



## Manual Of Policies And Procedures

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<b>TRAVEL POLICY</b>	Date 6/20/2019	

### PURPOSE

The Vermont State Colleges System Travel Policy is designed to ensure the effective and efficient management of VSCS resources, fair and equitable payment for business travel and related expense, and compliance with all applicable laws and regulations.

### STATEMENT OF POLICY

This policy applies to all official VSCS travel, regardless of the funding source. If the travel policies and procedures for federal grants and contracts are more restrictive than this VSCS Policy, they will supersede this policy. If the terms imposed for grants and contracts are less restrictive than the VSCS policy, VSCS policy applies.

Travel expenses paid by the VSCS must be properly authorized, appropriately documented with a clear business purpose, and otherwise comply with this policy. The VSCS does not compensate travelers for personal expenses incurred during travel.

Employee travel may be authorized when the travel is related to VSCS business and is pre-approved by the appropriate supervisor. Employees shall travel in an efficient and cost effective manner allowing for the purpose of the trip to be accomplished.

Travelers may not authorize their own travel nor approve the reimbursement of their own travel expenses. The traveler's immediate supervisor or his/her designee must authorize the travel expense reimbursement.

Nothing herein requires the VSCS to, or prohibits the VSCS from, paying for costs of an employee's travel in advance. Such advance payment is a matter of discretion for the VSCS. Regardless of whether such payments are made by the VSCS, the provisions of this policy on authorization of travel, cost allowance, and cost restrictions apply.

## I. GENERAL TRAVEL POLICY PROVISIONS

- A. Purchasing cards (p-cards) are the preferable method of payment for all travel expenses. Cardholders are required to use their p-cards. Others may request a travel advance and submit receipts based on the procedures set herein.
- B. A request for reimbursement of mileage and travel expenses must be submitted on a monthly basis within 10 business days after the close of the month in which the travel occurred (or concluded, if the period of travel extended beyond the last day of the month). Any reimbursements submitted after 60 days from the date of travel will be taxable to the employee and paid through the VSCS payroll system for inclusion in the employee's paycheck.
- C. With permission from the traveler's supervisor, and at the supervisor's sole discretion, a travel advance may be authorized. Advances will be issued via direct deposit no earlier than one week prior to the traveler's departure date. Advances will be deducted from the traveler's next submitted expense report. The reconciliation of the travel advance shall follow the same time line as travel reimbursement submission from Section I(B) of this policy.
- D. The supervisor approving the traveler's reimbursement form is responsible for reviewing the adequacy and accuracy of the receipts and other supporting documentation, and the reasonableness and appropriateness of all expenditures.
- E. Reimbursement of any added expense due to a spouse/guest joining the employee while traveling is strictly prohibited.
- F. Reimbursement for alcoholic beverages is strictly prohibited.
- G. Receipts are required for all transactions for which the traveler is seeking reimbursement except for the following: daily amounts under \$5 that are for tolls, hotel tips, etc.
- F. Electronic receipts are acceptable provided that the necessary detail they contain is equivalent to that required in an acceptable paper record.
- G. Employee use of private aircraft, boats and other non-traditional modes of travel in carrying out the performance of official college duties must first receive written authorization in advance from the Chancellor.

## II. TRANSPORTATION EXPENSES

- A. Transportation expenses shall be reimbursed based on an economical mode of transportation and a commonly traveled route consistent with the authorized purpose of the trip.
- B. Transportation tickets should be procured in advance in order to obtain the best price offered by the carrier or negotiated by the VSCS.
- C. Driving for the VSCS is only permitted in accordance with the VSCS Fleet Safety Program.

D. Personal Automobiles

1. The VSCS will pay the standard rate per mile as set forth in subparagraph (D)(2), below, for official travel by private automobile for:
  - a. the difference between miles ordinarily traveled for daily commutation and miles traveled on college business unless traveling from campus; or
  - b. if the employee is traveling from his or her campus, the miles traveled on college business from the campus to another location and for return to the campus or home location, whichever is less.
2. Use of personal automobiles will be reimbursed on a per mile basis according to the current IRS reimbursement rate. This takes into account all actual automobile expenses such as fuel, insurance, normal wear on the vehicle, etc.
3. In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferries, parking, bridges and tunnels for which receipts are required for daily amounts over \$5.
4. The owner of the vehicle is responsible for complying with state insurance requirements. The VSCS's insurance does not apply to privately owned vehicles.
5. Mileage between an employee's residence and place of work is not reimbursed.
6. Traffic ticket, parking ticket and any moving violation (e.g., speeding tickets) expenses will not be reimbursed.

E. Rental Cars

1. An employee may rent a vehicle when advantageous to the VSCS and approved in advance.
2. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip.
3. The VSCS's insurance policy provides liability protection for a rental vehicle; however, the collision damage waiver shall be purchased unless otherwise directed by the Dean of Administration, or designee.
4. Renters must abide by the terms and conditions of the rental agency contract or rental agreement.
5. In the event an employee's use of a rental vehicle incurs costs or expenses not covered by the collision damage waiver or VSCS's insurance policy, the employee will be responsible for any and all such costs or expenses.

F. Airfare. Coach airfare only is allowable. Business and first class are not allowable expenses.

G. Ground Transportation. Travelers should select the most reasonable means of

ground transportation, whether shuttle, taxi, rail or bus, as needed to travel between business locations.

### III. LODGING EXPENSES

- A. The VSCS reimburses travelers for the single occupancy cost of a standard room. Travelers should select a hotel that is appropriate for their business purposes and is as economical as possible.
- B. Employees should always ask for corporate or educational discount rates before renting a room.
- C. No paid TV or other personal entertainment items will be paid for or reimbursed.
- D. Travelers will be reimbursed for telephone, fax and computer connection costs that are reasonable and necessary for conducting VSCS business.

### IV. MEALS AND INCIDENTAL EXPENSES

- A. Actual meals and incidental expenses will be allowed up to the GSA rate for Vermont. With prior authorization by the Dean of Administration or designee, an employee may operate under another state or country GSA rate – approval documentation required with reconciliation submission. Receipts are required for all meal expenditures.
- B. Meals will be reimbursed only when a clear VSCS business need is demonstrated and the employee has supervisor approval
- C. If meals are covered in the cost of a conference or otherwise, additional meal charges will not be allowed. Employees attending conferences must submit conference agenda and applicable conference materials regarding meals provided.

Signed by:



Jeb Spaulding Chancellor

Date	Version	Revision	Approved By
1/28/2010	1.0	Adopted	VSCS Board of Trustees
6/20/2019	2.0	Update of policy and elimination of per diems	VSCS Board of Trustees