

Travel and Reimbursement Policy For Officers and Employees

1. Purpose

To articulate the County College of Morris (CCM) Board of Trustees policy regarding permissible travel and reimbursement expenditures. Executive Officers include the President, Executive Vice President, Vice Presidents, Chief Information Officer, and Executive Directors.

The intent of this procedure is that the individual traveler neither gain nor lose personal funds while traveling on official College business. All reimbursable travel must be authorized prior to any travel. All approved travel must be essential to achieving the goals or fulfilling a particular department's responsibilities and is to be conducted in the most economical and practical manner for the College.

2. Policy

CCM will reimburse employees for reasonable and allowable travel expenses incurred in connection with approved business travel. "Allowable" refers to costs that are necessary, prudent, and aligned with this policy's guidelines.

3. General

A Travel Request and Authorization Form (TRA) must be completed and approved prior to any travel costing more than \$100.00.

1. Travel approval for an employee is approved by the person to whom the employee reports.
2. 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.
3. When approval is sought, the following information must be provided:
 - a. Estimated total cost of the trip.
 - b. Date, location, and statement of purpose for the trip.
 - c. Copy of the Agenda, program, or course description.

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

Out of the Country Travel must be approved by the President.

4. Attendance at Conventions, Seminars, Programs and Meetings

Attendance at conventions, seminars, programs, and meetings is intended to enhance the Officer's and/or 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:** Employees must arrange their own lodging reservations.
- b. **Type of Room:** A standard single room should be booked. Upgrades are the responsibility of the employee.
- c. **Rate Verification:** Employees must confirm the room rate at check-in and obtain itemized receipts at check out.
- d. **Cancellation of Guaranteed Lodging:** It is the responsibility of the employee to cancel reservations. Charges resulting from failure to cancel may not be reimbursed unless there is a valid reason.

6. Transportation

After a TRA has been approved, travelers are expected to use the most economical means of transportation, which may involve the use of a College-owned, private or rented vehicle, a public carrier, taxi, or car service.

1. Airline Reservations (e.g. public carrier)

- a. Airline reservations must be booked a minimum 21 of days in advance and charged on the employee's credit card. CCM will reimburse the expense when a Expense Report is submitted at the end of the trip.
- b. Economy Class: Only Economy class is reimbursable. Any upgrades such as Economy Plus, Business Class, or First Class, are the financial responsibility of the employee.
- c. Travel Insurance: The purchase of travel insurance is not a reimbursable expense.
- d. Travel to and from the destination should be my the most direct and economical route.

2. Rental Cars

- a. Eligibility: rental car expenses are permitted when more cost effective than taxis, ride sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
- b. Non-reimbursable Costs include, but are not limited to, parking or moving violations or higher costs than necessary for travel

- c. Type of Rental Car: Only compact or intermediate vehicles are allowed. Any upgrades to larger vehicles are the financial responsibility of the employee.
- d. Reservations: Use standard platforms such as Avis, Budget, Hertz, or Enterprise car rental companies, and choose the lowest cost option for a compact or intermediate vehicle.
- e. Collision or other Insurance: The College will not reimburse for the Collision Damage or other Insurance coverage.
- f. Fuel: Employees must refill the vehicles gas tank to the Full level prior to returning the vehicle to the rental location. Auto fuel fees are not reimbursable
- g. Tolls: Tolls are reimbursable. For electronic tolls (E-Z pass), employees may submit an itemized toll receipt.
- h. Limousines: Are not reimbursable.

4. College Vehicle

The college-owned vehicles will be fueled before and after a trip by the gasoline pump on campus. Any gasoline expenses incurred while traveling will be reimbursed with the appropriate receipts.

Operators must comply with all applicable vehicle laws and regulations, have a valid driver's license, and are personally responsible for fines for all vehicle infractions and moving violations incurred during, or as a result of, their use of the College vehicle.

Arrangements for reserving and picking up College vehicles are to be made with the appropriate department to whom the vehicle has been assigned to. Extraordinary expenses (e.g., tire repair, repair of vehicular parts) while using the College vehicle are reimbursable provided an adequate written explanation and receipts are submitted and approved.

5. Personal Automobile

- a. Mileage for use of a personal vehicle will be reimbursed at the current IRS rate. When calculating mileage, use the total number of miles for the trip. A printed map with mileage to and from is required to document the miles traveled.
- b. Expenses for tolls and parking fees will be reimbursed at the cost incurred.
- b. 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

1. **Meals while traveling:** Meal expenses incurred while traveling will be reimbursed if:
 - a. The amount is documented by itemized receipts.
 - b. It does not exceed \$95.00 per day, per person, including gratuity (not to exceed 20%).
 - c. The conference does not provide meals.
2. **The purchase of alcoholic beverages is not a reimbursable expense.**

3. Meals with Outside Business Associates All meals with outside business associates are reimbursable if:

- a. Advanced approval has been obtained from the employees' 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.
- b. The purpose of the meal is for discussion directly related to the active conduct of furthering CCM's interests.
- c. The meal is held in an atmosphere conducive to a business discussion; (a restaurant or similar place not having other entertainment).
- d. Itemized receipts are provided. (Reasonable gratuities are allowed, not to exceed 20%.)

4. 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, the President, or the appropriate Executive Officer. Only special situations where the breakfast, luncheon or dinner meeting is clearly in CCM's best interests. Business meals should take place at the campus or facility where the atmosphere is conducive to a business discussion. Itemized receipts must be provided, and reasonable gratuity is allowed (not to exceed 20%).

5. Meals for Students (Athletic Teams, Student Clubs and Organizations)
 - a. 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 Assistant Vice President of Student Affairs . All other “Cash Advance” requirements, as described in heading #9, must also be met.
 - b. Student Clubs and Organizations: At the discretion of the Director of Campus Life, food and/or meals may be provided for students attending events sponsored by the Department of Campus Life. These purchases must be approved by the Assistant Vice President of Student Affairs.
 - c. Campus Events: Catering must be through approved vendor, utilizing the purchasing system. Cash advances may be utilized with the following guidelines:
 1. Will only be payable to the Director of Campus Life.
 2. Club advisors with the approval from the Director of Campus Life are responsible for managing the spending of the cash advance.
 3. All other “Cash Advance” requirements, as described in heading #9, must also be met.
 - d. Off Campus Events/Trips: The Director, or their designee, may receive a cash advance for these purchases. All other “Cash Advance” requirements, as described in heading #9, must also be met.
5. Business Retreats:

To benefit the College, departmental retreats are permitted. However, the expenses associated with such an event must meet the following guidelines:

 - a. 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.
 - b. The event must take place in an atmosphere conducive to learning.
6. Holiday Gatherings may be hosted by an Executive Officer in the interest of community and employee recognition. The expenses incurred for holiday gatherings are permitted with the following guidelines:
 - a. One event per Executive Officer, per fiscal year. Expenses incurred by individual department heads for holiday gatherings are not allowed.
 - b. 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. 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.
 - d. Itemized receipts for entertainment expenses.
- 9. 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 Executive 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 Executive 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. When possible, fees should be paid directly to the vendor by CCM.

To obtain reimbursement for expenses actually incurred:

- a. Itemized receipts must be submitted for all reimbursable expenses.
 - b. The actual cost of the trip must be reconciled with the Travel Request Authorization.
 - c. The expense report must be submitted within 10 business days to be reimbursed. Failure to submit the report within 10 business days will result in non-payment. Appeals based upon extenuating circumstances may be submitted to the Executive Vice President of Business & Finance. Appeals by the Executive Vice President may be submitted to the President.
 - d. A statement as to the activities attended and value of the event must be submitted for every out-of-state trip.
 - e. Approval of reimbursement follows the same guidelines as those required for the travel request and authorization form.
- 11. Spouse Expense:** All expenses incurred by or on behalf of a spouse or family member are NOT reimbursable. 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, employees and by the Chair of the Board of Trustees for the President.

- 12. Non-Reimbursable Expenses:** These include but are not limited to:
- a. Charges for spouses 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 five or more days duration).