

Travel and Reimbursement Policy For Officers and Employees

1. Purpose

To articulate the County College of Morris (CCM) Board of Trustees policy on permissible travel and reimbursement expenditures. Even if a particular expenditure is permitted under this policy, CCM urges an employee to use their best efforts to minimize the cost of travel. Executive Officers include the President, Executive Vice President, Senior Vice Presidents, Vice Presidents, Chief Information Officer, and Executive Directors.

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 (TRA) 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, or 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. An employee should arrange for their own hotel/motel reservations.
- b. Type of Room. A hotel-standard single room should be booked. Any upgrades to the room will be responsibility of the employee.
- c. Verification. When checking in, the employee must verify their 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 travel plans change, it is the responsibility of the employee to cancel the reservations. Unless there is a reasonable and satisfactory reason CCM will not reimburse charges assessed due to failure to cancel or as a result of a late cancellation.

6. Transportation

a. Air & Train Travel

- i. Reservations. Airline reservations should be billed directly to the employee's credit card. CCM will reimburse the expense when a claim is submitted at the end of the trip.
- ii. Economy Class. Economy class, only, must be reserved. Any upgrades such as Economy Plus, Business Class, or First Class, are the responsibility of the employee.

- iii. Economy Fares. There is a great disparity in rates currently charged by airlines. You are expected to book airline reservations at least 21 days in advance, 30 days is preferred, 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. Eligible rental car expenses are permitted when renting a car is less expensive or more feasible than other transportation options available such as taxi, car sharing (Uber or Lyft) or airport shuttle service. All applicable laws and regulations must be followed during the operation.
- i. Non-reimbursable Costs. Non-reimbursable costs include but not limited to parking or moving violation tickets, upgrades to larger vehicles or higher costs than necessary,
 - ii. Type of Rental Car. Compact or Intermediate car class only. Any upgrades are the financial responsibility of the employee.
 - iii. Reservations. Utilize an online reservation platform such as Avis, Budget, Hertz, or Enterprise car rental companies, and seek the lowest cost option for a Compact or Intermediate car class.
 - iv. Collision or other Insurance. The College will not reimburse for the Collision Damage or other Insurance coverage.
 - v. Fuel. It is the responsibility of the employee to fuel the vehicle to the Full level prior to returning the vehicle to the car rental location. The auto fuel charge normally provided by the car rental company is not permitted.
 - vi. Tolls. Tolls are reimbursable. In consideration that most tolls are electronic payment only, the car rental company option to add tolls by day to the rental agreement (normally a daily cost for all toll charges) is a permissible expense.
 - vii. Limousines. Limousines (other than airport or hotel shuttles) should not be used.
 - viii. Ride-Hailing and Car Service Companies. Ride-hailing companies such as taxis, Uber or Lyft are a permissible transportation expenses for traveling to or from the airport, as are non-limousine car services.
- 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 printout 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 E-ZPass, 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 the following criteria are met:
 - i. The amount is documented by a receipt.
 - ii. It does not exceed \$95.00 per day, per person, including gratuity (not to exceed 15%). The purchase of alcoholic beverages is not a 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 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.
 - 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 15%.)
- 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, 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 15%).
- 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 Dean of Students. 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 Dean of Students:
 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 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 their 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 being 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 expenses.

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 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. 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 Executive Vice President of Business & Finance. Appeals by the Executive Vice President may be made 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 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 five or more days duration).

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