

Operating Policy and Procedure

OP 18.005 Travel Policy

DATE: August 16, 2023

PURPOSE: The purpose of this Operating Policy/Procedure is to establish and define the limits and the conditions related to individuals traveling for Kellogg Community College (“KCC” or “the College”) business purposes, making travel arrangements, allowable travel, and other reimbursable business expenses, to guide the selection of the most cost-effective means of travel and to identify allowable expenses for travel and related reimbursement.

REVIEW: This policy will be reviewed in June of even-numbered years by the Finance Department, with substantive revisions forwarded to the Board of Trustees through President’s Council by the Office of the President.

POLICY/PROCEDURE

1. General Policy

- a. Local Travel** – Employees who are required to travel while performing their work will receive mileage reimbursement using the Internal Revenue Service standard mileage rate under the following conditions:
 - i.** Travel from one campus location to another, travel to a local meeting place such as a business or organization is required, or other College-related business travel.
 - ii.** Travel is approved by the supervisor and/or cost center manager or is a stated part of the position description.
 - iii.** Employee is using their own vehicle and paying for all costs associated with the mileage.
 - iv.** Employee is not a faculty member, and the travel is not covered under the Kellogg Faculty Association collective bargaining agreement.
 - v.** Traveling to a campus that is not the employee’s primary assigned work location.
 - vi.** Mileage is calculated from the employee’s primary assigned work location to their destination.
 - vii.** Examples include:

1. *Employee A is assigned to the main campus five days per week. They travel periodically to centers for meetings. The travel to the centers is reimbursable.*
2. *Employee A sometimes attends meetings at a Battle Creek business as part of an advisory group assigned to them by their manager based on their work. This is reimbursable.*
3. *Once a quarter, Employee A attends a networking luncheon that is not a part of their work assignment. This is not reimbursable.*
4. *Employee A's primary assigned work location is a regional center four days a week and the main campus once weekly. When assigned to the regional center, they sometimes have to go to another center or the main campus. That is reimbursable. On the day Employee A is assigned to the main campus, the travel to the main campus is not reimbursable.*

viii. Local mileage reimbursement requests must be received within 60 days of the travel or the end of the semester in which the travel occurred.

ix. The following are standard round-trip mileage distances between campuses:

1. Main Campus – Grahl Center (82 miles); Fehsenfeld Center (58); EAC (42); RMTC (13)
2. RMTC – Grahl (94); Fehsenfeld (56); EAC (62)
3. Grahl – Fehsenfeld (128); EAC (72)
4. Fehsenfeld – EAC (108)

b. Non-Local Travel – It is the responsibility of each prospective traveler to secure the appropriate approval for College travel from his/her supervisor/cost center manager prior to travel. Additional levels of approval may vary by department. The College is not responsible for providing reimbursement to employees who do not obtain approvals prior to incurring any costs associated with travel.

i. The College may assist travelers in arranging travel, booking reservations, and payment of expenses in advance of travel.

ii. Non-employee guests invited to the College for lectures, consulting, interviews, recruiting, and other special occasions, or those requested to travel for the College as specified in a contractual agreement. Other reimbursements will be made upon providing documentation of travel-related expenses eligible under this policy. The host department is responsible for coordinating travel arrangements for College guests and non-employee groups.

- iii. Travel on College business should be conducted in the most cost-effective manner feasible for the circumstances. Groups traveling together should consciously attempt to pool resources wherever possible (i.e., carpooling).
- iv. The greatest possible flexibility in arranging for the least expensive fares will be a primary consideration when scheduling your travel arrangements while maintaining safety and required accommodations.
- v. **Air Travel** – Prior to arranging, the employee must have completed their Travel Expense Form and have the approval signature of their supervisor/cost center manager. Airfare must be booked at the lowest economy or coach class unless the traveler certifies on the Travel Expense Form that such classes were unavailable. Flights should be booked as far in advance as possible, but no later than one month prior to the travel date, to get the most cost-effective ticket, if possible. Airline frequent flier mileage derived from travel paid for by the College may accrue to the traveler; however, travelers are encouraged to apply these benefits toward future College travel. The traveler or host department may make their own flight arrangements.
- vi. **Combining Personal Travel with Business Travel** – Personal travel may be combined with business travel, provided there are no additional costs to the College because of the personal segment of the travel. Additional hotel, meals, transportation, and incidental expenses incurred during the personal segment of travel will not qualify for reimbursement. The College will not arrange for personal travel. Any personal time that coincides or overlaps with regular work hours and is not required for the authorized travel will need prior approval and leave approval under current leave policies.
- vii. **Lodging/Accommodations** – Accommodations for College employees will be based on the standard single room or conference rate.
 - 1. Personal charges, such as in-room movies, mini-bar, etc., on hotel bills will not be reimbursed.
 - 2. If a trip is canceled, it is the individual's responsibility to cancel their reservation directly with the hotel and notify the Accounts Payable.
- viii. **Meals** - Meal reimbursements will equal the per diem allowance as determined by the Government Services Agency (“GSA”) Federal Government rates based on the destination location and time of year. Records must still be maintained that substantiate the time, place, and business purpose of the travel to be eligible for reimbursement under this method. The meal expenses are reimbursable only if the travel is overnight. No meals are reimbursed for single-day trips in accordance with IRS regulations that require an overnight stay of travelers to exclude meal reimbursements from taxable income.

- ix. Rental Car** - Employees, with prior written authorization of their supervisor, may rent a car at their travel destination when it is less expensive than other transportation modes such as taxis, airport limousines, and airport shuttles or a specific need is identified (examples include required physical accommodation or personal safety).
1. Employees are responsible for canceling rental car reservations with the rental company directly. Employees will not be reimbursed for “no-show” charges, and verification of cancellation will be necessary in the event of a billing dispute. Reimbursement is not available for rental car club membership programs.
 2. Employees using a local rental car must follow Local Rental Car procedures, including the use of the College designated agency. There are specific employees who are authorized to make rental car arrangements. See your department chair/director to determine who the appropriate individual is for your department.
 3. Individuals should check with their personal insurance agency to identify whether their insurance covers rental vehicles. Collision damage insurance is not reimbursable by the College. Any automobile accident when using a rental car while on College business must be reported immediately to the College’s Director of Facilities and Chief of Public Safety.
- x. Groups** – If you have five or more travelers in your party, you may check for the availability of the college van and/or minibus with the Institutional Facilities office. Student activities take precedence when scheduling these vehicles.
- xi. Other Reimbursable Business Expenses**
1. Receipts are required for all reimbursable expenses other than meals and mileage. Lost receipts or expenses for which no receipt was obtained must be explained on the Travel Expense Form and will be addressed on an individual basis.
 2. Cab/taxi/shuttle, airline, group meals or meals with guests, parking, tolls, reasonable and customary tips (see procedures), and registration fees not paid prior to the trip.
 3. Registration fees for conferences and training.
 4. Other expenses incurred while on College business are reimbursable within reason and on an individual case basis. An explanation of the business purpose should accompany the charge.
- xii. Non-Reimbursable Expenses** - Employees will not be reimbursed for personal expenses while traveling.

2. Scope

- a. This policy applies to travel for College business by the Board of Trustees, KCC employees, and College guests/groups (“employees”).

3. Definitions

- a. *Local Travel*: Travel within the KCC service area, including Calhoun, Barry, and Branch counties.
- b. *Primary Assigned Work Location*: The primary location where an employee is assigned to work for each day and/or week during a particular semester.

4. Mileage/Personal Vehicle Use

- a. The College reimburses mileage at the Standard Mileage Rate as determined by the Internal Revenue Service (“IRS”).
- b. If an individual elects to drive a personal vehicle as opposed to another mode of less expensive transportation for a trip of significant distance, the expense must be approved by the supervisor/cost center manager prior to the trip. Mileage will be reimbursed at the current IRS rates, up to the amount of the less expensive mode of transportation, as determined by the Director of Purchasing. Please note, if you choose this mode, reimbursement for meals and/or hotel during drive time will not be reimbursed.

5. Forms

- a. Check Request Form
- b. Mileage Reimbursement Form
- c. Rental Car Form
- d. Travel Expense Form

6. Roles and Responsibilities

The responsibilities of the Purchasing Department, under the direction of the Chief Financial Officer, include:

- a. The Director of Purchasing is responsible for implementing/enforcing this policy and developing internal controls to ensure compliance with the policy.
- b. Each employee requesting approval of travel forms is responsible for the accuracy and completeness of the information supporting their request. Missing or inaccurate information will delay reimbursement.

7. Persons/Departments Affected:

- a. This policy applies to the Board of Trustees, KCC employees, and College Guests/Groups.

8. Authoritative References

- a. Internal Revenue Service – Standard Mileage Rate <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- b. U.S. General Services Administration (GSA) [Travel Resources | GSA](#)

9. Right to Change Policy. The College reserves the right to interpret, change, modify, amend, or rescind this policy, in whole or in part, at any time without prior notice.

10. Approval Date: August 16, 2023

11. Past Revisions: February 20, 2019