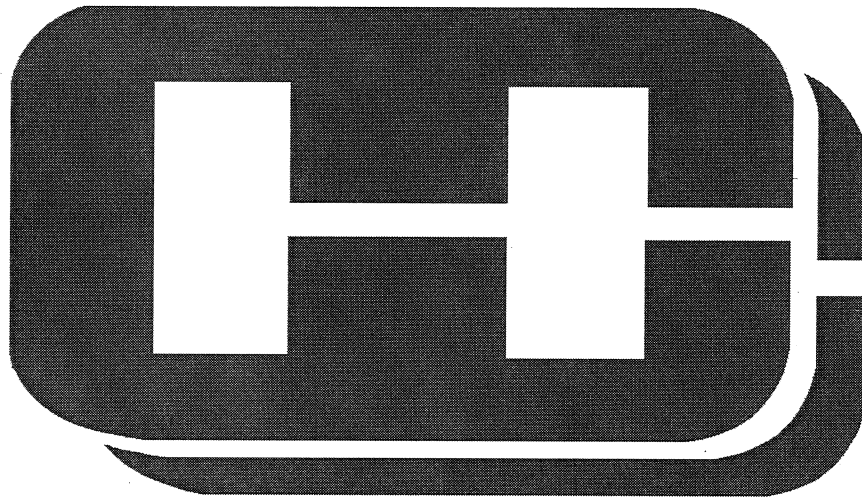


HINDS COMMUNITY COLLEGE



TRAVEL POLICIES & PROCEDURES

Updated 8/28/12

I. Introduction

This manual is intended to serve as a quick reference for established guidelines on travel reimbursement, for employees of the Hinds Community College District. It also provides that the Vice President for Business Services shall promulgate rules and regulations to effectuate economics for all expenses authorized under this section.

II. General Information

According to Section 25-1-83 of the Mississippi Code, it is unlawful for any employee to be paid travel until the expenses for which payment is made, and such items thereof, have actually been incurred by such employee, and then only upon the presentation of an itemized expense account which shall be approved in writing to the head of the department. (No advance on in-state travel)

All travel must be authorized and approved in advance by employee's department head. The Travel Authorization Request must be approved and sent to the Purchasing/Travel Specialist prior to payment for any travel related expense. The policy states that the Vice President for Business Services or the Director of Purchasing **shall not authorize** or approve a request for reimbursement unless the traveler's department head have signed the request and contains a statement that the travel is for official business of the College,

and also states the purpose of such travel. Approval to attend a convention or conference, to represent the College at a business or professional meeting, to transact official business of the College, or to carry out any other professional responsibilities involving travel is obtained by forwarding through regular channels for approval a Travel Authorization Request (TAR). If the traveler is to attend a convention or conference, a copy of the program or agenda itemizing registration fees and meals or lodging included in the registration fee shall be attached to, and filed with, the copy of the TAR. Authorization must be in advance, and is always subject to retraction by the appropriate approving authority at any time prior to the actual occurrence of the travel.

All forms must be an original with original signatures. Photocopies of travel vouchers and receipts **will not** be accepted.

All forms should be typed or completed in ink and signed by the employee and department head.

In state and out-of-state travel may be submitted on the same voucher.

One college employee should not claim expenses for another college employee. If it is necessary and authorized to claim expenses for business associates, such as a dinner, submit the original itemized receipt, and list the people for whom the expenditure is claimed and the nature of the meeting.

III. Airline

In order to get more travel for the dollar and stretch your travel budget at the same time, we encourage you to make your travel plans a minimum of thirty (30) days in advance so that you will be able to take advantage of the airline discounts.

Purchasing will be able to issue a purchase order and payment will be made within the time frame, which is permitted by most travel agencies. If you will plan your travel far enough in advance, sometimes these discounts will range from 15% to 40%.

IV. Automobile

Since HCCD requires that travel must be by the most efficient and economical means (considering the time of the traveler, cost of transportation, and subsistence required), reimbursement is permitted at a rate not to exceed the current reimbursement mileage rate. When an employee is traveling out-of-state, reimbursement for use of a personal automobile will be limited to airfare tourist rates. Proof must be given that it is less expensive to drive rather than fly. Print copies of airfare rates, on the dates of travel, and include them with your Travel Expense Voucher when submitted for reimbursement. Subsistence allowance must be calculated as if the travel were performed by airfare rather than personal automobile, and the actual date and time of departure and time of arrival must be shown on the Travel Authorization Request and the Travel Reimbursement Voucher.

All unnecessary travel shall be avoided. Further, joint travel by college personnel in a single vehicle is required whenever feasible. Transportation reimbursement will not exceed the normal amount for the usually traveled route from the employee's official work site to the approved destination and the return along the usually traveled route.

PRIVATE AUTOMOBILE USED ON COLLEGE BUSINESS:

Reimbursement of personal automobile or the other private motor vehicle travel will be at the current reimbursement mileage rate. However, such reimbursement will be limited to the lesser of such actual and necessary mileage or the advance booking of a discount airfare.

The employee should report on the voucher the actual vehicle travel costs incurred, while the bottom margin of the voucher should document the difference in expenditure cost with lesser cost being (the airline) reflected on the total line of the voucher.

A College employee authorized to receive mileage allowance for in-district travel on college business shall be assigned, by the President, a "home campus" from which his mileage will be counted. If an employee goes directly from home to a location other than his "home campus", he may receive mileage allowance for each mile traveled except the mileage from the employee's home to his "home campus". This mileage amount must be deducted. Records of each trip on school business must be maintained by each employee authorized to claim in-district mileage.

The supervisor of the traveler must approve all in-district travel reimbursement requests. **A TRAVEL REIMBURSEMENT VOUCHER must be completed.**

Travel Distances Between H.C.C. Campuses

	Jackson ATC	NAHC	Rankin	Raymond	Utica	Vicksburg	Rankin CT
Jackson ATC	-	10	21	17	37	53	27
NAHC	10	-	18	11	31	41	24
Rankin	21	18	-	26	46	60	6
Raymond	17	11	26	-	20	35	32
Utica	37	31	46	20	-	27	52
Vicksburg	53	41	60	35	27	-	66
Rankin CT	27	24	6	32	52	66	-

RENTAL CAR:

Charges for rental cars shall be allowed only when there is a demonstrated cost savings over other modes of transportation, such as buses, subway, and taxis, and not strictly for the convenience of the employee. Original receipts must be submitted.

V. Conferences, Meetings, Seminars, Workshops

MEAL ALLOWANCES:

These are defined as the actual and necessary fees for attending events which are not included in a basic registration fee, but which directly enhance the College's participation in the conference or convention. Such expenses may include, but are limited to, banquets and other meal functions. Any meal or lodging included in the registration fee will be deducted in accordance with the allowance provided in subsistence.

MISCELLANEOUS CHARGES:

Reimbursement is not permitted for books, tapes and pamphlets. If book and other educational material are desired, they should be ordered through the normal purchasing procedures and charged to a supply account, **not to travel**.

REGISTRATION FEES:

Employees have two options:

1. **PAID BY HCCD:** Checks can be made payable to a convention, conference, etc., if requested through proper channels and addressed to the Purchasing Department.
2. **PAID BY COLLEGE EMPLOYEE:** Registration fees paid by an employee (in advance or at location) will be reimbursed and filed on a travel reimbursement voucher when supported by original receipts.

VI. Corporate Card

The Hinds Community College District has entered into an agreement with the American Express Travel-Related

Services Company, Inc., to provide selected employees with an American Express Corporate Card for business related travel expenses. This card is provided at no cost to eligible employees.

YOU WILL HAVE A CORPORATE CARD FOR VIRTUALLY EVERY BUSINESS TRAVEL EXPENSE

With the American Express Corporate Card, you will be able to charge virtually every business travel expense. Use it whenever possible for air travel, hotels, car rentals, meals, and other travel expenses. With the corporate card, you will no longer need to use your personal charge cards for business travel expenses.

Please remember, however, that the Corporate Card is exclusively for business expenses.

CHARGING AIR TRAVEL

Airline reservations made directly with an airline or through a travel agency may be billed to your Corporate Card Account.

RETURNS AND CREDIT FOR UNUSED AIRLINE TICKETS

For tickets billed to you individually, return the tickets to the place of purchase and verify that credit was made to your account on your monthly American Express Statement.

LOST AIRLINE TICKETS

Upon request, American Express will issue a Temporary Credit for Tickets upon receipt of a **LOST TICKET REPORT** if the tickets are used, the Temporary Credit will be revised upon proof of such use. To make a **LOST TICKET REPORT**, contact the airline which issued the ticket.

CHARGING MEALS AND LODGING

The Corporate Card is accepted at virtually all leading hotels, motels, and restaurants worldwide. When charging expenses to the Corporate Card at these establishments, it is a good idea to verify whether a preferred corporate rate is in effect.

CHARGING CAR RENTALS

The Corporate Card can be used to charge car rental expenses at practically all car rental companies. When a car rental company's express checkout is used to drop off the car, the car rental company will forward a copy of the American Express Receipt to you.

If the final bill is different from the one you receive at checkout, the revised bill will be the one you receive from American Express. For a detail of a revised bill, call the toll-free number 1-800-528-2122.

WHAT TO DO IF THE CORPORATE CARD IS LOST OR STOLEN

If the Corporate Card is lost or stolen, report it immediately to the nearest American Express Travel-Related Services Company, Inc., its affiliates and representatives, or call 1-800-528-2121. It will be replaced free of charge, usually by the next business day. After contacting American Express, notify your Program Administrator as soon as possible.

HOW TO REPORT YOUR EXPENSES

All expenses reporting and reimbursement procedures contained in the Hinds Community College District Travel Regulations will remain the same under the Corporate Card System.

HOW AMERICAN EXPRESS CHARGES WILL BE BILLED

On or about the first day of each month, you will receive an American Express online statement. **You** are responsible for full and prompt payment to American Express. You will be reimbursed promptly for all allowable expenses upon presentation to the Purchasing/Travel Specialist an expense statement which is complete and properly documented. If you have questions regarding your expense statement, call extension **3202**.

HOW TO HANDLE CORPORATE CARD RENEWALS AND CHANGES OF ADDRESS

Corporate Cards are valid for two years. Each year, it will be determined whether business needs or charge activities warrants renewal of the Card. Your new Corporate Card will be sent to you by the secretary in the Vice President for Business Services Office. If your address changes, notify American Express using the form provided for this purpose on the reverse side of your monthly statement.

WHAT TO DO IF YOU LEAVE HINDS COMMUNITY COLLEGE DISTRICT

If you leave Hinds Community College District for any reason, return the Corporate Card to your vice president, dean director or department chairperson. All charges made with the Corporate Card either before or after you leave Hinds Community College District continue to be your responsibility.

HINDS COMMUNITY COLLEGE DISTRICT POLICY ON TRAVEL CASH ADVANCES

Hinds Community College District will only issue travel advances for student activities. The College has made available to College employees who may travel on official College business, the American Express Charge Card at no cost to the employee. This benefit is provided under the terms of an agreement between Hinds Community College District and American Express Travel-Related Services Company.

Hinds Community College District will promptly reimburse all travel expenditure statements which are complete and adequately documented. It is incumbent upon every employee to promptly file for reimbursement as it will be the employee's responsibility to pay his/her American Express bill in a timely manner as provided for under the terms of the issuance of the card.

USING CLUB ACCOUNTS FOR TRAVEL

Money given in advance to pay for travel should be submitted on a travel advance and travel authorization request form whether if it's for a student or faculty member. Once the trip has taken place, submit a travel expense voucher, including all receipts and signatures to reconcile the advance. If additional funds are due back to the individual for money spent, it should be requested on the expense voucher. If all funds requested were not spent, the money should be returned to the Purchasing and Travel Specialist for deposit. A receipt will be mailed to the individual showing money returned to the account.

Any travel that is completed from the club account should be submitted on an expense voucher and not a check request. You must submit the following forms: Expense voucher, pre-approved

travel authorization request, original itemized hotel receipts showing balance of zero, original itemized meal receipts (if over \$36.00 a day allotment) any other pertinent information that will show how the money was spent. All receipts must be an original. All travel rules apply for club accounts. You must reconcile what you spend and show accountability.

VII. Lodging

Hotel room rates, plus the tax, may be claimed. Itemized hotel receipts submitted must be the original issued by the hotel showing that the bill has been paid in full, and not a credit card receipt. This applies even if paying with cash. Necessary travel expenses do not include personal expense items, such as entertainment.

Photocopies of travel vouchers and receipts will **not** be accepted.

Lodging shared with a non-employee: The employee may claim hotel room rates at a single rate. The single rate must be written across the face of the receipt and initialed by the hotel clerk.

Lodging shared with another HCCD employee: If more than one employee shares a hotel room, each employee should report his pro-rata share of the costs on his travel reimbursement request. Separate invoices should be requested when registering. If the employee does not have an original receipt, he or she should submit a copy of the receipt, and then refer to the name of the employee where the original receipt may be located.

VIII. Meal Allowance

Authorized travelers traveling to a convention or conference or traveling within or outside the state in order to conduct legitimate College business shall be allowed reimbursement for meals when the convention, conference or business serves a direct and lawful public purpose.

Employees shall be reimbursed the actual cost of meals incident to official travel, not to exceed the following daily maximums:

All areas except high cost areas.....\$36.00 per day

*High Cost areasvaries as follows

In-state and out-of-state high cost areas are those cities designated in the Federal Register (see external links) as having a prescribed maximum per diem daily rate of \$100 or higher. Reimbursements shall be based upon the actual meal costs in those cities on a sliding scale, (this sliding sale remains constant), not to exceed the following.

Federal Register	State
Max. Per Diem Rate	Reimbursement
\$1 - \$123 (without receipts)	\$36.00
\$124 - \$149 (with original itemized receipts)	\$41.00
\$150 and above (with original itemized receipts)	\$46.00

To view the Federal Register, go to:

<http://www.dfa.state.ms.us/Purchasing/Travel/convertedrates.pdf>

Meals also shall not be claimed as a separate item of expense on the travel voucher when included in the conference registration fee. Meal expenses incurred during travel, which do not include an overnight stay, are not eligible for reimbursement unless the meal expense is for a business meeting of other people. In this case, a listing of all in attendance, a itemized receipt, and the purpose of the meeting must be noted on the expense voucher.

XI: Other Expenses

MEAL TIPS: Meal tips should be included in the actual meal expenses, unless the inclusion of the tips would cause the meals to exceed the maximum daily limitations placed on meals. If the daily limitation would be exceeded, then the employee is allowed to pull meal tips out and record the total of meal tips for each day under other authorized business expenses. **TOTAL MEAL TIPS SHALL NOT EXCEED 15% OF THE MAXIMUM DAILY MEAL LIMITATION. TAXI AND LIMOUSINE FARES:** Receipts must be attached to the expense voucher. **HOTEL/AIRPORT PARKING:** Receipts must be attached to the expense voucher. **PHONE CALLS:** Must be listed on the hotel bill and employee must give name and reason for call. Only business calls can be reimbursed. Phone calls itemized on a hotel bill should be circled and indication made if they were for business, or deducted and not claimed if they were personal calls.

FERRY FARES, BRIDGE, ROAD AND TUNNEL TOLLS: Receipts must be submitted.

TIPS: Will be reimbursed up to 15% of all meals, taxis, parking fees, and bus fares to and from the hotel. Receipts should be submitted for taxis, parking fees, and bus fares. Baggage tips shall not exceed \$1 per bag.

IX. Student Groups

When a group of students are to travel at College expense, such as athletic teams, student government, or field trips, it is possible to receive an advance to help the students defray their traveling expenses.

The advance can only be made to the coach or faculty advisor for the group, and he/she must account for the funds after the travel is completed. The steps to follow are listed below:

1. Prepare a Travel Authorization Request (TAR) in the coach or advisor's name showing the type of trip and estimate the expenses to be incurred by the students and coach/advisor. A list of students, if known, or the number planning to participate must be attached. Any expected travel reimbursement to any person traveling at College expense must be approved in advance by employee's department head.
2. Prepare a Travel Advance Request for Student Activities. If convention registration fees or a deposit on hotel or equipment rooms must be paid in advance, an advance request should be prepared indicating the date the advance payment is due. The coach or faculty advisor will be sent a check and must then pay the fee. A **second** advance request should be prepared for the remainder of the advance and a check will be issued for this amount prior to the date of departure.
3. Have the TAR approved by the proper authorities and forward to the Purchasing/Travel Specialist.
4. The Purchasing/Travel Specialist will have advance check(s) prepared and sent to the coach or faculty advisor along with Student Activities Meal Form, Travel Advance Information, and a Travel Reimbursement Voucher.
5. The coach or faculty advisor will have the check(s) cashed and:
 - a. Pay all meals and lodging, if applicable, for the students, and obtain **paid receipts** for each expenditure (paid receipts must show the itemized cost of each item, show the name and address of

vendor) or:

- b. Give the predetermined meal allowance to each student and have him/her sign the Receipt for Student Activity Meal Form if applicable.
6. When the travel is completed, all advance funds not expended must be given to the Purchasing/Travel Specialist to be deposited in the outstanding Travel Advance account. A copy of the receipt will be given to the coach or faculty advisor for their department records.
7. The coach or faculty advisor will prepare a Travel Reimbursement Voucher for the actual expenditures incurred on the student activity meal list, obtain the proper signatures, and forward to the Purchasing/Travel Specialist. The Purchasing/Travel Specialist will audit the Travel Reimbursement Voucher and issue a check for any additional reimbursement due.

The faculty sponsor is responsible for keeping accurate records for all expenditures by receiving official, original paid receipts for all monies paid. There is no provision for the purchase of equipment or clothing. Information on the receipt must show the itemized cost of each item, list what the item is, and state the name and address of vendor.

The faculty sponsor is accountable for all funds advanced. Any funds for which there is no proper or official receipt must be returned to the College.

XI. Travel Advance Request for Student Activity

Travel advances for out-of-state travel are authorized by Section 25-1-83 Mississippi Code of 1972, if approved by the Vice President for Business Services. An advance will generally not be issued earlier than 10 days before the travel. As soon as the employee returns from the travel, a travel voucher should be completed, and the advance settled. This is done whether the employee's expenses were more than the advance, less than the advance, or the same as the advance. The same rules apply regardless if you are using a club or college account.

*All travel advances must be settled within 30 days after the travel is completed. If an advance is not settled, the employee's paycheck may be held until the debt to the College is resolved. An employee may have no more than four travel advances outstanding at a time.

IN-STATE TRAVEL ADVANCES: No advance given for in-state travel. (Exceptions are made for coaches and faculty advisors whose travel pertains to student activities). Refer to Student Groups on page XX

OUT-OF-STATE TRAVEL ADVANCES: Out-of-state travel advances will be made for costs of lodging, meals and registration fees **only**. All other expenses will be reimbursed after an itemized expense report has been submitted. This report should be submitted within 30 days after meeting date. Refer to Student Groups on page 8.

To save time:

1. Forms must be original with original signatures
2. Fill out advance form in full
3. Give the Accounts Payable Office 10 days after receipt of expense report before calling for a check.

*At the end of the fiscal year, all travel must be submitted by July 1 or date that will be determined later by the Vice President for Business Services.

XII. Travel Authorization Requests

The TAR serves the following two purposes:

1. Approval to go on the trip and notification to immediate supervisor that the individual will be away on a trip.
2. Allocation of funds to pay for the travel expense.

A TAR must be submitted and approved by traveler's supervisor prior to the trip, in order for the individual to receive reimbursement and for any prior payment for travel related expenses.

It is the responsibility of the traveler to obtain permission and approval from their supervisor prior to doing any travel.

XIII. Travel Reimbursement Vouchers

After the travel is performed, prepare a Travel Reimbursement Voucher (TRV). Attach all required receipts and common carrier ticket stubs, sign the form and send it to your supervisor for approval. A copy of the TAR must be submitted with the travel expense voucher.

It is required that all Out-of-State travel reimbursements be made within thirty (30) days of return from the trip. All in-District travel should be submitted to the Purchasing/Travel Clerk by the end of each month.

1. Processing of reimbursement checks will take ten (10) working days after the form is received by Accounts Payable. Reimbursement is permitted for:
 - a. Airfare - If paid by the employee, an original receipt(s) must be attached to the travel voucher.
 - b. Use of personal automobile - Using state map mileage and including vicinity mileage related to the specific purpose of the trip.
 - c. Transportation reimbursement will not exceed the normal amount of the usually traveled route from the employee's official work site to the approved destination and the return along the usually traveled route.
 - d. Taxi and Limousine Fare (limited to business portion) – Receipts must be attached to the expense voucher.
 - e. Hotel/Airport Parking - Receipts must be attached to the expense voucher.
 - f. Phone Calls - Calls must be listed on hotel bill and employee must give name and reason for call. Only business calls can be reimbursed.
 - g. Ferry Fares, Bridge, Road and Tunnel Tolls - Receipts must be submitted.
 - h. The registration fee of a conference or convention may be allowed if official receipts are obtained and attached to the request for reimbursement; provided, however, any meals or lodging included in the registration fee will be deducted.

- i. The actual and necessary fees for attending events which are not included in a basic registration fee, but which directly enhance the College's participation in the conference or convention. Such expenses may be included, but not limited to, banquets and other meal functions.
- j. Reimbursement is not permitted for books, tapes and pamphlets. If books and other educational material are desired, they should be ordered through the normal purchasing procedures, and charged to a supply account and not travel.
- k. The College may reimburse for registration fees for in-District conferences or meetings.
 - In-state and out-of-state travel may be submitted on the same voucher.
- l. One employee should not claim expenses for another employee. If it is necessary and authorized to claim expenses for business associates, such as a dinner, list the people for which the expenditures is claimed and the nature of the meeting.
- m. Public Carrier includes the following: airplane, commercial bus, shuttles and train.
- n. Other Authorized Expenses includes the following: phone charges (business use only), taxi fares, baggage handling, hotel/airport parking, car rental and tips on meals.
Please be specific when claiming an amount for tips.

XIV. Examples of Forms

TRAVEL AUTHORIZATION REQUEST (Reference # TA)

Complete this form and submit it to your department chairperson for approval. It is the responsibility of the traveler to obtain permission and approval from their supervisor prior to doing any travel. After the TAR is approved, submit to the Purchasing/Travel Clerk with the expense voucher.

All travel authorization forms must be approved prior to leaving on trip. A travel authorization form must be submitted for all out-of-district, out-of-state, and in-state travel requests. There are exceptions for in-district that includes: Hinds, Rankin, Warren, Copiah, and Claiborne counties. Your Department Head may request TAR for all travel.

TRAVEL ADVANCE REQUEST (For Student Activity)

Travel Advance Request form may be submitted only on student activities trip:

Give the Accounts Payable office 10 days after receipt of expense report before calling for a check.

A Travel Advance must be cleared within 30 days from the last day of the trip.

TRAVEL EXPENSE VOUCHER

Complete the Travel Expense Voucher (Reference # TE) and attach original receipts. Check each account category for sufficient funds (attach a transfer voucher, if needed), and follow your department's procedures for proper signatures. After receipt in the Accounts Payable office, allow 10 days for processing reimbursement.