

## **Travel and Reimbursement Policy for the County College of Morris Board of Trustees**

### 1. Purpose

In order to control travel and reimbursement expenditures, CCM has adopted this policy. Even if a particular expenditure is permitted under this policy, CCM urges you to use your best efforts to minimize the cost of travel.

### 2. Policy

Under this policy, CCM will reimburse allowable (as defined below) and reasonable travel expenses incurred for approved County College of Morris business purposes.

### 3. General

A Travel Request and Authorization Form must be completed and approvals obtained prior to traveling for all trips. Travel approval shall be sought from the Chair of the Board of Trustees. When approval is sought, the following information must be provided:

- a. The total estimated cost of the trip.
- b. Date, location and purpose of the trip.
- c. Copy of the agenda, program and course description

### 4. Attendance at Conventions, Seminars, Programs and Meetings

Attendance at conventions, seminars, programs and meetings is intended to enhance the Trustees' skills to perform the duties and responsibilities of their positions. Registration fees for these events are allowed under this policy.

### 5. Lodging

- a. Reservations. The Board of Trustees Recording Secretary should arrange for your hotel/motel reservations.
- b. Type of Room. A hotel-standard single room should be booked. Should you elect to upgrade your room, you will be responsible for any additional charge.
- c. Verification. When checking in, verify your room rate. If the hotel is offering a promotional or other special rate which is lower than the reserved room rate, request the lower rate. A receipt must be obtained and verified upon check out.
- d. Cancellation of Guaranteed Lodging. When "guaranteed" reservations have been made and your travel plans change, it is your responsibility to cancel the reservations. Unless you have a satisfactory excuse, CCM will not reimburse charges assessed due to failure to cancel or late cancellation.

6. Transportationa. Air and Train Travel

- i. Reservations. Airline or train reservations should be billed directly to the Trustee's credit card or the College President's credit card. If the expense is billed directly to the Trustee's credit card CCM will reimburse the expense when a claim is submitted at the end of the trip.
- ii. Coach. You should travel coach at all times.
- iii. Economy Fares. There is a great disparity in rates currently charged by airlines. You are expected to book airline reservations at least one week in advance and take advantage of any promotional or other available reduced fare.
- iv. Insurance. The purchase of travel insurance is not a reimbursable expense.

b. Rental Cars. Since a rental car is generally the most expensive mode of transportation, it should be used only when suitable and a less expensive means (such as taxi or airport/hotel shuttle) are not practical or available.

- i. Reservations. You should arrange for your own rental car reservations and seek an appropriate discount. Reservations should be made through local or economy agencies.
- ii. Type of Rental Car. Unless a car will be used to transport several employees, you should rent only a compact size car.
- iii. Verification. When checking out a rental car, you should confirm that you will receive the lowest available rate. If the agency is offering a lower promotional or special rate, you should request the lower rate.
- iv. Collision Insurance. CCM will not reimburse for the Collision Damage Insurance.
- v. Travel Insurance. CCM will not reimburse for "Personal Accident Insurance" (which is available in the standard rental car agreement).
- vi. Personal Use. CCM must be reimbursed for any charges relating to personal use of a rental car, including charges for gasoline.
- vii. Refilling of Fuel Tank. Most rental car agencies add an excessive charge for refilling the fuel tank. To avoid this charge, refill the gas tank prior to returning the rental car. Submit an appropriate receipt with the expense report for reimbursement.
- viii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.

c. Personal Automobiles

- i. Reimbursement for Mileage. The use of a personal car for County College of Morris business travel will be reimbursed at the prevailing IRS mileage rate. When calculating the amount to be reimbursed, use the total number of miles for the trip. A "Map Quest" print-out (or other comparable source) is required to document the miles traveled. If traveling by a personal car for a trip in excess of 400 miles, round trip, the reimbursement cost of the trip (including hotel/motel, meals, mileage, and

all other expenses) should not exceed the cost that would have incurred had the trip been made by public transportation.

- ii. Reimbursement for tolls & parking. Tolls and parking expenses are reimbursable with receipts. If using EZPass, print a transaction report for the dates of the trip.

7. Food & Meal Expenses

- a. Meals while Traveling. Meal expenses incurred while traveling will be reimbursed as long as the following criteria are met:
  - i. The amount is documented by a receipt;
  - ii. It does not exceed \$70.00 per day, per person, including gratuity (not to exceed 20%). The purchase of alcoholic beverages is not an allowable reimbursable expense.
  - iii. The conference does not provide meals.
- b. Meals with Outside Individuals. All meals with outside individuals are reimbursable as long as all of the following criteria are met:
  - i. Advanced approval of such activities has been obtained from the Chair of the Board of Trustees.
  - ii. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
  - iii. The meal is held in an atmosphere conducive to a business discussion (such as in a restaurant, hotel dining room, or similar place not having a floor show or other entertainments).
  - iv. Receipts are provided. (Reasonable gratuities are allowed, not to exceed 20%.)
- c. Meals between CCM Trustees, Officers and/or Employees Excluding Retreats (See Section 7d for Retreats).

Business meals involving only CCM Trustees, officers and/or employees are not reimbursable unless authorized by the Chair of the Board of Trustees. Such circumstances would involve only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Such business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Receipts must be provided and a reasonable gratuity is allowed (not to exceed 20%)
- d. Business Retreats. To benefit the college, Trustee retreats should be in Morris County, when possible, and meal and other expenses shall be paid by County College of Morris.

8. Entertainment. CCM does not consider "entertainment" by Trustees to be a normal reimbursable expense.

9. Reimbursement. Trustees shall personally pay expenses and seek reimbursement upon submitting an expense report. When possible, fees should be paid directly to the vendor by CCM.

To obtain reimbursement for expenses actually incurred:

- a. Receipts must be submitted for all reimbursable expenses.
  - b. The actual cost of the trip must be reconciled with the Travel Request Authorization obtained.
  - c. The expense report must be submitted within 15 business days in order to be reimbursed. Failure to submit the report within 15 business days will result in non-payment. Appeals based upon extenuating circumstances may be made to the Chair of the Board of Trustees.
  - d. A statement as to the activities attended and value of the event must be presented orally at a regular meeting of the Board for every out-of-state trip.
  - e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.
10. Spouse Expense. Unless prior written approval has been obtained, as defined below, all expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. Where there is no additional charge for double occupancy, no payment for rooms will be expected. Approval of such expenses will only be made if:
- a. There is a valid business purpose requiring their presence and
  - b. Advanced approval was given by the Chair of the Board of Trustees.
11. Non-Reimbursable Expenses. There are specific types of expenses which are considered to be of a personal nature and are not reimbursable. These include but are not limited to:
- a. Charges for spouse or other family members
  - b. Personal toiletries.
  - c. In-room movie charges.
  - d. Alcoholic beverages.
  - e. Snacks.
  - f. Personal phone calls.
  - g. Air travel and rental car insurance and other personal travel insurance.
  - h. Airline clubs.
  - i. Rental car over standard vehicle model or rental level.
  - j. Laundry, dry-cleaning (unless charges are incurred in connection with a business trip of 5 or more days duration).