

Policy: 4.02

Travel and Meals

Purpose

To ensure appropriate and reasonable expenditures for travel related purposes in accordance with applicable laws and regulations.

Policy Statement

Kansas City Kansas Community College (KCKCC) will reimburse approved travel and meal expenses incurred in the conduct of an employee's official duties or in the performance of approved activities for the College by a non-employee (i.e. Trustee or candidate for employment) in accordance with appropriate law and regulations. Reimbursable expenses may include transportation, lodging, meals and incidentals, conference fees and other approved expenses.

All reimbursement of expenses under this Policy are subject to the availability of funds and must be authorized and approved by the appropriate supervisor(s) and budget administrator(s). All employees are expected to spend College and grant funds prudently.

It is the responsibility of the employee incurring the expense and of the approving party to be familiar with the need for the business expenses incurred and that these expenses are reported in a manner consistent with this policy. Failure to follow this policy and/or incurring costs outside of the policy may result in the expense not being reimbursed. Additionally, the intentional spending of College funds in an inappropriate nature may lead to further disciplinary consequences up to and including termination.

The College Finance Office reviews all reimbursement requests and documentation and makes every effort to ensure compliance with this policy. Please be advised that the Finance Office may make inquiries on reimbursements to ensure compliance.

Travel expenses charged to a grant or contract must comply with the specific requirements of the applicable grant or contract.

Prior to attending an overnight business related off-campus event, employees are required to complete a Travel Request Form and receive travel authorization.

Upon return, employees must complete the Travel Reimbursement Form. The leave must have been approved by the appropriate supervisor. A copy of the Travel Request form should be kept by the employee and included with each Travel Reimbursement Form request.

For local/same day travel, for conferences or meetings that require absence of four or more hours, the employee shall also complete the Travel Request form and receive approval from the appropriate supervisor.

Use of Personally Owned Vehicles

Employees are encouraged to use available College vehicles in the performance of duties off campus. Please refer to the *Fleet Vehicle Guidelines/Procedures* for details for use of College vehicles.

Employees who use Personally Owned Vehicles in the performance of duties off campus may be reimbursed for such use at the mileage reimbursement rate set annually by the Board of Trustees. **College credit cards are not to be used to purchase gas for personal vehicles.** The Board of Trustees reviews the mileage reimbursement rate* each year, effective January 1st for the next year. (*as set forth in the Internal Revenue Code)

For employees traveling from their home directly to another College location, meeting, or event, not traveling first to their primary reporting College location, employee's normal commute mileage from their home to their primary reporting location is deducted from total miles traveled, to determine reimbursable mileage.

Reimbursable Expenses

The College will pay for expenses incurred that are reasonable for conferences, transportation, meals, lodging and other incidental expenses if they are properly authorized and appropriately documented.

If reasonable and necessary, the following are examples of reimbursable expenses:

- Baggage handling/storage
- Business phone calls
- Change or cancellation penalties imposed by the airlines if due to unavoidable circumstances (must include supporting documentation)
- Currency conversion fees
- Gasoline for rental vehicles
- Ground transportation including taxi and metro fares, mileage for personal vehicles, parking fees, and tolls
- Maps
- Non-employee travel costs (*refer to Human Resources Candidate policy*)
- Registration and fees for attendance at approved conferences and seminars (Use of college credit card is encouraged for prepayment of these expenses)
- Taxes associated with transportation, lodging, and meals
- Meals or snacks while not on travel that include a Non-College guest(s) (i.e.: candidate for employment, business partner or perspective business partner)
- Tips associated with lodging, meals, and transportation if customary of not more than 15% to 20% of the bill
- Travel to and from KCI airport
- Wi-Fi, when not provided for free, will be reimbursed at the most economical rate, not to exceed \$20 per day.

Non-reimbursable Expenses

The following expenses are specifically non-reimbursable. This list is not exhaustive.

Please contact the project manager or grants coordinator if expenses are requested from a grant funded program to verify expenses are allowable.

- Airline club membership fees

- Airline early bird fees, insurance, and other incidental expenses above the cost of the coach rate;
- Alcoholic beverages
- Annual membership for charge cards
- Auto repairs or car wash on personal vehicles
- Childcare (see dependent care exceptions)
- Clothing or toiletry items
- Commuting costs to/from home and normal place of business
- Costs incurred by unreasonable failure to cancel reservations
- Entertainment under federal grants and contracts
- Excessive tipping (more than 25%)
- Family/dependent expenses (see dependent travel exceptions)
- Fees, interest, and/or late charges associated with personal credit cards
- Fines, tickets, or enforcement towing resulting from traffic, parking, or other violations
- Golf or tennis court fees, membership in country, tennis or golf clubs, or any sporting equipment, except when part of a preauthorized group event
- Haircuts
- In-flight headsets
- Laundry service
- Lawn care
- Flight, travel, life, and/or accident insurance premiums as well as Early Bird Fees
- Lost, broken, or stolen property
- Luggage or briefcase purchase
- Massage or other spa or relaxation services
- Meals when traveling locally on college business, unless travel exceeds 8 or more hours
- Meals or snacks while not on travel that only benefit College employees (unless prior approval received by appropriate Cabinet member)
- Movies or games (hotel, theater, in-flight, or rentals)
- Newspapers and magazines
- Pet care
- Shoeshine
- Snacks and mini-bar purchases

Meals

While on travel, KCKCC will pay for meals and incidental expenses on a per diem basis. Per Diem rates are determined by geographic location.

U.S. GSA Per Diem Rates can be found at: <https://www.gsa.gov/travel-resources>.

Per diem will be prorated on the first and last day of College-related travel based on time of departure and return.

If the cost of meals is included within the cost of registration fees or otherwise provided at no charge to the traveler, the per diem must be reduced by the corresponding amount for those meals provided using the GSA Per Diem Rates.

Employees may not use College Purchasing/Credit Cards for travel related meals except for purchasing meals for students as participants in College related student activities and events (see procedures for instructor meals accompanying student groups while traveling). For all other College related travel, employees will be paid based on the applicable Per Diem rate only.

Meal per diem may be paid in advance as a request for payment through the College e-purchasing system. Using straight per diem rates, no receipts are necessary to submit after travel. Meal per diem not requested or paid in advance will be reimbursed up to the daily per diem rate, even when receipts are documented and a request for payment is submitted. Please refer to the *Payment Procedure* section for specific details.

For authorized College business meals being directly reimbursed, related tips must be reflected on the receipts to which they are related for reimbursement. Tip amounts that exceed 25% of the total bill will not be reimbursed. For all other travel related meals, appropriate tips are included in the daily per diem rates

Costs of individuals, aside from employees, will be considered for reimbursement when a valid business reason for the meal and attendance of the additional person exists. Employee are required to provide the full name of the person(s) on the meal receipt and business purpose on the expense reimbursement form.

Local/Same Day Travel

Local/same day travel is College-related travel that does not include an overnight stay. IRS regulations state that for a meal reimbursement to be excludable from income the employee must generally be away from home overnight. For local/same day travel, the College will not reimburse meals unless such meal(s) have been approved by a supervisor and have a specific business purpose other than being on College business or traveling during mealtime. For day trips requiring an employee to be away from home for an extended period beyond the normal working hours, the college may reimburse the employee for a meal when travel exceeds 8 hours and the employee must travel before 6:00 AM or will return home after 7:00 PM.

Please refer to the *Use of Personally Owned Vehicles* section for vehicle and mileage reimbursement information.

Note: Itemized receipts are still required for meal expenses incurred during travel which is classified as Same Day Travel.

Overnight Travel

Transportation

The method of travel chosen must be the most economical option available. The College can reduce a payment request if it is determined a more cost-effective choice was available. A grant-funded program may have additional restrictions on travel.

Airfare and Airline Fees

Expenses for coach airfare using routes, schedules and airlines that provide the most reasonable and efficient rates will be covered. The College will cover reasonable additional baggage fees for the traveler.

Mileage

Expenses for personally owned vehicle mileage to and from the airport or otherwise incurred by the driver in conjunction with Overnight Travel will be computed at the IRS standard mileage reimbursement rate in use at the time of travel and will be reimbursed as follows:

See mileage reimbursement under “Use of Personally Owned Vehicles”

Ground Transportation

Reasonable ground transportation (i.e., airport shuttle, public transit or taxi fares) will be paid for travel to and from airport and hotel.

Rental Cars

If needed and approved by appropriate dean or department/division head, employees are expected to rent a vehicle at the lowest class necessary for the business conducted. Generally, this is a standard-economy or compact vehicle. Employees must carefully inspect the car prior to leaving the rental agency.

Employees are expected to refuel rental cars by the most inexpensive means offered to them. This is generally by using local gas stations in the area visited instead of paying the rental agency contracted amount.

Employees are covered by college insurance when renting a vehicle. Extra liability insurance and collision insurance offered by the car rental agency for vehicles rented/driven in the United States and Canada should be declined or paid for by the traveler. Any such expense will not be paid unless insurance on the vehicle is not covered by the College’s insurance provider. If there is any question about coverage, it is the employee’s responsibility to check with the College Fleet Coordinator, CFO, or College insurance provider.

Expenses not considered for payment include, but are not limited to, the following:

- Rental car expenses when not reasonable or necessary for the business purpose, including extra transportation for a traveling companion Expenses for specialty vehicles (i.e. luxury, sports utility, etc.)
- Navigation systems (unless need is clearly demonstrated)
- Excessive refueling costs.
- Insurance and damages encumbered by non-KCKCC employees
- Fines, tickets, or enforcement towing resulting from traffic, parking, or other violations

Airport and Other Parking

Airport *economy* parking is covered by the College. All other parking will be paid at the most economical rate.

Lodging

Expenses for reasonable hotel or other lodging arrangements will be covered by the College. Use of KCKCC purchasing card is encouraged. Receipts will still be required to support the expense on the monthly purchasing card expense report. When the employee is accompanied by a companion only the

cost of the single room rate will be paid by the college. All other expense will be the responsibility of the traveler.

Individuals Accompanying Employees

Guests accompanying employees of the College on business are not protected under the College's insurance policies and travel at their own risk of injury and financial loss. They may not drive College rented vehicles unless personal liability and collision insurance is used by the employee, or the employee pays for the insurance at time of rental from their own sources of funds. Injury to others or vehicle damage will not be covered by the College if sustained by an individual accompanying an employee

Extended Stays

The cost of lodging, meals, and airfare, due to an employee's decision to either arrive at a location more than one day earlier or stay more than one day longer than what is reasonably necessary for business is not reimbursable. Travel expenses beyond the one day (earlier or later; not both) are personal and will not be reimbursed.

International Travel

Estimated, itemized, travel costs for international travel are required to be pre-approved by the area dean and respective Cabinet Member of the College at least 40 days in advance of the leave date. Please refer to the International Travel policy for more details. The costs for securing a passport or other travel documents will not be covered by the College. Under extraordinary and limited circumstances, there may be approval to deviate from the 40 days notice of the leave date.

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