempt form

**B. Upon return from the trip (within 20 working days)**

**1. Complete the Travel Voucher (BO-0500)**

**Don't Forget To:**

- Record all reimbursable costs
- Attach original receipts (airfare, lodging, taxi, shuttle, car rental)
- Record Advance check amount
- Compute amount due to you or amount due to STC
- If amount is owed to you, a check will be prepared by the Business Office and mailed to your mailing address
- If you owe STC, prepare check and submit to the Cashiers or directly to the Business Office within three working days. Do not place in inter-campus mail.

**C. If you are requesting mileage reimbursement**

**1. Complete Employee In-District Mileage Reimbursement and Authorization Form (BO-6200) and submit to the Business Office**

- Faculty at the beginning of each semester
- All other at the beginning of each fiscal year
- Attach vehicle insurance

**This form will encumber money from the department's travel pool and also serves as an authorization for the employee to travel In-District on STC related activities.**

**Don't Forget To:**

- Complete the Standard Mileage Method Form if the first and last destination point is not the employee's homebase
- Attach form to the mileage log
- Computed reimbursable miles should be recorded on the mileage log

**3. Complete Travel Voucher (BO-0500) and attach a completed mileage log (BO-0400) to process mileage reimbursement**