



Western
Technical
College

SOP #: 240016

Revision #: 3

Implementation Date: 07/01/2013

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SOP Owner: Accounting

Approval:

Traveling

1. Purpose

The purpose of this standard of operating procedure is for WTC to provide and/or reimburse staff for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College.

2. Scope

- Employee
- Supervisor
- Accounting department
- Campus Director

3. Prerequisites

- Completed Travel Request Form
- Check request

4. Responsibilities

- Employee
- Supervisor
- Accounting department

5. Procedure

The employee must notify his/her immediate supervisor of the need to travel for training, to obtain a certification, attending a conference, etc. As much notice as possible must be given, with a minimum of one month before the trip.

All travel arrangements must be handled through the Accounting department.



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SECTION 1: Introduction

Travelers requesting reimbursement should seek the lowest reasonable travel expenses and exercise care to avoid improper or the appearance of improper expenses. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be applied.

AUTHORIZATION AND RESPONSIBILITY

Travel for employee must be authorized by the immediate supervisor. Travelers should verify that planned travel is approved by the immediate supervisor before scheduled. Upon completion of the trip, the traveler must submit a Travel Reimbursement form and supporting documentation to the Accounting department for expenditures to be reviewed and/or obtain reimbursement of any additional expenses. WTC will not pay any expenses that are not supported by a receipt.

An individual may not approve his/her own travel and/or reimbursement. Authorizing signatures include the Program Director and the Campus Director (for travel under \$1,000), and the CEO (for travel over \$1,000).

Travel and/or reimbursement for Senior Management Team must be approved by the CEO.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

PERSONAL FUNDS

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. See Section II – Travel Expenses/Processes for details. WTC reserves the right to deny reimbursement of travel related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

VACATION IN CONJUNCTION WITH BUSINESS TRAVEL

In cases where vacation time is added to a business trip, any cost variance in airfare, car rental, and/or lodging must be clearly identified on the Travel Request form. WTC will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.



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EXCEPTIONS

Occasionally it may be necessary for travelers to request exceptions to WTC Travel Policies. Requests for exceptions to these policies must be made in writing and approved by the CEO. In most instances, the expected turnaround time for review/approval is 5 business days.

SECTION II: Travel Expenses/Processes

TRAVEL RELATED EXPENSES THAT MAY BE PREPAID AND/OR REIMBURSED

Applicable policies and methods of payments for these prepayments/reimbursements follow.

Airfare – WTC and/or travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid by the Accounting department. If the airfare was not prepaid by the Accounting department, an original itemized airline receipt, an e-ticket receipt/statements, or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Travelers are encouraged to have booked flights at least 30 days in advance to avoid premium airfare pricing. First class tickets will **NOT** be paid by WTC, though traveler may pay difference if requested.

Coach class or economy tickets must be purchased for domestic or international flights (defined as flight time totaling less than 5 consecutive hours – excluding layovers). A higher-priced coach ticket cannot be purchased for a subsequent upgrade in seating.

A less than first class ticket (i.e. business class) may be purchased at WTC discretion for domestic or international flights (defined as flight time exceeding 5 consecutive hours – excluding layovers).

In any case, first class tickets are not reimbursable

Airfare may be purchased with a credit card or check through the Accounting department using a Check Request Form.

Rail Transportation – WTC will prepay rail transportation providing the cost does not exceed the cost of the least expensive airfare. If rail transportation was not prepaid by the Accounting department, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rental Vehicles – WTC will pay/reimburse for approved use of a rental vehicle, which should be a compact vehicle. In case of a party of four travelling together, a bigger vehicle may be rented. Upgrades are allowed if free.



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Vehicle (Personally Owned–Domestic Travel) – A valid driver’s license issued within the United States and personal vehicle insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his/her personal vehicle insurance company for travel that is business or not personal in nature.

Gasoline – Travelers may request reimbursement for gasoline when travel is outside the El Paso area (over 45 miles one way). In these instances original, itemized receipts are required.

WTC Mileage Rate – Mileage Reimbursement form is required. The rate is \$0.45 per mile. This represents reimbursement for all vehicle related expenses including, but not limited to, gasoline, wear and tear, and personal auto insurance. It is expected that travel routes will be planned to ensure the most direct route is taken when possible.

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

WTC authorizes reimbursement for entry-level or the most economic vehicle available. In certain circumstances larger vehicles may be rented, with senior management approval. The rental agreement must clearly show the date, the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, WTC encourages travelers to contact the Accounting department to inquire about the purchase Collision Damage Waiver and Loss Damage Waiver coverage. If a traveler is required to add the insurance, WTC will reimburse the cost of CDW and LDW coverage – all other insurance reimbursements will be denied.

Parking fees, tolls, and other incidental costs associated with the vehicle usage are not covered by the rental agreement, but will be reimbursed by WTC with original receipts. Expenses incurred thru violation of local traffic laws will not be reimbursed.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more inflated fuel rates.

Conference Registration Fees – Conference registration fees can be prepaid with a credit card or check through the Accounting department with a “Check Request” or through the Accounting department with a credit card. Business related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals may be deducted from the traveler’s travel allowance. See Meals (travel allowance) for more detail.



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If the conference fee was not prepaid, WTC will reimburse these fees, including business related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, a cancelled check, credit card slip/statement, or documentation that the amount was paid is required for reimbursement. A pro-rated amount for the meals provided may be deducted from the traveler's travel allowance.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Entertainment activities such as golf outings and sightseeing tours **will not** be reimbursed.

REIMBURSEMENTS

Travel Allowance – Allowances are authorized for employees traveling on behalf of WTC.

Travel allowances are processed by submitting a completed "Check Request" and a copy of the "Travel Request form" to the Accounting department.

Approved expenses associated with the travel, in excess of the allowance, must be reconciled and substantiated within one (1) week of the return date. Reimbursement for any remaining approved expenses is processed on a "Travel Reimbursement form". Original receipts and approval of the immediate supervisor are required. These forms must be submitted to the Accounting department. Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required.

Reimbursements that may be paid by WTC are shown below.

Lodging (commercial) – The cost of overnight lodging (room rate and tax only) will be paid by WTC or reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary work site. Exceptions to this restriction may be approved in writing by the CEO.

WTC will reimburse lodging expenses at reasonable, single or double occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the college in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included. If more than one employee is travelling to same location, same gender employees may opt to share a room (two per room).

Meals (travel allowance) – The minimum rate for travel allowances will be in the amount of \$46.00 dollars per day. Adjustment will be allowed based on destination city determined by the accounting department.



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Travel allowances are applicable and reimbursable for overnight travel that is 45 miles or more from the traveler's home or primary work site.

Travel allowances rates are based on departure and return times over the entire 24-hour day and prorated accordingly.

No receipts are required for travel allowances. However if approved expenses exceed allowance, original receipts must be submitted for reimbursement.

Business Meals – Travelers are required to follow WTC Expenditure Policies when requesting reimbursement for business meals. Original itemized receipts are required.

Business Expenses – Business expenses including faxes, photocopies, Internet charges, data ports, and business telephone calls incurred while on travel status can be reimbursed. Original itemized receipts are required.

Parking – Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone Calls – The costs of personal telephone calls are the responsibility of the individual.

Tolls – Original receipts are required for tolls.

Miscellaneous Transportation – Original receipts are required for taxi, bus, subway, metro, ferry, and other modes of transportation for each occurrence.

Visa, Passport Fees and Immunizations – If required for international travel, reimbursement for these items is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

SECTION III: Travel Expenses Not Reimbursable

The following items that may be associated with business travel that will not be reimbursed by WTC:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights/first class for all flights
- Child-care, babysitting, house-sitting, pet-sitting/kennel charges
- Commuting between home and departure site, and vice-versa.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely manner
- Evening or formal wear expenses
- Haircuts and personal grooming



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- Laundry and dry cleaning
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment
- Personal entertainment expenses including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theatre movies, social activities and related incidental costs
- Travel accident insurance premiums and/or purchase of additional travel insurance
- Other expenses not directly related to the business travel
- Alcohol beverages
- Expenses incurred upon arriving to home town (except airport parking).
- Incidental expenses (laundry, dry cleaning and service tips), unless specifically cited in this policy, will not be reimbursed.

SECTION IV – Travel for Non Company Employees

SPOUSE OR OTHER DEPENDENT EXPENSES

Incremental costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide company purpose for engaging in the travel or attending the event. Such travel is generally limited to senior management and should occur infrequently.

6. *References*

- Travel Reimbursement Form
- Mileage Reimbursement Form

7. *Definitions*



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TRAVEL REQUEST FORM

INSTRUCTIONS: Requestor must submit completed form, via email, to next authority level for electronic signature. Last approver (campus director) must submit, via email, completed and signed form to the ACCOUNTING department).

This information will be used to assist employees in travel arrangements. Completion of the form is required. Failure to provide required information may result in delay of a response or disapproval of the request.

Today's date:

Employee's name: (As it appears in your passport)		DOB: (Only if flying)	
Position:		Department:	
Purpose of the trip:			

Dates traveling:	From:	To:	Total traveling days:	
Destination:	From:		To:	
Traveling by: (airplane, car, etc.)		Frequent flyer #:		
If flying:	Preferred departure time		Preferred arrival time	

Need hotel reservation?	Yes >	No >	# nights	
Need car rental?	Yes >	No >	# days:	

I certify that the information given above is accurate. I agree to the terms and conditions set forth in this document as well as the SOP policy.

	Employee	Supervisor	Campus Director
Name:			
Signature:			
Date:			



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CHECK REQUEST FORM

Today's date:	
Person requesting cash/check:	
Department requesting cash/check:	
Reason for cash/check:	

Is this a new vendor?	Yes >	
	No >	
If new vendor, please provide the following information:		
Company name:		
Address:		
Phone Number:		

Will the check need to be:	mailed out >	
	sent back to you >	
<i>Important Note: If check is received by the employee, a receipt of purchase needs to be submitted to the Accounting department within two days of receiving the check</i>		

Is there a deadline for this Check? If so, please write in time and date : (ASAP is not acceptable)	Date:	
	Time:	

Please make check payable to:

Name:	
Address:	
Phone:	
Amount:	

Signatures/ Approval:

	Name	Signature	Date
Requestor/Employee:			
Approval/Supervisor:			
Approval/Campus Director:			
Received/Accounting department:			