

<b>Policy: Travel</b>	<b>Number: 316.01</b>
<b>Date Revised: 01-22-19</b>	<b>Supersedes: G-04</b>
<b>Cross Reference: <i>Alabama Community College System Policy 316.01</i></b>	<b>Issued: 12-29-81</b>

Prior to any work-related travel to be conducted during work hours or at College expense, an ISTC employee must submit a travel request for approval and have received the approval. Travel forms are available on the College website.

All travel requests forms should be submitted as soon as possible. Travel related expenses (e.g., airfare, car rental, taxi/shuttle transport, etc.) should follow economy class rates or comparable fares for business travel and be consistent with the most economical means of transportation. Factors involved in approving travel requests shall include, but not be limited to, adequate coverage of office/department/trade, expense, general benefit, and number of attendees from the College in order to determine if such travel shall cause an undue hardship on the effective instruction and management of the institution.

Upon return from approved travel, employees must submit any required documentation to the College Business Office.

It is the policy of Ingram State Technical College to make every reasonable effort to issue reimbursement checks for approved travel within ten working days after the receipt of the proper paperwork. Prior to any travel, employees should contact the Business Office to confirm the specific documentation needed, as well as, any limits or restrictions imposed by State or Federal regulations.

**1. In-state**

The President is authorized to approve in-state travel for institution employees on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

When using privately owned vehicles, employees are entitled to mileage allowance from their base station to their destination and return or for miles actually traveled from home to destination and return whichever is less. Each of the following conditions must be met before the College will reimburse an employee for in-state business travel.

1. Travel is required in order to perform official duties.
2. Travel is **justified and authorized in writing** by the employee's supervisor as evidenced by a completed ***Travel Request Form*** with an agenda or an itinerary authorized by prior written approval from the employee's appropriate supervisor, dean, or the President.
3. No state owned vehicle is available.

## NOTES

- a. A base location is the place where an employee regularly reports to work, receives instructions, makes reports, and receives pay. Official travel is travel that is necessary to support the college mission.
- b. In-state travel is travel outside of the city limits of an employee's base but within the borders of the state of Alabama.
- c. Where intercity travel is required, the State of Alabama Comptroller's official mileage will be used to calculate mileage.
- d. Mileage reimbursement for in-state travel will be calculated using the shortest distance between the claimant's base location and the destination.
- e. Travel claims must be filed on **Statement of Official Travel** forms within 10 working days of the trip(s).
- f. Travel forms will not be processed unless all of the following information is included and submitted within the allotted time frame.
  - 1) Completed **Travel Request Form** with an agenda or an approved itinerary.
  - 2) Completed *Statement of Official Travel*.

## 2. **Out-of-state**

The President is authorized to approve out-of-state travel for each institution's employees traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws. All out-of-state travel must be reported to the Chancellor. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.

When using privately owned vehicles, employees are entitled to mileage allowance from their base station to their destination and return or for miles actually traveled from home to destination and return whichever is less. Each of the following conditions must be met before the College will reimburse an employee for out-of-state business travel.

1. Travel is required in order to perform official duties.
2. Travel is **justified and authorized** by the employee's supervisor as evidenced by a completed **Travel Request Form** with an agenda if applicable or an itinerary authorized by prior written approval from the employee's appropriate supervisor, dean, and the President.
3. No state owned vehicle is available.

## NOTES

- a. A base location is the place where an employee regularly reports to work, receives instructions, makes reports, and receives pay. Official travel is travel that is necessary to support the college mission.
- b. Out-of-state travel is travel outside of the borders of the state of Alabama.
- c. Cost comparison of driving versus flying for all out-of-state travel to determine most economical means of travel.

- d. Where intercity travel is required and carries a monetary value, the employee will detail such expenses on the ***Statement of Official Travel*** and make every effort to secure the most economical means of transit. Receipts shall be maintained by the employee for submission upon return and reimbursement.
- e. Mileage reimbursement for out-of-state travel will be calculated using the shortest distance between the claimant's base location and the destination.
- f. Travel claims must be filed on ***Statement of Travel*** forms within 10 working days of the trip(s).
- g. Travel forms will not be processed unless all of the following information is included and submitted within the allotted time frame.
  - 1) Completed ***Travel Request Form*** with an attached agenda if applicable or an approved itinerary.
  - 2) Evidence of the date and time that the travel took place such as copies of employees' time cards from each campus or certification by a center director, the employee's supervisor, or representative of the organization visited.
  - 3) Completed the ***Statement of Official Travel form***.

3. **Foreign Travel**

The Chancellor must approve all foreign non-educational travel prior to the commencement of travel. Refer to Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and a reporting format. The Chancellor shall report all out-of-state travel to the Board of Trustees.