

## TRAVEL POLICY

### I. General

Effective January 1, 2007, the State of Delaware modified the Statewide Travel Policy to become more in line with Federal Guidelines. The College will be reimbursing employees for daily travel expenses under the "Actual Expense" Method of Reimbursement as outlined in the State of Delaware Budget and Accounting Policy Manual. The guidelines outlined in the following paragraphs will be augmented at each Campus and the Office of the President with specific procedures related to incurring and reporting travel expenses.

As of July, 2002, all travel related expenses must be charged on a State of Delaware travel/purchasing SuperCard in the name of the employee and receipts for ALL charges (including meals) must be maintained.

Reimbursement for personal travel expenses incurred in the performance of official College operations will be paid only on the basis of submission of proper documentation and can only be for items that cannot be charged on the travel SuperCard (i.e., tolls, mileage, cab fare, etc). All personal expense reimbursements should be submitted within seven (7) business days of the employee's return to work unless prior written approval has been obtained from the Campus Business Manager or Vice President for Finance.

### II. Travel Authorization

All out of state travel that extends beyond one day shall be approved by the supervisor, campus business manager and Vice President/Campus Director (appropriate Vice President for the Office of the President). All requests shall be made on the "Out-of-State Authorization" form (See Exhibit A). A copy of the conference, meeting program, itinerary (including

session details and all individuals attending), etc. shall be attached to the form. All travel authorizations require prior written approval before employee can incur any expenditures on behalf of the College.

### III. Receipts/SuperCard Charges

- A. Requests for personal reimbursement for authorized travel expenses not charged on the SuperCard must be accompanied by receipts for common carrier travel (ground transportation, airport shuttle, taxi or public transit if over \$20). All transportation accommodations should be based on the most economical and direct route. Overnight lodging, car rentals, and ALL meals should be charged on the SuperCard in the name of the individual traveling. Meal tips should be charged as part of the meal on the SuperCard.
- B. Goods and services purchased for the College while traveling should be charged on the SuperCard providing the SuperCard has purchasing privileges.
- C. Receipts are required for common carriers, car rental, lodging, lodging tax and any individual allowed expense that exceeds \$20. All Individual meals and incidental expenses (M&IE) must be itemized. All meal transactions require itemized receipts. Receipts for tips, tolls, etc., are not required but if applicable are encouraged to be attached to requests for personal reimbursement. Out-of-pocket costs for incidental items such as baggage handling and maid service are reimbursable expenses and are part of the daily approved meal and incidental per diem for the city of travel as described in Section IV.

- D. Within reason, and not on a regular basis, a signed and notarized statement is an acceptable substitute for lost or missing receipts, where applicable.

#### **IV. PER DIEM EXPENSES**

Effective January 1, 2007, daily expenses shall be reimbursed by the Actual Expenses Method and still require receipts.

Per Diem Rates: The College will use rates established by the U.S. General Services Administration for locations within the United States and by the U.S. Department of State for foreign areas. The per diem rate is a combination of a lodging allowance, meals allowance (food, beverage, tax and tips) and incidental expense allowance (tips to porters, bellhops, etc.).

1. All per diem rates can be found at:
  - a) United States: <http://www.gsa.gov/perdiem>  
Rates are set each Federal Fiscal Year, October 1 to September 30
  - b) Foreign Areas: <http://www.state.gov/m/a/als/prdm>  
Rates are set monthly
2. Over 400 high cost locations in the United States have per diem rates that are higher than the standard rate because of local market conditions. These should be referenced on the web site above. Please note that certain cities have “seasonal per diems” that change during the course of the year.

3. The standard United States per diem rate through September 30, 2007 is a maximum of:
  - \$60 for lodging (tax may be claimed in addition to the maximum lodging rate); and
  - \$39 for meals and incidental expenses.
  
4. An exceptions sampling of approved per diem rates for high cost locations through September 30, 2007 includes:

	<u>Lodging*</u>	<u>M &amp; I</u>
Philadelphia, PA	\$ 138	\$ 64
Baltimore, MD	\$ 148	\$ 59
New York City, NY**	\$ 214	\$ 64
Washington, DC	\$ 188	\$ 64
Phoenix, AZ**	\$ 141	\$ 59
San Diego, CA	\$ 131	\$ 64
San Francisco, CA	\$ 140	\$ 64
Atlanta, GA	\$ 124	\$ 49
Chicago, IL**	\$ 138	\$ 64
New Orleans, LA**	\$ 148	\$ 59
Boston, MA**	\$ 168	\$ 64

\* Tax may be claimed in addition to maximum lodging rate;

\*\* Approved lodging rates vary during year so please check web site ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) to confirm "seasonal" rates

#### **V. Other Conditions and Approvals—150% of Per Diem Rate Rule**

When lodging and/or meals are provided at a prearranged place such as a hotel where a meeting, conference or a training session is held, or costs have escalated due to special events (e.g. conventions, natural disasters, etc.), then reimbursement for lodging, meals, and incidental expenses is the actual cost limited to 150% of the locality per diem rate as previously

defined. The 150% limit is applied separately to the lodging (net of taxes, etc.) and meals and incidental expenses. A request to exceed 100% but no more than 150% of the locality per diem rate must be approved by the Campus Business Manager and Vice President/Campus Director via the “Out-of-State Authorization” form (See Exhibit A).

A request to exceed 150% (up to 300%) of the locality per diem rate can be submitted by the Vice President for Finance in the Office of the President to the State Office of Management & Budget (See Exhibit B). Prior written justification and approval is required by the Campus Business Manager, Vice President/Campus Director, and Vice President for Finance in the Office of the President.

**VI. Application of Daily Meal & Incidental Per Diem Allowances**

The daily M&IE allowance applies to out-of-state travel lasting two days or more and requiring overnight lodging. For the purpose of determining which meals are reimbursable during partial out-of-state travel days (departure and return days) and for extended in-state and regional travel lasting less than two days, the following chart shall be used.

When travel is:		The allowance is:
More than 12 but less than 24 hours		75 percent of the applicable M&IE rate.
24 hours or more, on	Day of departure	75 percent of the applicable M&IE rate.
	Full days of travel	100 percent of the applicable M&IE rate.

## **VII. Pro-rating Meals and Incidental Expenses (M&IE)**

If the traveler and/or college personnel know in advance that a meal(s) is to be provided as part of a conference registration or itinerary without cost to the employee, e.g. included in conference fee, then a reduction to the daily meals/incidental per diem should be made to the appropriate meal as follows:

Breakfast	20%
Lunch	24%
Dinner	50%

Note: The remaining 6% is related to incidental expenses.

## **VIII. Phone Calls**

Business related telephone calls are reimbursable as incurred and require a receipt from the telephone service provider or included on the hotel/motel billing invoice. The SuperCard should be used where applicable.

Personal telephone calls while on overnight travel are reimbursable with a receipt from the telephone service provider or included on the hotel/motel billing invoice with the following restrictions:

- Extended travel for three nights or less, not to exceed \$10 total.
- Extended travel for four nights or more, not to exceed \$20 per week.

## **IX. Rental Cars**

The SuperCard must be used in securing car rentals. The use of a rental car when traveling out of state must be justified as an economical need and not as a matter of personal convenience. The optional insurance coverage offered by the car rental agency shall be declined when the

traveler charges the rental car on the SuperCard. The traveler will automatically receive primary coverage from Visa and with the State “self insurance” policy when using the SuperCard. When insurance is declined, the policy covers collision damage, theft, fire and vandalism. Reimbursements for additional or optional coverage will not be allowed.

**X. Food Consumed During Working Hours**

No full-time employee of the State of Delaware whose salary is paid wholly or in part by the State of Delaware shall receive any additional stipend for the purchase of food, or be supplied with food, or be reimbursed for food that was consumed during normal working hours within the State (Section 5112, Title 2951, Delaware State Code). The only exceptions is when food is provided as part of employee recognition activities and expenditures of funds for food supplied as part of an agency training function, such as a retreat or workshop, held away from the agency’s home location. Consumption of food/beverages (other than alcohol) for events held primarily for students during normal work hours that are paid from money raised from club accounts are legitimate expenses.

**XI. Personal Reimbursement from Petty Cash Fund**

Requests for personal reimbursements can be made only for expenses incurred that cannot be charged on the SuperCard (i.e. tolls, cab fare, etc) and must be approved by the Business Manager for payment.

**XII. Travel Advance Requests**

Effective, July 01, 2002, the State of Delaware will no longer accept travel advances. All employees that travel must apply for and receive a State of Delaware SuperCard for charging ALL travel related expenses.

**XIII. Beverages**

The State of Delaware will not reimburse for alcoholic beverages (State Accounting Manual, page XIII-9, revised 1/1/2007). SuperCard itemized receipts will be monitored for compliance.

**XIV. Mileage**

- A. The chart below is to be used to determine mileage distances between the College facilities:

Mileage Between College Facilities

<u>Campus</u>	<u>Terry</u>	<u>Owens</u>	<u>Wilmington</u>	<u>Stanton</u>
<u>Terry</u>	0	45	45	40
<u>Owens</u>	45	0	90	85
<u>Wilmington</u>	45	90	0	8
<u>Stanton</u>	40	85	8	0

- B. When employees accrue mileage from their home to a College campus other than their regular campus or to another destination, the chargeable mileage shall be the total miles traveled less the miles for a regular commute from home to their regular campus.
- C. All employees are encouraged to utilize the State's fleet management service for travel. If a State fleet management vehicle is not utilized, then reimbursement for the business use of an employee's personal vehicle will be limited to the **lesser** of the daily or per trip fleet management rate (currently set at \$20.98 per day plus \$0.20 per mile for mileage over 100 miles per day) or the current standard mileage rate established by the State of Delaware (currently set at \$0.40 per mile). If a state fleet vehicle is unavailable, then mileage reimbursement for the business use of

an employee's personal vehicle will be made at the current standard mileage rate established by the State of Delaware.

Any exceptions to the above method and calculation of mileage reimbursement for the business use of an employee's personal vehicle must be supported in detail and must obtain Campus Business Manager approval in advance.

All mileage expense reports and requests for travel cost reimbursement not associated with an approved travel request must be submitted within 30 calendar days of incurring such expense. This reimbursement request must be reported and approved on a Personal Expense (PE) reimbursement form and must include a detailed by day and trip listing of the purpose of travel and daily miles travel (less normal commute miles when applicable).

**XV. Travel Expense Reimbursement to Employment Applicants**

Delaware Technical & Community College employment applicants may have travel expenses associated with the interview process reimbursed at the discretion and prior approval of the appropriate Vice President. Reimbursements are subject to the College's travel guidelines and include transportation (most economical means), lodging and meals. All candidates seeking reimbursement must have had a successful telephone interview prior to the on-site interview and provide original receipts for the expenses. If the applicant is offered the position and declines it, no reimbursement for travel shall be made.

**DELAWARE TECHNICAL & COMMUNITY COLLEGE**  
**OUT-OF-STATE TRAVEL REQUEST**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Destination: \_\_\_\_\_

\*Departure Date (& Time): \_\_\_\_\_ \*Return Date (& Time): \_\_\_\_\_

Travel Purpose/Justification: \_\_\_\_\_

Method of Transportation: (Please check)

\_\_\_\_ Bus \_\_\_\_ Train \_\_\_\_ Plane \_\_\_\_ Fleet Vehicle \_\_\_\_ Personal Vehicle \_\_\_\_ Other

\*\*Estimated Costs:

Mileage \$ \_\_\_\_\_

Common Carrier \_\_\_\_\_

Meals & Incidentals \_\_\_\_ % of Locality Per Diem \_\_\_\_\_

Lodging (hotel) \_\_\_\_ % of Locality Per Diem \_\_\_\_\_

Registration Fee \_\_\_\_\_

Other (specify- tolls, parking, taxi, tips, etc.) \_\_\_\_\_

TOTAL REQUEST \$ \_\_\_\_\_

**Funding Source:** \_\_\_\_\_ **Amount Approved: \$** \_\_\_\_\_

(Program/Coding- budget unit, IBU/MBU, appropriation, etc.)

**Requested by:** \_\_\_\_\_ (Employee's Signature)

**Approved by:**

Supervisor/Department Chair \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_

Campus Business Manager \_\_\_\_\_ Date: \_\_\_\_\_

Vice President/Campus Director \_\_\_\_\_ Date: \_\_\_\_\_

President \_\_\_\_\_ Date: \_\_\_\_\_

(required for Office of the President staff and Vice Presidents)

\*Required to determine appropriate meal allowance

\*\*Please attach all pertinent information regarding this travel (e.g. itinerary)

***After all signatures are obtained, please forward a copy to your Business/Accounting Office***

**SUPERCARD MUST BE USED FOR ALL TRAVEL EXPENSE WHERE ACCEPTED**

