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**TITLE: TRAVEL**

**EFFECTIVE DATE:** July 1, 2013

**LAST REVISION:** February 12, 2015

Policy No. 8.1007

### **POLICY STATEMENT**

This policy applies to the authorization of travel for all Baton Rouge Community College (BRCC) employees and students in the performance of their official duties. Provisions of this policy also may apply to individuals other than employees who are authorized to travel at College expense. This travel procedure must be used in conjunction with the most current State Travel Guide, PPM49.

### **POLICY PROVISIONS**

#### **A. EMPLOYEE RESPONSIBILITY**

1. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess cost, unnecessary routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided.
2. It is the travelers responsibility to consult the Louisiana Travel Guide to familiarize themselves with the official state travel regulations and what items are reimbursable prior to the beginning of travel.
3. Employees traveling on official business should provide themselves with sufficient funds to cover routine travel expenses.

#### **B. TRAVEL APPROVAL PROCEDURES**

1. Travel at the college expense will be authorized only when the purpose of the travel will benefit the College and/or the particular department concerned.
2. An employee's travel must be fully approved with all required signatures prior to the actual travel by the employee. Travel authorizations should be processed at least one week in advance to allow for proper approval. The authorization form is maintained in the Office of Accounting and Finance to be kept on file pending the Travel Expense Reimbursement Form.
3. The Office of Accounting and Finance processes payments for approved travel authorizations that require advance payments for registration, airfare, hotel, travel or employee advance.



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4. The traveler must reserve their own transportation and lodging for official state travel, and submit it to the Office of Accounting and Finance for processing payment using the College's Travel card. The Chancellor's or designee approval is required prior to travel for car rental and personal vehicle mileage.
5. The pending travel amount is encumbered against the traveler's budget as indicated on the authorization form.

### **C. GENERAL TRAVEL RULES**

1. Contract airfares (in-state and out-of-state) are to be booked only through the contracted travel agency and can be paid by the CBA only.
2. Contract lodging (in-state and out-of-state) with the exception of conference hotels, are to be booked through <http://louisiana.hotelplanner.com/>. Advance pay is allowed for hotel lodging according to PPM 49 guidelines; when notified by traveler no later than one (1) week prior to travel of hotel reservations information and confirmation number.
3. Upon returning from travel, the employee should immediately file a Travel Expense Reimbursement Form for reimbursement of his/her expenses.

### **D. REQUEST FOR REIMBURSEMENT FOR TRAVEL EXPENSES**

1. In order to be reimbursed for travel, an original Travel Expense Reimbursement Form must be submitted. Forms must be completed in ink or typewritten and signed by the employee and approved by their supervisor.
2. Claims for reimbursement of travel expenses should be **SUBMITTED NO LATER THAN FOURTEEN (14) DAYS** after completion of the travel, with proper approval signatures. Reimbursement requests at fiscal yearend should be submitted on or before July 5. There will be no reimbursement for prior-year expenses.
3. All original receipts and documentation should be attached to the Travel Expense Reimbursement Form. *Smaller receipts should be attached to a blank sheet of 8 ½ x 11 paper.*
4. Expenses must be shown on a daily basis and if an employee received a cash advance, this amount must be subtracted from the gross amount of the claim. *All incomplete forms will be returned to the traveler without payment.*


### **E. TRAVEL FOR NON-BRCC EMPLOYEES**

1. An Authorization to Travel form must be approved by the Chancellor or designee prior to the actual travel by the non-employee.
2. Travel expenses incurred for interviews and/or official business trips can be reimbursed to candidates for employment upon approval from the Chancellor or designee.



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3. The traveler is notified prior to travel the necessity of obtaining receipts, keeping a record of expenses of the trip, and that reimbursement will be made in accordance with the State of Louisiana travel regulations PPM 49 and Baton Rouge Community College policy. A Travel Guide will be included in the travel packet.
4. In order to obtain the most cost effective methods of traveling, the college will make all travel arrangements as it relates to airfare, local transportation and lodging when able.
5. The College official at whose request the non-BRCC traveler shall be responsible for preparing the Travel Expense Form and obtaining the traveler’s signature and applicable receipts. The traveler’s home address and social security number must appear on the Travel Expense Form.

Source of Policy: <u>PPM 49</u>	Responsible Administrator: <u>Vice Chancellor for Finance</u>
Related Policy: _____	LCTCS Policy Reference: <u>N/A</u>
Approved by: 	LCTCS Guideline Reference: <u>N/A</u>
Chancellor <u>Andrea Lewis Miller</u>	Date: <u>02/12/15</u>