**Sauk Valley Community College**

**May 23, 3016**

**Action Item 4.4**

**Topic: Board Policy 510.01 Travel of College Personnel**

**Strategic Direction: Goal 3, Objective 3 – Improve the efficiency of College Operations**

**Presented by: Dr. David Hellmich and Melissa Dye**

**Presentation:**

 The current travel policy allows for reimbursement of meal expense over per diem if accompanied with a detail receipt. Due to the labor involved with tracking these receipts and the additional expense that arise when going over the per diem rate the College has decided to enact the per diem rates based of the GSA standards.

 In addition the College will no longer require receipts for small expenses such as tolls, tips and taxis.

**Recommendation:**

 The administration recommends the Board approve the revised Board Policy 510.01 Travel of College Personnel as presented for third reading**.**

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510.01 Travel of College Personnel

A. Approvals: Travel shall be regulated subject to the limitation to the budget provided. Reimbursement of in-district and out-of-district travel expenses must be approved by the appropriate supervisor. Out-of-District travel must receive prior approval from the appropriate supervisor, approval from appropriate ~~dean/provost~~ *President’s Cabinet member* if out-of state(excluding Iowa, Indiana and Wisconsin which only need supervisor approval)and the President if out of the country, unless performed under emergency conditions.

B. Mileage: The rate of reimbursement when using personal automobiles for college travel will be equal to the current IRS tax deduction rate. No reimbursement will be paid for travel between home and the regular place of work or duty.

C. Meals: Reasonable meal expenses will be reimbursed in accordance to IRS regulations. Meal expenses may be reimbursed up to the per diem amounts set in administrative guidelines and approved by the Board. ~~Reimbursement above the per diem amounts may be reimbursed if documented with~~ *~~detailed~~* ~~receipts~~. No reimbursement will be provided for the purchase of alcoholic beverages.

D. Lodging: Approved reasonable lodging expense will be reimbursed if documented with receipts.

E. Public Transportation: Approved reasonable public transportation expenses will be reimbursed. Request for such reimbursement should be accompanied by receipts if possible and will be required if up to the maximum amount per IRS regulations.

F. Others: Miscellaneous travel expenses, such as tolls, parking fees, tips and train and taxi fares, may be reimbursed at the discretion of the approving authorities. Requests for such reimbursements should be accompanied by receipts if possible ~~and required if up to the maximum amount per IRS regulations.~~*Receipts are not required for items less than $25.*

10/22/80 6/26/2000

04/01/81 11/28/2005

03/27/89 10/24/2011

02/26/90 11/23/2015

**SAUK VALLEY COMMUNITY COLLEGE**

**REQUEST FOR TRAVEL OUTSIDE THE DISTRICT**

**INSTRUCTIONS**

It is the responsibility of the administration to regulate travel within their respective offices subject to the limitations of the budget. Prior written approval is required for all travel outside of the College District, unless performed under emergency conditions. This form is available on FAST and is to be submitted online.

A request for travel form should be submitted at least two weeks prior to the event. No expenses should be incurred until the request has been submitted and approved.

1. Complete the online request form located on FAST. Fill in the individual(s) attending, the destination and the purpose for the travel. One form may be used for all people traveling if only one person is incurring the expense. If multiple people will have expenses, a form will need to be filled out for each person. Complete the departure and return dates and times.

2. The estimated cost of the trip is the best guess as to total amount that will be expended for the trip.

a. Transportation - On January 1 of each year, the rate of reimbursement when using personal automobiles for College travel is adjusted to reflect the current IRS rate. When staff members travel together by automobile, mileage will be claimed by the owner of the car.

b. Lodging - Based on the stated rate of the hotel/motel where the individual will be staying. Final reimbursement requires receipts.

d. Conference Fee - Based on the registration for the conference. Usually paid in advance of or on the day of the conference. Prepare a Check Request to pay this fee in advance.

b. Meals – Meals will be reimbursed only for travel that includes an overnight stay. Per diem rates will be based on the location of the trip. There are 6 tiers established by the IRS:

Tier 1: Breakfast: $11 Lunch: $12 Dinner: $23 IE: $5

Tier 2: Breakfast: $12 Lunch: $13 Dinner: $24 IE: $5

Tier 3: Breakfast: $13 Lunch: $15 Dinner: $26 IE: $5

Tier 4: Breakfast: $15 Lunch: $16 Dinner: $28 IE: $5

Tier 5: Breakfast: $16 Lunch: $17 Dinner: $31 IE: $5

Tier 6: Breakfast: $17 Lunch: $18 Dinner: $34 IE: $5

 Location information can be entered into the GSA website at <http://gsa.gov/portal/category/26429>. Print out result and attached to request for travel. First and last day expenses will be paid at 75% of the per diem rate.

e. Tolls – If possible include print out of cost for tolls.

f. Other Expenses - Any other possible expenses that may be incurred such as parking, cab fares etc.

f. Complete the department name and full account number to be charged for each traveler.

4. Select appropriate immediate supervisor for travel in state or in Iowa, Indiana or Wisconsin. Request for travel that are out of state will be forwarded on to the appropriate Director/Assistant Dean/Dean or Provost once immediate supervisor has approved. Any travel that is out of the country will be forwarded to the President for final approval. Appropriate documentation about the proposed travel can be scanned in and attached to the electronic request form. Any check requests for lodging or conference fees will need to be submitted to the Accounts Payable Assistant. Cash advances will be approved under special circumstances only.

5. The Business Office maintains the original on file, and processes any check requests or purchase orders. Upon completion of the trip, the Request is attached to the expense report as back-up indicating prior approval.

Revised 5/23/2016