

NUMBER: 505

SUBJECT: TRAVEL

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

PAGE 1 OF 5

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**505.1 – POLICY**

All travel or training workshops that will affect a budgeted account must be supported by a properly completed Travel/Authorization and Advance (TAA) Form **except for travel utilizing departmental vehicles**. These forms are available online in the employee portal and the Accounting Department. The Travel Authorization and Advance Request Forms should be completed, to the extent possible, before the travel and should be completed upon completion of the travel and before reimbursement is finalized.

For travel and expenses on any contract or grant activity for which Bridgerland Technical College is just the fiscal agent, Bridgerland will accept any properly authorized and completed travel and expense form, even if it is not submitted on Bridgerland's standard form. BTECH's processing of these transactions is not based on BTECH's travel and expense policies and procedures, but rather the reasonable policies and procedures implemented by the entity or manager of the specific fiscal agent agreement. Examples of this type of arrangement include, but are not limited to, the CTSO and summer CTE Workshop fiscal agent arrangements that BTECH has for the benefit of USOE.

**505.2 – TRAVEL AUTHORIZATION - INITIAL APPROVAL PROCESS**

**505.2.1** – Traveler must obtain approval, in advance of the travel, from the account administrator for each account that will be charged. In most instances, the account administrator will be the department head, applicable Vice President for Instruction, Associate Vice President for Instruction, Controller, or Vice President for Student Services.

**505.2.2** – A traveler may not approve his or her own travel authorization but must obtain the approval of his or her department head or Vice President, as appropriate. The approval level must be at least one (1) supervisory level above the traveler, except that the Vice Presidents may approve each other's travel. (Signing the Travel/Authorization and Advance Form for the President's travel by one of the Vice Presidents is not intended as an approval, but rather an indication that good internal control procedures are being utilized.)

**505.2.3** – Travel authorizations should be completed by the person requesting the travel and be approved by the appropriate supervisor in advance of the travel. In those rare instances that a travel form cannot or is not completed and approved in advance, the traveler assumes all risk of loss regarding the travel costs. The costs will only be reimbursed if approved by the appropriate supervisor. These forms should then be forwarded on to the Accounting Department so the advance or the reimbursement can be processed. These transactions generally take a few days to process, so advance planning is considered to be a good business practice.

**505.3 – ADVANCE OF TRAVEL FUNDS**

A traveler may request an advance of travel funds by indicating on the TAA Form the amount and date of advance desired. Checks will be available two (2) to three (3) days after approval of the advance. Travel advances will not be given to a traveler who has an amount outstanding on a previous advance of greater than 60 days after the return date. Advances will not be available until 30 days before departure. The amount of advance should not exceed:

- (a) Eighty percent (80%) of the per diem and estimated miscellaneous expenses or 80 percent (80%) of the estimated actual costs for lodging, meals, and miscellaneous expenses; plus
- (b) One hundred percent (100%) of allowance for mileage for personal automobile or coach airfare rate, if that election is made and approved for out-of-state travel; or
- (c) Cost of plane fare, if under unusual circumstances the traveler must purchase his or her own ticket for air travel.

NUMBER: 505

SUBJECT: TRAVEL

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

PAGE 2 OF 5

---

**505.4 – SETTLEMENT OF TRAVEL AUTHORIZATION**

**505.4.1** – The traveler is responsible for completing the Travel/Authorization and Advance Form within a reasonable period of time after the trip is completed. The appropriate supporting documentation and receipts should accompany the travel reimbursement request. Appropriate supporting documentation should generally include an indication of the business purpose of the transaction.

**505.4.2** – Travel advances will be deducted from the total reimbursable travel expenses, and a check for the net amount due the traveler will be made if the amount exceeds \$150. If the net reimbursable amount is under \$150, it will be paid out of petty cash or by check at the traveler's request.

**505.4.3** – In the event the advance exceeds the amount of expenses incurred, the traveler is required to reimburse the amount of the excess advance. To determine the amount of the excess advance, complete the Travel/Authorization and Advance Form and deduct the total advance from the total actual expenditures. If the amount is a negative amount (the advance exceeds the actual costs) the reimbursement should be promptly paid to the Cashiers Office, accompanied by the properly completed Travel Reimbursement Request Form.

**505.4.4** – For trips that begin and end the same day, reimbursement for mileage and meals should be submitted on the Travel/Authorization and Advance Form following the same policies as listed above.

**505.5 – ALLOWABLE TRAVEL COSTS**

The determination and authorization of travel, as appropriate and necessary for BTECH objectives, is the responsibility of the department head or other account administrators immediately involved. The authorization of the reimbursement to the traveler is the responsibility of the supervisor of the traveler. This supervisor must be at least one (1) level above the traveler. The preparer of the travel reimbursement will assist the person providing the authorization to comply with this policy. The traveler is certifying with a signature that all expenses are correct and incurred in the performance of BTECH-related business. This entails, in addition to determining that the travel is appropriate and necessary, that the mode of travel and the cost thereof, as well as related costs of food and lodging, are appropriate and reasonable in terms of the stated purpose of the travel and are in compliance with this travel policy. Consideration should always be given to achieving the purpose of travel most economically and efficiently. Only costs incurred appropriately for authorized BTECH (business) travel are allowable. The mode of transportation and the basis of reimbursement for food and lodging (per diem or actual costs) must be appropriately approved and documented by a TAA Form. Other specific restrictions are as follows.

For purposes of travel-related costs, the term reasonable is dependent upon the facts and circumstances of the particular travel destination and is based on information available at the time the travel is arranged for. Reasonableness is dependent upon many potential factors including the relationship of the travel to a particular conference or event, availability of lodging in the proximity of the intended destination, the customary rate for the particular location (including seasonal fluctuations), and many other potential factors.

**505.6 – TRANSPORTATION****505.6.1 – PRIVATE AUTOMOBILE**

- (a) Authorization. The use of a private automobile on official BTECH business may be authorized if the traveler so elects, and it is determined by the applicable supervising administrator not to be disadvantageous to BTECH or the purpose of the trip. Whenever possible, staff members are encouraged to travel together in private automobiles and submit one (1) claim for reimbursement.
- (b) Reimbursement Rate. Reimbursement for use of a privately owned automobile will be based on mileage

NUMBER: 505

SUBJECT: TRAVEL

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

PAGE 3 OF 5

---

computed from [www.mapquest.com](http://www.mapquest.com), or equivalent, and will be limited to the most economical and usual traveled routes. Reimbursement for authorized use of a private automobile will not exceed BTECH's currently posted mileage reimbursement rate. BTECH's posted mileage reimbursement rate can be found on the TAA Form.

If the traveler is receiving a transportation allowance benefit as a basis for employment, this benefit will cover all the costs of operating the private automobile for business purposes. There will be no additional reimbursement for mileage incurred. Transportation allowances will be included on the W-2 Form of the employee receiving the allowance.

- (c) Personal Use. BTECH vehicles are not to be driven for personal use unless such use is approved by an employee's department head or Vice President, as applicable.

**505.6.2 – RENTAL CARS**

- (a) Authorization. The nature of the circumstances should determine the need for the use of rental cars. Rental vehicles should be utilized on official BTECH business when such use expedites travel schedules and facilitates the accomplishment of the individual's work assignments.
- (b) Acquisition. Rental cars should be acquired using the State Contract for Rental Cars and the State Contract Procedures.
- (c) Insurance Coverage. Pre-contracted liability and physical damage insurance is available for vehicles rented following the State Contract for Rental Cars. Use the State Contract. Exceptions to this rule will be approved on a case-by-case basis by the appropriate Vice President or the President.

**505.6.3 – COMMERCIAL AIRCRAFT**

- (a) Class Restriction. Reimbursable air transportation costs are limited to those fares less than first class. If special and reduced fares are available, they should be secured. Employees making reservations for out-of-state travel should request the least expensive airfare available at the time reservations are made. State contracted airfares may be available at the travel agencies. You should request these airfare rates when contacting the agency. Stays over a Saturday, or in some cases, a Sunday night, can reduce the cost of airfare significantly. When determining the least expensive airfare, you should also consider the additional lodging, meals, and incidentals for the extra days required by the extra stay.
- (b) Travel Agencies. Travelers are encouraged to purchase all commercial aircraft tickets through the least costly method. State travel is available to assist state employees with their travel needs, and employees are authorized to utilize their assistance. Direct purchase using online travel sites or directly with the commercial airline is also acceptable on the condition that the employee attempts to identify the "best" alternative available at the lowest possible cost.

**505.6.4 – PRIVATE AIRCRAFT**

- (a) Authorization. The use of a private aircraft on official BTECH business may be authorized under special circumstances if the traveler elects, and it is determined by the applicable supervising administrator, that this method of travel is in the best interest of BTECH and is reasonably expected to be similar in cost to other travel options.
- (b) Insurance Coverage. Private aircraft owners opting to fly their aircraft on BTECH business must have their own liability insurance. This insurance coverage should be at least \$1,000,000 per occurrence and name BTECH as an

NUMBER: 505

SUBJECT: TRAVEL

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JUNE 17, 2019

PAGE 4 OF 5

---

Additional Insured for such flights.

(c) Reimbursement Rate. Reimbursement for private airplane travel will be at the rate of:

- Thirty-six cents (\$0.38) per mile for one (1) person, or
- Forty-cents (\$0.40) per mile for two (2) or more persons.

Mileage will be computed from the latest Standard Nautical Mileage Guide, or highway mileage if the nautical mileage is not listed.

**505.7 – LODGING**

Lodging will be reimbursed for the actual cost of lodging incurred.

**505.8 – FOOD**

When reimbursement for actual costs is requested by the traveler and approved by his or her supervising administrator, meals will be reimbursed based on actual costs as supported by receipts. When claiming reimbursement for actual meal costs, please complete the TAA Form and attach the appropriate receipts or other reasonable supporting documentation. When claiming per diem for meals, the TAA Form should be completed showing the dates being claimed. The approved per diem amount is shown on the TAA Form.

Charges for alcohol may not be paid from state appropriated funds or federal funds. Although this is the policy for most situations, the unique circumstances of each trip must be considered by the authorizing account administrator to ensure that its application best serves the interests of BTECH. Any exception requested should be so noted on the TAA Form and must be approved by the appropriate Vice President.

**505.9 – REGISTRATION FEES, BANQUETS, OR CONFERENCE FEES**

Payments for registration fees, banquet fees, or other conference fees normally paid in advance should be submitted on a properly completed purchase order, be accompanied by the appropriate invoice, registration form, etc., with specific instructions indicating that this is an advance registration request and information naming the check payee and remittance address. However, these fees will be reimbursed on a TAA Form if they are not previously paid on a requisition.

**505.10 – OTHER REASONABLE ALLOWABLE COSTS**

- (a) Airport Parking. When using on- or off-airport parking facilities for official BTECH business, the basis for reimbursement is at the prevailing rate at the airport parking lot. Long-term parking facilities should be used when appropriate. A receipt is generally preferred to obtain reimbursement; however, a contemporaneous written note will also be accepted.
- (b) Telephone, Taxi, Etc. All BTECH business-related phone calls on a trip and safe arrival phone calls may be reimbursed on the TAA Form.

**505.11 – SETTLEMENT OF TRAVEL AUTHORIZATION**

- (a) Individual travel advances are to be settled within a reasonable time (usually thirty (30) days) after completion of the travel. This is imperative as travel costs cannot be charged to the individual contract, grant, or departmental accounts until the TAA Form has been completed and sent to the Accounting Department.
- (b) Travel costs shall be identified to the appropriate project(s) or account number(s) by the traveler.

(c) In order to be reimbursed for travel expenses, it is necessary to provide complete and accurate details of all travel expenses as follows:

- (1) A complete and actual itinerary indicating the hour of departure and arrival at each location to support the per diem claimed.
- (2) Daily miscellaneous expenses not included in the per diem allowance should be itemized in chronological order on the TAA Form or attached sheet, if necessary.

**505.12 – SPOUSE PARTICIPATION**

In certain BTECH activities where there is a business-related purpose for spouse participation, the employee may be reimbursed for associated costs with appropriate supervisory approval. As a general policy, BTECH employees who elect to travel with spouses on BTECH business are financially responsible for transportation and lodging that exceeds individual expenses incurred by the employee, as well as any meals not having a distinct business-related purpose.