

Travel and Reimbursement Policy For Officers and Employees

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. Executive Officers include the President, Vice Presidents, Chief Information Officer, and Executive Director of Planning and Advancement.

2. Policy

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

3. General

A Travel Request and Authorization Form must be completed and approvals obtained prior to traveling, for all trips over \$100.00. Travel approval for an employee shall be given by the person to whom the employee reports. Approval for an officer should be sought from the President, and approval for the President should 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

Travel authorization is limited to attendance at one in state event, per fiscal year, that is expected to cost more than \$1,000.00 and one out of state event in a fiscal year (regardless of expected cost) unless the appropriate Executive Officer approval is obtained.

4. Attendance at Conventions, Seminars, Programs and Meetings

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

5. Lodging

- a. Reservations. You should arrange for your own 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.

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- 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.
6. Transportation
- a. Air & Train Travel
 - i. Reservations. Airline reservations should be billed directly to the employees 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. College Vehicle. The college owned vehicles will be fueled before and after a trip by the gasoline pumps on campus. Any gasoline expenses incurred while traveling will be reimbursed with the appropriate receipts.
 - d. Personal Automobiles
 - i. Reimbursement for Mileage. The use of a personal car for business travel, will be reimbursed at the prevailing IRS mileage. When calculating the amount to be reimbursed, use the total number of miles for the trip (do not reduce by an employee's normal commute miles). 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 EZ Pass, print a transaction report for the dates of the trip.
 - iii. Insurance. If you use a personal automobile on CCM business, you must have a minimum insurance coverage of \$100,000 per person, \$300,000 per accident public liability and \$50,000 in property damage.
7. Food & Meal Expenses
- a. Meals while Traveling. Meal expenses incurred while traveling will be reimbursed as long as ~~both of~~ the following criteria are met:
 - i. The amount is documented by a receipt ~~and~~
 - ii. It does not exceed \$50.00 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 Business Associates All meals with outside business associates are reimbursable as long as all of the following criteria are met:
 - i. Advanced approval of such activities has been obtained from an employee's executive officer. Approval for an officer has been obtained from the President, and approval for the President has been obtained by 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 Officers and/or Employees Excluding Retreats (See Section 7e for Retreats).
Business meals involving only CCM officers and employees are not reimbursable unless authorized by the Chair of the Board of Trustees, or the President, or the appropriate Executive Officer. 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. Meals for Students (Athletic teams, student clubs and organizations).
- i. Athletic Teams. After a game, coaches are authorized to purchase meals for their team. A cash advance may be used, but must be approved by the Director of Athletics and the Vice President of Student Development and Enrollment Management. All other "Cash Advance" requirements, as described in heading #9, must also be met.
 - ii. Student Clubs and Organizations. At the discretion of the Director of Campus Life, food and/or meals may be provided to students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Vice President of Student Development and Enrollment Management.
 1. Campus Events: Every effort should be made to cater such an event through an approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
 - a. They will only be payable to the Director or Assistant Director of Campus Life.
 - b. That person is completely responsible for managing the spending of the cash advance.
 - c. All other "Cash Advance" requirements, as described in heading #9, must also be met.
 2. Off Campus Events/Trips: The Director, or his designee, may receive a cash advance for these purchases. All other "Cash Advance" requirements, as described in heading #9, must also be met.
- e. Business Retreats. To benefit the college, departmental retreats are permitted. However, the expenses associated with such an event must meet the following guidelines:
- i. The nature of the information being provided at a departmental retreat must be documented and approved in advance by an executive officer. If an executive officer is hosting the event, then approval should be sought from the President; and approval for the President should be given by the Chair of the Board of Trustees.
 - ii. The event must take place in an atmosphere conducive to learning.

- f. Holiday Gatherings. Holiday Gatherings may be hosted by an Executive Officer in the interest of community and employee recognition. The expenses incurred for holiday gatherings are allowable with the following guidelines:
 - i. One event per executive officer, per fiscal year. Expenses incurred by individual department heads for holiday gatherings are not allowed.
 - ii. Advanced approval by the executive officer. If an executive officer is hosting the event, then approval should be sought from the president, and approval for the President should be given by the Chair of the Board of Trustees.

8. Entertainment. CCM does not consider “entertainment” to be a normal reimbursable expense. Reimbursement will be limited to expenses incurred by a person (1) whose position with CCM requires such activity, or (2) where the Chair of the Board of Trustees has authorized such activity. In addition to be reimbursed, the entertainment must directly precede or follow a substantial and bona fide discussion held with an outside associate for the purpose of furthering the interests of CCM. Accordingly, the following information must be provided when reporting the entertainment expenses:
 - a. Date and place of entertainment.
 - b. Names and affiliations of business guests.
 - c. Nature of business discussion.
 - d. Receipts for entertainment expense.

9. Cash Advances. A cash advance is restricted to:
 - a. A minimum of \$100.00.
 - b. The estimated costs of meals only. (All other expenses should be paid in advance directly to the vendor by CCM or reimbursed at the end of the trip via expense reimbursements.)
 - c. A maximum of \$500.00 unless approved by the Vice President for Business and Finance, who has authority to advance up to \$2,000.00.
 - d. It must be reconciled within 10 business days after return.
 - e. The Vice President for Business and Finance has the authority to restrict an employee’s access to a cash advance if the employee has not met these requirements in the past.

10. Reimbursement. Officers and employees are called upon to personally pay expenses and seek reimbursement upon submitting an expense report. Another acceptable method for payment is through the use of the CCM credit card for those that hold such cards. 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 10 business days in order to be reimbursed. Failure to submit the report within 10 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 submitted for every out-of-state trip.
 - e. Approval for reimbursement follows the same guidelines as those required for the travel request and authorization form.
11. 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 President for all officers and employees and by the Chair of the Board of Trustees for the President.
12. 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 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).