

2021

# TRAVEL GUIDELINES LEE COLLEGE DISTRICT



Updated December 2021



---

<b>1. FUNDING FOR EMPLOYEE TRAVEL .....</b>	<b>4</b>
A. Advances via Purchase Request.....	4
B. Prior Approval from Supervisor for Travel.....	4
C. Travel Card .....	5
<b>2. EXPENSE REPORT .....</b>	<b>5</b>
<b>3. AIRFARE .....</b>	<b>6</b>
<b>4. TRAVEL INSURANCE .....</b>	<b>7</b>
<b>5. MEAL EXPENSE.....</b>	<b>7</b>
A. Non-Overnight Travel.....	7
B. In-State Overnight Travel .....	7
C. Out-of-State Overnight Travel .....	8
D. Meals Paid with Personal Funds .....	9
E. Grants.....	9
F. Business Meals.....	9
G. Meals on Purchasing Card .....	9
H. Meals Provided by the President.....	9
I. Student Meal Expenses .....	9
<b>6. LODGING EXPENSES.....</b>	<b>10</b>
A. In-State Lodging .....	10
B. Out-of-State Lodging.....	11
<b>7. MILEAGE, PARKING AND TOLLS.....</b>	<b>11</b>
A. TO THE AIRPORT .....	11
B. OUT OF STATE MILEAGE.....	11
A. MILEAGE TO DUTY POINT.....	12
B. MILEAGE TO MEETINGS .....	12
<b>8. NON-EXEMPT EMPLOYEE TRAVEL .....</b>	<b>14</b>
<b>9. STUDENT TRAVEL .....</b>	<b>14</b>
A. STUDENT MEAL EXPENSES .....	14
B. ATHLETIC TRAVEL .....	15
C. STUDENT MILEAGE .....	15
<b>10. VEHICLE RESERVATION PROCESS.....</b>	<b>15</b>
A. Vehicle Reservation Form.....	16
B. Vehicle Pick Up & Return .....	16

---

**11. DRIVERS..... 18**  
    A. Student Assistant, Work Study and Non-Employee Drivers ..... 18

**12. VEHICLES: PERSONAL LIABILITY ..... 18**

# **LEE COLLEGE TRAVEL POLICY**

## **EMPLOYEE AND STUDENT TRAVEL**

### **Travel Policy Overview**

This policy sets forth guidelines and procedures for costs associated with College related travel on behalf of Lee College District. This policy applies to all employees of the College, including, but not limited to, faculty, administrators, staff, students and athletes. The following guidelines also apply to all travel paid with College funds.

### **General Guidelines**

Employees are required to submit a “Travel Request Form” to immediate supervisor in order to obtain prior approval to proceed with booking for hotel and airfare. The responsibility to observe adherence to travel guidelines rests with traveler and department supervisor. Employees must familiarize with these guidelines when planning any college travel.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### 1. FUNDING FOR EMPLOYEE TRAVEL

#### A. Advances via Purchase Request

Travel advances will not be provided for college business trips. All travel expenses must be made on an individual's college purchasing card, college travel card or through personal funds and must have prior approval from the supervisor and Purchasing.

#### B. Prior Approval from Supervisor for Travel

In order to utilize a Lee College credit card for travel, employees must receive prior approval from their supervisor on the approved Travel Request Form. A signed approval form should then be submitted to Purchasing.

All Travel Card approval requests must include the following applicable information:

- Destination
- Event
- Rationale for attendance
- Date of Travel
- Department, Fund and Account
- Estimated Expenses
  - Public Transportation (airfare, car rental, taxi, shuttle etc.)
  - Accommodations
  - Meals
  - Registration Fees
  - Other Incidental Expenses
  - Baggage Fees

This information needs to be forwarded to the supervisor for approval. Once approval for college travel is properly secured by supervisor, approval must be submitted to Purchasing Department if college travel card is required.

Any college travel expense paid by a third party sponsor will not be reimbursed or paid by Lee College.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### C. Travel Card

- A. Indicate on your approval request that you will require a travel card.
- B. Pick up travel card from Purchasing before date of travel.
- C. Return travel card, receipts and Statement of Travel Expense form to Purchasing within 30 days of returning from business trip.

## 2. EXPENSE REPORT

All expense reports should be submitted to the Purchasing Office no earlier than 5 full business days after the trip; but no later than 30 days after. Disallowed or unsubstantiated expenses may be deducted from the employee's payroll check. Travel expenses will be reimbursed after completion of travel and at no point before travel occurs. This includes, but not limited to, airfare, conference, lodging and other incidental fees. Statement of Travel Expense form must include the following:

Itineraries and receipts must accompany expense reports that include purchasing or travel card charges.

Statement of Travel forms must be completely filled out with the employee's credit card statement attached (if applicable). Due to the fact that credit card transactions are not immediate, a Statement of Travel form will not be processed prior to 5 business days of the employee's return. The credit card statement run date must reflect a date 5 business days or greater of the employee's return date.

Lee College is exempt from Texas state sales tax. Employees will not be reimbursed for any state of Texas sales tax except for those sales tax charges associated with meals. Sales tax charged to Lee College credit cards are to be reimbursed to the College.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### 3. AIRFARE

Airfare purchases are to be made on the employee's purchasing or travel card. Purchasing card-holders must make his/her own airline reservations on his/her card. An employee who is not a purchasing card-holder may purchase airfare on a travel card or on his/her own personal credit card.

Lee College will only allow an employee to purchase a coach class ticket. Employees wishing to upgrade must pay the difference in price at their own expense.

Only a Lee College employee's airfare may be booked or paid for with a Lee College Purchasing or travel card. A non-employee traveling with a Lee College employee must purchase airfare on his/her own personal credit card

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### 4. TRAVEL INSURANCE

- A. Travel Insurance is not reimbursable.

### 5. MEAL EXPENSE

#### A. Non-Overnight Travel

Meal expenses are not allowed for non-overnight travel due to IRS regulations. The only exception would be when the employee is attending a business meal and Lee College business is discussed at the meal. In that case, a list of attendees and the nature of business discussed must be submitted to Purchasing along with the meal receipt. Supervisor approval and Purchasing approval must be made prior to the business meal.

#### B. In-State Overnight Travel

The per diem rate policy for the Lee College District is as follows:

\$46 per day will be allowed for meals for each day of the trip except for the actual day of travel to the destination site. The per diem rate for the day of travel to the destination site is \$23.

Taxes and tips on meals are allowable expenses and are included in the per diem rate.

*\*Employees are cautioned that tips and gratuities of any kind are not allowed under Perkins grant funding. Other grants must be consulted with Grants Department staff.*

Employees purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate. Receipts are required for meals purchased with Lee College credit card. Upon return from the trip, money owed to the college must be repaid within 30 days.

Alcohol may not be purchased using college monies.



# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

Key officials, defined as the President and Regents, and Board Members will receive the same per diem rate as faculty and staff.

### **C. Out-of-State Overnight Travel**

The per diem rate for employees traveling out of state can be determined by accessing the following web page.

<http://www.gsa.gov/portal/content/104877>

Employees should look for the state and city to which he/she is traveling then the column marked M&IE rate which will show the per diem rate allowed for this destination. A printed copy of this page must accompany the Statement of Travel Expense form.

Taxes and tips on meals are allowable expenses (\*except under Perkins grant) and are included in the per diem rate. Tips cannot exceed 20% of meal costs.

An employee purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate. Itemized receipts are required for meals purchased with Lee College credit card. Upon return from the trip, money owed to the college must be repaid within 30 days.

An employee who travels out of the state on business will be reimbursed the cost of the lowest mode of travel. For example: if a car is taken instead of a plane the person will be reimbursed the mileage or the cost of an airline ticket, whichever is less.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### **D. Meals Paid with Personal Funds**

An employee paying for meals with personal funds is not required to submit receipts. An employee may request reimbursement for meals not to exceed \$23 a day for the first travel day and \$46 a day for the remaining days. Per Diem is claimed on the Statement of Travel Expense form at the end of the business trip. Out of state per diem rates will be reimbursed at half rate for the first travel day and full rate for the remaining travel days.

Taxes and tips on meals are allowable expenses and are included in the per diem rate unless stipulated otherwise in federal grants, in which tips and gratuities are not allowed.

### **E. Grants**

Meals can only be allowed with grant monies to the extent that the grant will allow. If unsure about guidelines, please contact the Grants Compliance Officer before charging meals to a grant account.

### **F. Business Meals**

Business meals will be reimbursed with prior credit card approval or with an email approval from supervisor.

### **G. Meals on Purchasing Card**

A purchasing card may be used for meals instead of per diem during a college trip. Once a card is used for a meal, the option for per diem is no longer available for the remainder of the trip.

### **H. Meals Provided by the President**

The President may choose to pay for an employee's meal during a business trip. In this case the employee is not responsible for tracking the cost of the meal when calculating per diem reimbursement. The employee's per diem for the day is not impacted.

College President is the only employee authorized to purchase meals for other employees while traveling.

### **I. Student Meal Expenses**

If a per diem is given to students for a college related trip the per diem must be consistent for all of the students involved.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### 6. LODGING EXPENSES

Lee College has no per diem allowance for hotel accommodations. An itemized receipt must be submitted for all hotel accommodations.

Only business telephone calls and internet will be allowed for payment by Lee College. Lee College will not reimburse an employee for personal expenses (example, in-room movies, mini bar purchases, gym fees etc.). All personal charges must be paid separately by the employee using his/her personal monies and may not be charged to the purchasing or travel card.

Overnight lodging is only allowed for travel in excess of 50 miles one- way. Unless otherwise approve by Finance Department in advance.

Employees extending lodging before or after the approved travel dates will pay at their own expense.

Lee College will not pay expenses for a spouse, dependent, or other individual accompanying the employee unless the individual is an employee of Lee College and the travel is for a bona fide business purpose only.

#### A. In-State Lodging

When lodging in Texas, employees are not to pay state hotel/motel occupancy tax, but must pay city and county occupancy taxes. An exemption certificate for state taxes is located on-line at the following link <http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf> Hotel Occupancy Tax Exemptions (texas.gov) or can be picked up in the Business Office.

Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only. If this type room is unavailable the employee will need to book a hotel near the conference that offers the state rate. If there is not a hotel with the state rate available in the area, the employee needs to acquire Purchasing approval on the hotel and room rate prior to the trip.

Employees must contact hotel to inquire state rates.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### **B. Out-of-State Lodging**

When lodging out of state, the college is required to pay all applicable taxes. Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only.

## **7. MILEAGE, PARKING AND TOLLS**

Lee College may reimburse an employee for the mileage incurred during the employee's business use of a personally-owned vehicle. Mileage will be paid at the rate of \$ 0.56 per mile. Employees can find mileage chart in the employee portal for driving between different college locations. Mapping services such as MapQuest, Google Maps may also be used to document reimbursable mileage. College will always pay whichever is less. Documentation must accompany a submitted Statement of Travel Expense form for reimbursement.

Lee College will reimburse an employee for parking/toll expenses incurred while the employee is on an approved college business trip. Parking/toll receipts must be provided to obtain reimbursement for these expenses. Any expense without proper receipts will not be reimbursed.

Mileage reimbursements need to be turned in to the Purchasing Office on a Statement of Travel Expense form with all applicable receipts attached and submitted within 30 days of the end of business travel to be eligible for reimbursement.

Coordination of travel (employees traveling together in one personally owned or college vehicle) is encouraged for employees traveling to the same destination at the same time.

### **A. TO THE AIRPORT**

Mileage to or from the airport from an employee's residence is acceptable. However, this mileage cannot exceed the mileage between Lee College and the airport. If the mileage is less than mileage between Lee College and the airport, the lesser mileage should be reported. Documentation from an internet mapping service of the mileage from the residence to airport must to be included with the Statement of Travel Expense form.

### **B. OUT OF STATE MILEAGE**

An employee, who chooses to travel to out of state business via a mode of transportation other than air, will be reimbursed the lesser cost.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### A. MILEAGE TO DUTY POINT

Lee College cannot reimburse for mileage to or from the place of employment. Place of employment includes the employee’s regular daily assignment. This is defined as an employee’s **duty point**.

Lee College has several duty points:

- Main Campus
- McNair Career Center
- Huntsville Center
- Lee College Education Center – South Liberty County

Employees are not reimbursed for travel to and from their assigned duty point. However, Lee College does pay mileage for travel from the duty point to and from other teaching sites.

From	To	Reimbursed: Yes or No
<b>Home</b>	Duty Point	No
<b>Duty Point</b>	Home	No
<b>Duty Point</b>	Another Teaching Site	Yes
<b>Another Teaching Site</b>	Duty Point	Yes
<b>Another Teaching Site</b>	Home	No
<b>Another Teaching Site</b>	Another Teaching Site	Yes
<b>Home</b>	Another Teaching Site	*See note below

\*An employee who chooses to forego travel to his/her duty point and proceed straight to another teaching site will be reimbursed the mileage from the duty point to that teaching site **or** mileage from his/her home to the teaching site, whichever is less.

### B. MILEAGE TO MEETINGS

Mileage from a normal workstation to a conference or meeting is reimbursable if an employee actually reports to work prior to attending the meeting. Mileage for travel from an employee’s residence directly to the conference/meeting site will be based on the shortest distance from either the employee’s residence or Lee College. Documentation from an internet mapping service such as Google maps, MapQuest, etc. must be included with the Statement of Travel Expense form in order to be reimbursed.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

Mileage reports must include all of the following information:

- Travel dates
- Travel-to and Travel-from addresses
- Mileage documentation from LC Mileage Chart, MapQuest, Google maps, etc.
- Purpose of travel
- Mileage
- Department/Account/Fund being charged

Mileage reimbursement reports must be turned in within 30 days of the end of the travel date to be eligible for reimbursement.

In the event of an accident, the vehicle owner's insurance coverage is primary for damages

# **LEE COLLEGE TRAVEL POLICY**

## **EMPLOYEE AND STUDENT TRAVEL**

### **8. NON-EXEMPT EMPLOYEE TRAVEL**

Non-exempt employees will not be paid for travel time beyond their normal work day schedule.

### **9. STUDENT TRAVEL**

#### **A. STUDENT MEAL EXPENSES**

The sponsor has the right to determine student per diem rate based on budgetary considerations. The student per diem rate may not exceed the college maximums of \$23 for the first day of travel and \$46 for travel days thereafter. The per diem rate must be consistent among students traveling. Tips and taxes on meals are included in the per diem rate.

A lump sum check request may be requested in advance by the college sponsor in order to provide each student their per diem rate for the number of days they will be traveling. The check request must include the names of the students traveling and the amount of money being issued to each student.

A sponsor purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the per diem rate. Student meals will not be reimbursed above the per diem rate. Receipts are required for meals purchased with Lee College credit card.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### B. ATHLETIC TRAVEL

Student athletes traveling off campus for school athletic events are eligible for the per diem rate. A lump sum travel advance may be requested by the team coach in order to provide each athlete the per diem rate for the number of days of travel.

The coach may choose to purchase team meals on his or her purchasing card, however in doing so the cash per diem will be forfeited for that day of travel. A coach purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the per diem rate. Itemized receipts are required for meals purchased with Lee College credit card.

### C. STUDENT MILEAGE

Students should not use their personal vehicles to conduct college business. Students are allowed to check out a college vehicle for college business if they have been pre-approved as a driver.

## 10. VEHICLE RESERVATION PROCESS

Only approved drivers may drive a Lee College vehicle. (See approved driver requirements in the following section titled “Drivers.”)

The Purchasing Office manages the reservation process for college owned vehicles.

Reservations need to be made at least two days in advance by filling contacting Purchasing Department.

College vehicles are assigned on a first come, first serve basis.



# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### **A. Vehicle Reservation Form**

A pouch containing the vehicle keys, insurance card, and contact information should be picked up in the Purchasing Office on the day of the trip. If the keys need to be obtained the day prior to departure, the request should reflect the date that the keys need to be picked up. The pouch containing the keys to the vehicle should be returned promptly to the Purchasing Office upon return from trip.

Gas cards may be signed out for the purchase of gasoline for college vehicles only. Gas cards and receipts should be returned to the Purchasing department promptly upon return. Do not return gas cards via campus mail or leave them in the Purchasing Office unless you give them directly to a Purchasing employee.

Prior to departure, drivers should familiarize themselves with the vehicle they will be driving. Contact the Transportation Department to ensure that the vehicle has a full tank of gas and to ask any other questions regarding the operation of the vehicle. If a vehicle has a short turn around the requestor may need to fill the vehicle with gas. Please check gas gauge before leaving on trip.

### **B. Vehicle Pick Up & Return**

Vehicles must be picked up and returned promptly to the storage yard in the Transportation Department at the end of 511 S. Whiting. Each set of keys includes a key to the chain link gate to allow for after-hour pickups and returns.

The driver is responsible for entering the beginning and ending odometer readings from the assigned vehicle. Driver must contact Purchasing Department to instructions about tracking odometer readings.

The budget code entered on the reservation form will be charged for the mileage incurred. The cost to the department for using the van/bus will be \$.56 cents per mile plus driver's expenses.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

**The driver is responsible for:**

- Removing belongings and trash from the vehicle and cleaning spills
- Entering beginning and ending mileage in a timely manner
- Returning vehicle pouches to Purchasing in a timely manner
- Returning vehicle to the Transportation Department in a timely manner

The driver should document any problems with the vehicle on the on-line form or report them directly to the Transportation Department.

The Purchasing Department reserves the right to deny use of college vehicles to employees/students who do not follow policy.

# LEE COLLEGE TRAVEL POLICY

## EMPLOYEE AND STUDENT TRAVEL

### 11. DRIVERS

Individuals requesting access to college vehicles must be pre-approved to drive by the college's insurance company. Employees must sign an acknowledgment statement which authorizes the college's insurance carrier to investigate both their driving record and criminal history. Approved drivers must be re-approved on an annual basis.

The approval/denial process takes an average of three working days. Drivers are personally responsible for any tickets incurred while driving a college vehicle.

#### A. Student Assistant, Work Study and Non-Employee Drivers

Student assistance and work study students are eligible to drive college fleet vehicles upon receipt of clear criminal and driving history reports. The student driver must be accompanied by a college sponsor.

They will continue to be classified as "student assistant" or "work study" but will be paid at the higher rate of \$10.00 per hour only for the duration of the trip.

##### **Process:**

1. The Purchasing Clerk will send an email to HR and Payroll informing them when a SA/WS drives.
2. The SA/WS should add the hours to his/her timesheet and note who they drove so that the appropriate department can be charged.

*\*\*Student and faculty should be informed that the hours spent driving will apply to the specified hours that the SA/SW is allowed to work per week.*

Non-employees can be hired as part-time bus drivers. The department requesting a bus driver will be charged-back all expenses (lodging, meals etc.) including wage to that departmental budget.

### 12. VEHICLES: PERSONAL LIABILITY

If an employee uses their personal vehicle in the conduct of school business the employee's personal auto coverage applies as primary coverage.

Drivers are personally responsible for any ticket.