

Policy: 4.02

Travel Reimbursement

Employee Travel Policy

In order to enhance KCKCC's commitment to student learning, its recognized leadership role at the local, state and national level, and its image as a progressive educational institution, travel for College employees is valued and encouraged within budget constraints. Travel to conferences, seminars and workshops supports professional and organizational growth, provides for networking and information gathering and sharing, identifies resources for organizational and programmatic development and promotes quality educational opportunities. It is expected that travelers on College business will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, luxury accommodations, circuitous routes, or delays in performance of an assignment are not considered exercising prudence. Arrangements for travel shall be by the most economical mode consistent with the available time, distances involved, and needs of the College. Whenever possible, every attempt should be made to reserve hotel accommodations at the reduced conference rate and airfare at the lowest available rate. Travel must be approved by the appropriate supervisor, Dean, Provost, or President according to existing College procedures.

Meals, Lodging, and Incidental Expenses

The rate paid for meals, ground transportation, and incidentals incurred with out-of-town travel overnight shall be the amount adopted as the per diem by the Board of Trustees. Actual room costs and commercial travel expenses will be paid for the employee by the Board of Trustees. If a spouse travels with the employee, only the cost of a single room for the employee will be paid. All other costs shall be the responsibility of the employee.

Reimbursement

Applications for reimbursement shall be made to the Business Office specifying the reasons for travel. Copies of bills and/or receipts and a signed Request for Purchase form are required for reimbursement.

Use of Vehicles

Employees are requested and encouraged to use available College vehicles in the performance of duties for the College which require transportation away from the main campus.

Employees who are required to use their personal vehicles in the performance of duties for the College will be reimbursed for such use at the rate set annually by the Board of Trustees. There will be no reimbursement for use of a personal car, if there is a College vehicle available for use. The Board of Trustees will review the rate each year and set the rate to be effective January 1 for the next year. (The Board of Trustees will consider the rate as set by the Internal Revenue Service when setting the new rate each year).

Travel Procedures

Employees of Kansas City Kansas Community College must obtain prior written authorization before traveling out of district on College business. A Leave of Absence form must be approved by the appropriate supervisor, Dean, Provost, or President prior to making travel arrangements.

For approved travel, the College will pre-pay registration fee, lodging, airfare costs, and provide per diem to the employee. The following steps should be taken with as much notice as possible in advance of the trip:

- Complete the Leave of Absence form and obtain supervisory approval.
- Contact the Administrative Assistant in the Business Office to make arrangements for an airline ticket and/or a car rental reservation. If the employee can obtain a more economical rate, then the employee may choose to personally make arrangements for an airline ticket. Any reservation for an airline ticket made by an employee for the purpose of traveling on College business must be purchased by the employee. For reimbursement for such purchases, a request for reimbursement may be made to the Business Office.
- Complete a separate Request for Purchase form for registration, lodging, airfare, and per diem.
- Attach a copy of the registration form to the Request for Purchase form. Obtain approvals on all forms. Forward the original Leave of Absence form to Human Resources. Forward a copy of the Leave of Absence form and all Request for Purchase forms to the Business Office.

Checks for per diem, lodging, and car rental, and airline tickets may be obtained from the Administrative Assistant in the Business Office prior to traveling. Upon the employee's return, receipts must be provided to the Business Office for lodging and car rental.

Employees utilizing Faculty and Staff Development Funds should contact the Director of Faculty and Staff Development prior to making travel arrangements.

These policies and procedures also apply to Board of Trustees whose travel must be approved by the President.

Travel outside of the 48 contiguous United States requires approval of the President or his designee.