

TRAVEL

PURPOSE

The purpose of this procedure is to outline the guidelines and procedural steps to be followed for travel. The officers of the district will be responsible for travel budget allocations that serve the mission of the district.

APPLICABILITY

This procedure applies to district employees, staff, faculty, administrators, and officers, contractors, students, and board members.

DEFINITIONS

Allowable Travel Expenses: Reasonable and necessary expenses incurred while traveling on district business (e.g., transportation costs, registration fees, lodging, meals, telephone, faxes, parking fees, tolls, and gratuities).

Local Travel: Travel within a 100-mile radius of the Administrative Center at 3200 Broadway, Kansas City, Missouri.

Non-Local Travel: Travel beyond a 100-mile radius of the Administrative Center.

Traveler: An individual authorized by the board president, chancellor, unit officer, or their designees, to travel on district business.

Employee/Business Mileage: Mileage an employee incurs when using their personal vehicles to carry out job duties; this is beyond normal commute mileage (from home to the office and home again) on a normal workday.

Normal Commute: Employee round-trip transportation between home and main/regular place of work (from home to assigned work location and back again) or designated work place during MCC events.

General guidelines Non-Local Travel: The officers of the district will be responsible for the coordination, review, and approval of non-local travel requests.

Local Travel: The appropriate approver, as defined by Financial Services, will be responsible for the review and approval of local travel expense reimbursements.

Travelers will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Information on travel processes and all required documentation for employees and groups, including for student trips, is located on the MCC's internal document management system.

AUTHORIZATION FOR TRAVEL

Non-local travel requires formal advance authorization within the time period specified by Financial Services. Local travel requires advanced supervisor approval.

Board Travel: The president of the board will review and authorize travel by board members. If the president is requesting travel approval, the vice

president, or the most senior board member not requesting travel authorization, will serve as designee.

Officer Travel: The chancellor will authorize travel by the campus presidents and vice chancellors.

Chancellor Travel: The Board president will authorize travel by the chancellor.

Staff/Faculty/Administrator Travel: All requests for non-local travel must be submitted by the immediate supervisor for approval by the appropriate officer.

Student Travel: The appropriate officer may authorize and approve travel by students or others not employed by the district.

No non-local travel will be authorized while the employee has unreconciled travel expenses following the conclusion of the trip.

ALLOWABLE TRAVEL  
EXPENSES

Transportation: The traveler will use the most efficient and economical route and mode of transportation. If the traveler selects an alternative route, extra costs will be paid by the traveler. Reimbursement will be based on the most efficient and economical route.

1. Public Carrier

- a. The expense of traveling by public carrier will be allowed on the basis of actual cost. If air transportation is required, it will be prepaid when paid by MCC procurement card, or the traveler will be reimbursed for the lowest reasonable fare. The cost of any upgrade will be the responsibility of the traveler.
- b. Expenses for ground transportation (taxi, limousine, bus, subway, rental vehicle, parking, tolls) at the destination will be allowed. Receipts will be obtained and expenses listed for each day.

2. Private Vehicle

- a. Any person driving others (other employees, students, etc.) on behalf of MCC will submit a completed Motor Vehicle Record (MVR) form to the risk and compliance manager so an MVR check can be completed on their driving record prior to travel.
- b. If travel is by private vehicle, reimbursement for mileage will be at the Internal Revenue Service (IRS) standard mileage rate in compliance with IRS regulations. The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle related costs.
- c. When more than one person travels in the same vehicle, mileage reimbursement will be paid only to the principal driver.
- d. Mileage reimbursement will be based on distances recorded on official highway maps.

- e. Fines for parking or traffic violations incurred by travelers are not reimbursable. Any parking or traffic violation, incurred during use of a district owned vehicle, needs to be reported to the risk and compliance manager.
  - f. Local Travel:
    - i. The vice chancellor of financial and administrative services will maintain a mileage table for distances between campuses and common local sites.
    - ii. Reimbursement requests for local travel are due within 60 days, at minimum, and in the fiscal year in which the expense is incurred.
    - iii. Employees may only claim mileage if the travel is work related and in excess of an employee's normal commute, as defined herein.
    - iv. Mileage in excess of an employee's normal commute, for work related travel, is reimbursable at the IRS standard mileage rate.
    - v. Employees will be reimbursed at the IRS standard mileage rate for work related travel outside of the employee's regular schedule.
    - vi. Submission of a map showing the distance from the traveler's home to the different destination is required and the term "exceeding mileage" should be included in the description.
    - vii. Faculty will be reimbursed for mileage incurred for travel between locations for the fulltime contract assignment.
    - viii. Attendance at meetings of committees or governance groups to which the employee belongs, or has been requested to attend is covered by this provision.
  - g. Non-Local Travel:
    - i. If an employee chooses to use a private vehicle, the reimbursement will not exceed the cost of travel to that destination by public carrier.
    - ii. When travel includes airfare, mileage for travel from home to airport will be reimbursed based on distances recorded on official highway maps
3. District-Owned or Rental Vehicle
- a. When a district-owned vehicle is used, reimbursement, or other related charges, will be based upon receipts for actual charges.
  - b. When a rental vehicle is required, it will be prepaid when paid by MCC procurement card, or the traveler will be reimbursed based upon receipts for actual charges. Arrangements for rental vehicles will normally be made prior to travel through MCC's contracted vendor and will be for the most economical and suitable vehicle.
  - c. Only those who have been pre-authorized may drive a district vehicle or a vehicle rented for district business. The

Risk Management department will conduct motor vehicle record checks to determine authorization status and provide MCC fleet insurance cards for rental vehicles to authorized drivers.

Lodging – Non-Local Travel: Reasonable and necessary lodging will be arranged by traveler and will be reimbursed based upon receipts for actual charges. When lodging is located in Kansas or Missouri, the traveler should present: (1) a copy of the applicable State Sales and Use Tax Exemption Certificate, and, (2) their college ID badge. When a traveler shares lodging with an unauthorized traveler, a receipt or printed rate schedule showing the single occupancy rate will be provided with the reimbursement request. If documentation of the single occupancy rate is not provided, the allowable expense will be computed by dividing the total daily rate indicated on the bill by the number of occupants.

Registration and Enrollment Fees: Registration fees for conventions, workshops, or association meetings are allowable when documented by an official program.

Meals and Incidental Expenses: District procedure for meals is as follows.

1. Meals, for non-local travel, including incidental expenses (M&IE), will be reimbursed at the IRS standard per diem rate for all locations within the continental United States. On the first and last travel day, employees are only eligible for 75 percent of the total M&IE rate. Itemized receipts are not required for meal expenses (with the exception of business meal event hosting set forth in subsection 3). Expenses for meals, meal gratuities, snacks, hot and cold beverages, candy, gum, and fees and tips given to porters, baggage carriers, and hotel staff are part of the per diem and thus are not separately reimbursable.
2. Meals for unauthorized travelers are not reimbursable.
3. In the event the employee hosts other individuals for a meal for MCC business purposes during travel, the amount will be reimbursed when supported with itemized receipts. It should be noted that this is generally limited to executive level employees; and if a meal is hosted by an MCC employee, pre-approval from the applicable supervisor should be sought.

PAYMENT FOR  
TRAVEL

The traveler is expected to pay for all authorized expenses which have not been prepaid by MCC procurement card and to provide documentation for expenses where required.

1. Reservations and payments for registration, lodging, airfare and car rental are handled by the traveler. Cash advance is available for per diem meal allowances and ground transportation.
2. Reimbursement for travel expenses must be approved by the officer who authorized the travel when the total exceeds the

amount of the approved authorization for travel by \$100. If the reimbursement request total does not exceed the amount of the approved authorization for travel by \$100, then the signature of the appropriate approver, as defined by Financial Services signature authorization is acceptable.

3. Checks for prepayment of transportation costs, registration and enrollment fees associated with authorized travel will be issued to the appropriate vendor upon request.
4. The traveler will submit all receipts for prepaid expenditures and authorized travel expenses within twenty (20) business days following the conclusion of the trip, and in the fiscal year in which the expense is incurred. Failure to submit receipts for reimbursement in a timely fashion may relieve the district from an obligation to reimburse the traveler. Travel expenses are considered to be unreconciled if they have not been submitted within twenty (20) business days following the conclusion of the trip and in the fiscal year in which the expense is incurred, or the expenses submitted lack proper documentation, or unexpended or undocumented advances have not been repaid.
5. Any additional expenses incurred due to a voluntary change in travel plans will normally be the responsibility of the traveler.