



POLICY

Category

4-19 Travel Policy

Approval

LC Approved: 04/04/17
Effective Date: 04/04/17
Revised: 04/04/17
Responsible Party: Vice President of Finance and Administration

Policy Statement

The College will process and pay an invoice on a timely basis once it has been appropriately approved and the availability of budget funds has been established.

Mileage

1. Faculty and staff who travel within the metropolitan area on College business will be reimbursed for mileage. Mileage for local travel will be paid quarterly from the Quarterly Mileage Log.
2. Mileage will not be paid for travel between WSU TECH campuses with the exception of **non-exempt** positions where the employee is required to regularly drive (more than once per week) between campuses after arriving to work in order to meet job requirements. This does not include occasional driving to another campus or to mandatory College-wide events such as commencement, convocation, or in-service training. If available, employees may reserve and utilize fleet vehicles for travel between campuses or for out-of-town travel.
3. Mileage will not be paid for any commuting miles. Commuting is defined as travel between your home and a permanent or temporary work site *within the metropolitan area*.
4. Reimbursement, including mileage, for out of town travel will be made on the Employee Expense Report.
5. Mileage rates will be reviewed by the Finance Department on a quarterly basis. Updates will be communicated to the college. The rates will utilize the existing IRS federal standard allowance as a guideline.
6. Rental vehicles are covered under the College’s insurance policy when purchase orders are used. Any offered insurance should be denied. In the event that a vehicle is rented without a purchase order, the employee’s personal insurance is used and the employee can accept or deny insurance. However, if a purchase order should have been obtained, then the additional insurance costs do not meet the definition of a business expense and will not be reimbursed.

Travel Time:

1. **Home to Work Travel:** An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.
2. **Single Day Travel:** If the employee is required to travel to another city and return home in the same day, the travel time to and from the other city **is considered hours worked**. If the employee

uses public transportation, the travel time between the employee's home and the point where he or she obtains this transportation (i.e. bus station, airport, etc.) **is not considered hours worked**. If the employee takes a lunch break, it **is not considered hours worked**.

3. **Travel as part of daily work:** Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.
4. **Travel Away from Home Community:** Travel time involving a required overnight stay **is considered hours worked only when it is during the employee's regular workday**. The employee is simply substituting travel for his or her regular work hours. Travel time that is outside of normal work hours **is not considered hours worked**.
5. Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The Department of Labor does not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.
6. **Travel on a Non-Work Day:** If the employee regularly works for example from 8 a.m. to 5 p.m., Monday through Friday, traveling during the same hours on Saturday and/or Sunday **is considered hours worked**. The usual lunch break **is not considered hours worked**. Time spent in travel away from home outside of regular work hours **is not considered hours worked**. Any work that the employee performs while traveling **is considered hours worked** even if these hours are outside his or her normal work schedule.

Meals

7. Meal expense is reimbursable for situations where it is necessary for the employee to stop for substantial sleep or rest to properly perform their duties while traveling away from home on business or the meal is business-related entertainment (i.e. a business meeting).
8. Meals may also be reimbursed for employees who, during the normal course of performing official duties, provide meals for non-employees to effectively execute their College responsibilities. The following documentation is required on the Employee Expense Report for reimbursement:
 - a. A description of the business purpose of the meal(s), and an explanation of its necessity to the College.
 - b. A list of all persons, including other College employees, who were in attendance. Additionally, employees should be prepared to identify and explain the need for the meal in relation to their responsibilities as an employee of the College.
9. An Executive Director/Vice President and the employees of their division may be reimbursed for meals in conjunction with a departmental meeting. The following documentation is required on the Employee Expense Report:
 - a. A description of the business purpose of the meal(s), and an explanation of its necessity to the College.
 - b. A list of all persons who were in attendance. Additionally, the Executive Director/Vice President should be prepared to identify and explain the need for the meal in relation to their responsibilities as an employee of the College.
10. Alcoholic beverages are not reimbursable meal expenses.
11. A standard meal allowance (per diem) will be paid for meals when traveling out-of-town lasting longer than one day. Per diem rates are subject to change and set by the Finance Department.

Per diem requests are to compensate an employee for actual out-of-pocket meals while traveling. If a hotel or conference offers a meal or lunch as part of the service, per diem is not allowed.

Other

- 12.** Travel for grant work will comply with State and Federal grant regulations so that grant funding is not jeopardized. Trips that will be paid for under a grant require that purchase requisitions be sent to the Grants department for approval before travel.
- 13.** For use of a College procurement card when traveling, see the Procurement Card Policy (#4-18).
- 14.** All employee reimbursements for business expenses will be paid via ACH transaction directly to the employee's bank account or payroll debit card on file.