

SUBJECT: General Travel

The following policy applies to travel of all employees of Midland College as well as to individuals other than employees who are authorized to travel at College expense. Authorization for travel will not be granted and expenses will not be paid unless the travel is made and reimbursement claimed in accordance with this policy.

- I All travel must be authorized in advance by the President or his designee. Travel expense reimbursements will be limited to available budgeted funds.
- II Faculty members will be given time off without salary deductions for approved professional travel. Each division is allocated travel funds based on the number of full-time instructors. A committee composed of three faculty members, appointed annually by the division dean, will review faculty travel requests and submit recommendations to the dean. The division dean will review the committee's recommendations and will approve, disapprove, or modify requests. The College will provide a substitute instructor for approved professional travel when necessary.
- III Travel not related to an employee's teaching field or area of responsibility is generally not authorized. The President may authorize travel for any person when in the best interest of the College.
- IV Nonexempt employees may be permitted to attend out of town trips for work related purposes. The employee will receive either overtime pay or compensatory time for travel and/or meeting attendance outside of normal work hours if the training is directly related to the employee's current position or if the employee performs productive work.
- V. Trips involving students will be governed by the following regulations:
 - A. Only College employees over twenty-one years of age who have submitted their driver's license and personal information to Human Resources for approval may drive College vehicles. Drivers of vehicles over fifteen passengers must have a commercial license and pass drug testing.
 - B. Under special circumstances, where students are not being transported, student drivers under twenty-one, who have submitted their driver's license and personal information to Human Resources for approval may drive College vehicles.

- C. Student drivers over twenty-one who have submitted their driver's license and personal information to Human Resources for approval may transport students as long as they are accompanied by an adult college employee sponsor.
 - D. Unless specifically approved in advance by the Vice President of Student Services or designee, all students will travel to and from each activity with the group.
 - E. College cars, vans or buses, leased buses, and/or air travel may be used.
 - F. Seat belt requirements are determined by state law, but all students should be encouraged to wear seat belts when available when traveling in college vehicles.
 - G. College vehicles should transport no more than the "maximum safe number" of passengers for that vehicle.
 - H. Van drivers should not drive more than ten hours in any twenty-four hour period.
 - I. All drivers are prohibited from "texting" or e-mailing while driving a college owned vehicle or a personal vehicle while on college business.
- VI. Expenses incurred while traveling on authorized trips for the College will be reimbursed according to the following regulations:
- A. Advance Approval: All travel must be authorized in advance by the submission of Travel/Vehicle request form. A copy of the approved request must be submitted with the claim for reimbursement.
 - B. Mode of Transportation: All travel is expected to be made by the most economical means. Air travel will be by economy class when possible, otherwise at coach class. When two or more employees can conveniently travel together, mileage will be paid on one auto only. The President or his designee will determine the mode of transportation before the trip is made.
 - C. College Vehicles: College vehicles may be used for official travel upon approval by the President or his designee. Priority will normally be given to student groups. Expenses for College vehicles will be charged on a credit card issued at the time the vehicle is checked out. Only actual vehicle expense is to be charged on these credit cards, and all charge tickets must be returned with the credit card.
 - D. Personal Auto Allowance: Use of personal autos will be reimbursed at the rate determined by the Texas Comptroller of Public Accounts. Mileage will be determined from the official map of the Texas Highway Department and computed for the shortest reasonable distance between city limits. Reasonable mileage will be paid for intercity travel. This mileage must be documented.

Mileage paid will not exceed the cost of plane fare for all employees traveling to the same destination. Expenses for vehicles which are furnished to staff members by the College or other organizations will be at the state of Texas rate as reflected at <http://www.window.state.tx.us/comptrol/texastra.html>. (58.5 cents per mile at the time of policy adoption)

- E. Air Fare: Arrangements for plane fares may be made through a travel agency designated by the College. The cost of the fare should be charged to the College through an authorization form signed by appropriate supervisor issued to the agency.
- F. Per Diem: Allowances for meals will be computed at the rate approved by the Texas Comptroller for Public Accounts at the time the travel occurs. (\$36.00 a day at the time this policy was adopted). Meal allowances will be authorized for breakfast, lunch and dinner. To be eligible for meal allowances a person must be in transit before 7 a.m. for breakfast, between 11 a.m. and 1 p.m. for lunch, and after 6 p.m. for dinner. Meal receipts are not required for the per diem arrangement. The reasonable cost of a hotel or motel will be reimbursed provided a receipt is submitted with the claim for reimbursement.

Per Diem Breakdown:

Breakfast	\$ 7.00 (or 20% of current daily rate)
Lunch	12.00 (or 32% of current daily rate)
Dinner	<u>17.00</u> (or 48% of current daily rate)
	36.00

Per-Diem Out-of-State: Allowances for meals for out-of-state travel will be based on the Travel Reimbursement Meal Rates as determined by the US General Services Commission up to a maximum daily amount of \$ 50.00 per day. The Travel Reimbursement Meal Rates are reflected at the following web address: <http://www.gsa.gov> Per diem in cities not listed on the GSA's web site will be reimbursed at the in-state rate. The eligibility policy related to time of travel will be the same as the in-state policy. For partial travel days the reimbursement will be determined as follows:

Breakfast	20% of daily rate
Lunch	32% of daily rate
Dinner	48% of daily rate

- G. Reimbursable Expense: Other than the per diem allowance and lodging, expenses for the following items will be reimbursable.

1. Conference or convention registration fees. Meals included in registration fees will not be reimbursed by per diem.
 2. Taxi fares if necessary for official business (for reasonable cost of fares, no receipt is necessary).
 3. Telephone calls for official business.
 4. Airport parking fees that do not exceed the cost of taxi fare to and from the airport and hotel parking fees (receipts are required).
 5. Other miscellaneous expenses approved in advance by the President.
 6. Meals will be reimbursed that were within the city when hosting other schools, and with people having business relationships with Midland College. The purpose and people involved should be listed on the reimbursement request.
- H. Rental Cars: Charges for automobile rental shall be allowed whenever it is more economical than alternative methods of transportation or is the only practical means of transportation. Use of rental cars must be requested in advance on the travel request form.
- VII. The following expenses are considered personal and will not be reimbursed:
- A. Entertainment expenses
 - B. Tips
 - C. Personal telephone calls
- VIII. Advances of travel funds will not normally be made. Exceptions will be made for travel outside the state of Texas. Any exceptions for travel advances will be determined by the President. Advances of travel funds are considered temporary loans. Advance funds must be accounted for or reimbursed to the Business Office within ten days. Expenditures of advance travel funds must be accounted for by submission of an expense report and valid receipts, and are subject to the same limitations and regulations as general travel. Each employee receiving a travel advance must have on file with the Business Office a payroll deduction authorization form which will allow the College to recover any unreturned or unaccounted for advances.

- IX. Claims for reimbursement of travel expenses must be submitted on an approved claim form. The form must show dates and destination of travel, provide detail of expenses on a daily basis, be attested to and signed by the claimant and be approved by appropriate authorities. Original receipts for appropriate expenses must be attached to the form. Claims for reimbursement for travel expenses should be submitted as soon as possible after completion of the trip, but no later than 30 days after travel completion. Claims submitted after this period must provide written explanation for the delay.
- X. Board members, the President and employees traveling in their company are authorized actual expense reimbursement when traveling on official college business. Travel advances for 100 percent are authorized. All expenses must be accounted for.