

## AP 7400 - Travel, Transportation, and Related Expenses

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### Registration Fees

- Originator:**
1. Forwards check request with accompanying registration material to **Business Services (Accounts Payable)**. If special handling of materials/fees is required, makes notation.
- Business Services:**
1. Processes check request.
  2. Produces check.
  3. Forwards registration information and check to registering agent unless otherwise indicated.

### Transportation and Lodging Through Travel Agents

- Originator:**
1. Contacts **Business Services** for list of college designated agents. Calls designated travel agent when considering travel in order to obtain prices.
  2. Submits check request payable to agent for travel to the **director or associate dean**.
- Director or Associate Dean:**
1. If approved, signs request and indicates account number to be used and returns to **originator**.
- Originator:**
1. Calls designated travel agent and books airline, lodging, car rental, etc.
- Travel Agent:**
1. Delivers itinerary, flight confirmation and invoice to **Business Services** travel liaison.
- Business Services:**
1. Notifies traveler that itinerary and flight confirmation has arrived.
- Originator:**
1. Submits authorized check request form for travel to

**Business Services**, picks up travel documents, and signs indicating receipt of documents.

2. Verifies itinerary and calls designated travel agent within 24 hours if there is a discrepancy.

**Business Services:**

1. Processes invoice and approved check request form travel agent.

**Originator:**

1. If own lodging reservations are made and a deposit is required, completes check request and forwards to **Accounts Payable**. (Deposit shall not exceed the price of one night's lodging.)

**Business Services:**

1. Processes check request for lodging.

### **Transportation and Lodging Through Internet**

The college recognizes that purchasing travel arrangements through the Internet has become commonplace and that it can be convenient to purchase travel in this way. Employees have the option, where appropriate, to purchase travel arrangements via the Internet. Because of restrictions and limitations that are often part of the terms and conditions of the sale, however, buyers should be extremely cautious in making purchases. There are special responsibilities that apply to purchases of this kind, as described below.

**Traveler/Originator:**

1. Determines that he/she has proper budget authorization to purchase transportation or lodging.
2. Determines that the website is reputable and reliable.
3. Makes purchases with personal credit card.
4. Obtains paper documentation at the end of the transaction that shows payment was actually made.
5. Upon making the purchase, assumes personal responsibility for all terms and conditions of the purchase. (E.g. changes allowed on flight times/dates, refund limitations, booking errors, etc.)
6. Submits paperwork with required signature approvals to **Business**

**Services.**

### **Transportation and Lodging Through Internet** (continued)

- Business Services:**
1. Verifies that paperwork contains proper documentation.
  2. Issues reimbursement to originator.

(A reimbursement delay will result if proper documentation is not available via the Internet, in which case the credit card statement of the traveler/originator will be required for reimbursement.

#### **Travel Advance**

- Originator:**
1. Reasonably estimates travel expenses.
  2. Forwards check request for advance to cover out-of-pocket expenses to **Accounts Payable** at least two week in advance of trip.

- Business Services:**
1. Processes check request.

- Originator:**
1. Receives funds from **Business Services**.

#### **Reimbursement**

- Originator:**
1. Within two weeks of trip return, completes travel reimbursement claim form for out-of-pocket expenses.
  2. Attaches original, detailed receipts and forwards to **Business Services**.
    - 2a. If receipts are not available for meals, reimbursement will be made for actual expenses but not to exceed \$20/day. All other expenses require receipts. (Tipping is reimbursed to a maximum of 15 percent.) Receipts for meals should indicate the number of people in the party and the business purpose of the meal. Expenses for alcohol will not be reimbursed.
    - 2b. Mileage is reimbursed at current IRS mileage rate. (Employees' personal automobile insurance is primary coverage in case of accident.)

#### **Reimbursement** (continued)

- 2c. If employee received an advance and does not submit travel reimbursement form with necessary receipts within 30 days of trip return, the travel advance may be

deducted from the employee's next paycheck.

2d. Employees may request reimbursement for actual costs of tolls, parking meters, and baggage handling tips if necessary, itemized and of incidental cost.

3. Obtains approval signature from supervisor.

**Business Services:**

1. Processes reimbursement form.

**Group/Educational Tours**

A. Requirements for employee arranging and/or facilitating a group/educational tour.

1. Obtain approval from immediate **supervisors (director, associate dean or dean)** before you arrange a tour sponsored or endorsed in any way by the college. Include details on purpose of the trip and requirements for participation. (No persons under the age of 18, unless accompanied by parent/guardian, are allowed to participate on tours.)

Before arrangements are finalized:

84435916. Consult with **Contracts Management Analyst** to develop appropriate written documentation of agreement with tour operator.

84435917. Consult with **Human Resources Director** to clarify any compensation issues for group leaders.

84435918. Consult with **Risk Management office** to arrange for appropriate waiver forms for participants.

84435919. Consult with **Executive Dean** on any issues relating to travelers' special needs/circumstances or requests for other accommodations.

Before the tour departs:

84435920. Consult with **Information Technology** through the **Help Desk** to make arrangements for accessing internal resources through Internet and Intranet from off-campus anywhere in the world.

B. Considerations in selecting a group/educational tour operator:

Minimum criteria:

84436408. Bonded/licensed/insured;

84436409. References (prior customers, etc.)

84436410. Availability to answer questions and all types of troubleshooting (24/7).

84436411. Quality control (i.e. ticketing, correcting errors).

84436412. Appropriate procedures for emergency situations.

Additional criteria: (Use criteria applicable to the goals of the tour.)

1. Professional associations.
2. Years of experience
3. Affordability.
4. Volume discounting.
5. Ability for split billing (i.e. college/student).
6. Lost baggage assistance.
7. Destination points/contacts/assistance.
8. Employee experience (representing tour operator).
9. Access to amenities.
10. Ability of guide(s) to speak local language and be licensed as needed.
11. Awareness of travel restrictions and advisories.
12. Ability to meet specific requests for travel arrangements (hotels, etc.).
13. Flexibility to customize tour to fit curriculum objectives.
14. Background, experience in local culture and history.
15. Ability to develop and experience in coordinating quality Ahome stays@ appropriate to tour goals.

June 25, 1985

*Adopted College Council*

May 11, 1994; June 7, 2000; June 7, 2006

*Revised*