

TRAVEL PROCEDURE			
Procedure #	Applicability	Responsible Executive	Applicable Laws/Statutes
938	All College Employees and Board of Trustees	Vice President, Finance	https://www.gsa.gov/travel?gsa_redirect=travel https://www.irs.gov/tax-professionals/standard-mileage-rates

PURPOSE

The purpose of the Travel Procedure is to provide procedures and budget guidelines for travel for all College employees and other individuals authorized to travel on behalf of the College (e.g., Board of Trustees). The procedure addresses travel authorization and allowable expenses for travel on College business; ensures that reimbursable expenses, including travel expenses, are in support of the College's goals and strategic initiatives; and ensures the fair, consistent, and prudent use of College funds.

PROCEDURE

Definitions

- Traveler – An employee or Board member traveling on behalf of the College.
- Local Travel/Mileage-only Travel—Includes travel for which the employee is requesting reimbursement of transportation expenses only, such as mileage, parking, tolls, or commuter train fare (i.e., no meals, lodging, or registration fees).
- In State Travel – Includes travel within the borders of the State of New Jersey.
- Out of State – Includes travel within the 48 contiguous states of the United States beyond New Jersey.
- Out of Country Travel – Out of Country travel includes travel outside 48 contiguous of the United States (including Alaska, Hawaii, Puerto Rico, and other remote U.S. territories).

Travel Requests – Required

Prior to planning any travel, a traveler should consult with their immediate supervisor to determine whether their proposed travel is consistent with department, division, and/or College goals and guidelines for employee travel.

Exception: For Local or Mileage-only Travel—Employees may submit a mileage form post-travel but within 30 days of the completion of the travel. The College follows IRS mileage rates for reimbursement, which can be found at: <https://www.irs.gov/tax-professionals/standard-mileage-rates>

In-State, Out-of-State, and Out-of-Country Travel--A Travel Request Authorization Form is required for these categories and must be approved and submitted to the Finance Office at least four weeks prior to leaving for any travel, if possible. Each trip requires a separate Travel Request Authorization Form.

Travel Request Signatures and Approvals

- The immediate supervisor approves all local/mileage-only reports and in-state travel requests.
- The immediate supervisor, next level supervisor(s), and appropriate ELT member approve all out of state travel requests.
- The immediate supervisor, next level supervisor(s), appropriate ELT member **and** the President (or designee) approve all out of country travel.
- If an Executive Leadership Team member is the traveler, the President approves their travel.
- Written approval of the Board Chair is required for travel outside the State of New Jersey and/or requiring a hotel stay for the President and Trustees.

- Signatures obtained on a Travel Request Authorization Form approve the purpose and estimated cost of the trip. All expenditures are still subject to College travel procedures and may be adjusted or denied.

College Intent for Reimbursement

- It is the intent of the College to reimburse travelers for approved expenses incurred while traveling on official College business.
- All travel arrangements should be fair and equitable but planned in consideration of the College, using the most economical means when it comes to methods of travel, times of travel, rates, accommodations, and other personal preferences. Travelers are expected to use the most economical mode of transportation where practical; e.g.; one may not drive and be reimbursed for mileage if flying is less expensive and not overly burdensome.
- Meal reimbursements are to cover meals and incidentals while traveling on College business. The rates are established by the IRS and designed to reduce the administrative burden on travelers to eliminate collecting receipts per meal. These rates are not designed to cover the entire meal cost but to cover the difference between the costs of a meal of which the traveler might otherwise partake when not traveling for the College. IRS meal reimbursement rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- Employees should not claim a per diem for meals included in conference or meeting registration
- Special dietary requirements will be reimbursed according to the per diem rate.
- For a business meeting where the traveler paid on behalf of other individuals for College business purposes, meal reimbursement rates would not be used, and actual costs would be reimbursed. An itemized receipt is required for all business meeting meals. The College will not reimburse for any alcohol purchases.
- Cancellation fees will be reimbursed by the College as long as the cancellation was made for a legitimate reason and the employee made every effort to cancel as soon as possible according to the situation. The College will not reimburse for expenses incurred for a lodging “no show” reservation.
- The College will reimburse employees for Internet access only in the event the hotel does not provide complimentary access.

In State and Out of State Travel

- Transportation and lodging arrangements may be made through the College Purchasing Office.
- Travel within and out of the state may be done using a private vehicle, rental, common carrier, or College owned vehicle (if/where applicable).
- Personal vehicles - may be used for College business. Personal vehicle travel will be reimbursed at the current IRS reimbursement rate per mile for the most direct, regularly traveled route. The traveler may be asked to provide Google Maps with their travel expense form. Current IRS mileage rates can be found here: <https://www.irs.gov/tax-professionals/standard-mileage-rates>.
- When an employee is on College business in their own personal vehicle, their personal insurance is primary, and the College’s insurance is secondary. Travelers must have a legally limited amount of vehicle insurance as prescribed by state law.
- College insurance will not pay the individual for damage to the personal vehicle or provide liability coverage for such vehicle. The traveler must have their own vehicle insurance to cover these risks.
- Employees driving Personal vehicles on College business are covered by workers’ compensation provided the travel is authorized and occurs during the times when individuals are specifically on College business (to and from work does not qualify).
- Rental Cars – Rental cars may be authorized in lieu of personal vehicles. Detailed receipts are required for reimbursement. The College will typically reimburse up to a full-sized vehicle. Larger vehicles may be rented if there are four or more individuals traveling together. Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted. Insurance offered by rental car companies is unnecessary and, therefore, is not reimbursable. College employees are automatically covered under the College’s insurance policy while on College business. Most rental car companies offer prepaid fueling services; however, prepaid fuel/fees are generally more expensive and will not be reimbursed. Employees traveling via rental car will not be reimbursed for mileage.

- Other forms of transportation – Rail, shuttles, taxis, rideshare services, subways, or buses may be used for travel. Detailed receipts are required for reimbursement. The College will reimburse a reasonable and customary amount (15%-20%) for tips provided for such transportation.
- Rail - Travel by rail must be a coach/economy class fare equivalent.
- Tolls and parking are reimbursed at actual cost, and itemized receipts must be submitted for reimbursement.
- Lodging - A traveler is eligible for lodging when traveling more than 50 miles from campus, when relevant events are held very early or after business hours, when travel back and forth would be costly, or when other circumstances dictate that the traveler must stay overnight.
- Lodging will be reimbursed at reasonable hotel costs based on the rate for standard accommodations, or the conference/meeting rate (where applicable).

Air Travel

- Airlines - Travel by air must be a coach/economy class fare equivalent. The following fees associated with airline tickets are generally not reimbursable:
 - Early check-in fees
 - First Class, Business Class, or Priority Seating (unless medically necessity)
 - Airline and other travel clubs
 - Change Fees - Change fees can be reimbursed if the change was due to circumstances or events outside the control of the traveler, or if the change enables the traveler to decrease the cost of the trip by returning earlier than originally planned. The purpose of the change fee must be clearly documented for it to be reimbursed.
- Baggage fees may be reimbursed up to one bag per traveler. Exceptions may be made if an employee is traveling with equipment or materials needed to fulfill the purpose of travel (e.g., a suitcase full of brochures and other recruiting materials) if approved by their immediate supervisor.

Out-of-Country Travel

- Out-of-country travel includes travel outside the borders of the 48 contiguous United States.
- Additional authorization from the President is required, but all other procedures for out-of-state travel apply.

Non-Reimbursable Expenditures

- Personal grooming (hairstylists, barbers, manicurists, masseurs, lavatory attendants, etc.)
- Toiletries of any kind (deodorants, toothpaste, soap, toothbrushes, combs, etc.)
- Health club, spa, gym, swimming pool fees, green fees, etc.
- Passport and visa fees
- Traffic citations or parking tickets
- Childcare, babysitting, pet sitting, and kennel charges
- Alcohol
- Mini bar charges
- Hotel movies, movie theaters or other entertainment venues

If the traveler has a question about whether an expense is reimbursable, they should discuss it with their immediate supervisor. An assumption of reimbursement does not constitute an automatic approval of reimbursement.

Business and Personal Travel Combined

The College may authorize a traveler's request to extend a business trip for personal reasons, with the understanding that normal vacation leave rules apply. The traveler will only be reimbursed for lodging and meal expenses for the days the traveler is doing business for the College, including up to one day to travel to the destination and up to one day to travel from the destination. The traveler's immediate supervisor will review this on a case-by-case basis. The traveler will be reimbursed for the most cost-effective mode of transportation. If transportation costs are more due to the personal extension of the trip, the traveler will be responsible for the difference.

Sponsored Grant Travel

- Grant funded travel may have additional and/or restrictive travel requirements that must be adhered to.
- If the grant provides specific travel reimbursement or per diem rates, these rates will be honored, and must be supported by a copy of the relevant page of the grant contract.

Safety and Indemnity

- Persons who are involved in an accident while traveling on business must promptly report the incident in accord with established procedures.
- When an employee is on an official trip representing the College, they are considered an employee during the entire period of the trip and will maintain the benefits afforded by the College insurance, including worker's compensation.

Reimbursement for Authorized Travel

Travelers must have a fully approved travel request authorization form before incurring travel charges. If travel expenses are incurred before the travel request is fully approved, the employee may be liable for these expenses should the travel be denied.

- When a traveler has completed an authorized trip, a request for reimbursements must be submitted within 30 business days of return to campus on the appropriate post-travel expense form. Reimbursement requests submitted for prior fiscal years will not be honored except in extenuating circumstances.
- If the reimbursement is for less than \$25.00, the traveler may submit a Petty Cash Voucher.

Tax Exemption Certificates

All travel on College business, paid for from College funds, is exempt from federal excise tax. This includes travel under a government contract or grant. To avoid payment of these taxes, travelers must present exemption certificates, which are obtained from the Purchasing department

Willful violations of this policy, including falsification of expense reports, will be grounds for disciplinary action, up to and including denial of requested reimbursement and/or termination of employment.

APPROVED

Board of Trustees - November 17, 2005

REVISION DATE(S)

July 20, 2006

April 19, 2018

April 23, 2025

RELATED POLICIES, GUIDELINES, OR RESOURCES

Policy 938 – College Travel Policy

<https://www.gsa.gov/travel?gsaredirect=travel>

<https://www.irs.gov/tax-professionals/standard-mileage-rates>