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|  <b>Prescott College</b> | <b>Policy Number:</b> 400                                                                                                                                              |                                   |
|                                                                                                           | <b>Policy Category:</b> <i>Business Policies</i>                                                                                                                       |                                   |
|                                                                                                           | <b><i>Travel</i></b>                                                                                                                                                   |                                   |
|                                                                                                           | <b>Policy Summary:</b><br><br><i>This policy provides guidelines for faculty and staff traveling on College business to ensure travel is appropriately authorized.</i> |                                   |
|                                                                                                           | <b>Approval Date:</b><br>7/31/23                                                                                                                                       | <b>Effective Date:</b><br>7/31/23 |
|                                                                                                           | <b>Policy Owner:</b><br><br><i>Vice President, Finance &amp; Administration</i>                                                                                        |                                   |
|                                                                                                           | <b>Scheduled for Review:</b><br><br><i>Summer 2028</i>                                                                                                                 |                                   |

### Policy Statement

Individuals who undertake official travel for the College must have pre-approval to do so. All travel expenses must be permissible, have a clear articulated business purpose, and be documented and submitted for substantiation and reimbursement in a timely manner.

Approval levels are determined by the type of travel to be undertaken:

- Overnight domestic travel must be pre-approved by the traveler's supervisor.
- International travel must be pre-approved by the traveler's supervisor and the Divisional Senior Administrator or his/her respective designee.

When travel is funded by a sponsored agreement (i.e., grant, contract, etc.), the use of travel funds will be governed by the more restrictive of either the sponsored agreement or College policy.

This policy applies to individual travel only. Field courses or group travel to field stations are not covered by this policy.

All travel reimbursements must include proper documentation of expenses and be submitted within 60 days of traveling, if reports are over 60 days they may be taxed according to IRS guidelines.

### Definitions

**Business Purpose:** means that an expense supports or advances the goals, objectives and mission of the college including: academic and co-curricular programs; teaching; research; academic or industry conferences/forums; and administrative activities. A Business Purpose adequately describes the expense as a necessary, reasonable and appropriate business expense for the College.

### Reason for Policy

This policy is intended to provide a clear description of the policies and procedures related to the reimbursement of travel expenses.

| <b>Responsibilities</b>                 |                                          |
|-----------------------------------------|------------------------------------------|
| For following policy:                   | All employees                            |
| For enforcement of policy:              | Vice President, Finance & Administration |
| For oversight of policy:                | Vice President, Finance & Administration |
| For procedures implementing the policy: | Vice President, Finance & Administration |
| For notification:                       | Policy Librarian                         |

| <b>Procedures</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| 1.                | <p>Authorization: Travelers must receive a travel authorization number before traveling. The travel authorization number is issued after the following steps are completed:</p> <ol style="list-style-type: none"> <li>Complete the authorization portion of the Travel Authorization/Reconciliation Form. Enter trip information including purpose and dates and estimated costs as laid out on the form.</li> <li>Submit form to the appropriate approving authority</li> <li>After approved, submit to the Travel Office (travel@prescott.edu)</li> <li>The Travel Office will issue an authorization number to be used on the reconciliation form.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 2.                | <p>Reconciliation: Once travel is complete, the traveler will complete the reconciliation portion of the Travel Authorization/Reconciliation form. This portion of the form represents the actual costs of the trip. The traveler must indicate the travel authorization number, any per-diem advances and amounts paid by purchasing card. The reconciliation should be submitted to the approving authority and then to the travel office.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 3.                | <p>Per Diem: Per Diem includes meals and incidental expenses. Per diem is not provided unless the employee is traveling overnight. The maximum allowable reimbursement for meals is \$46.00. On travel days, employees can receive 75% of the per diem amount. The College credit card should not be used as a form of payment for any expenses covered by per diem. No receipts are required when receiving the Per Diem allowance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 4.                | <p>Ground transportation: In all cases, the traveler should determine the least expensive method of transportation.</p> <ol style="list-style-type: none"> <li>Use of a personal automobile for business purposes is permitted. Prescott College reimburses mileage at the federal rate. On regular business days the employee must deduct their regular commute mileage to work. If traveling on a weekend day no such deduction is required. Copy of mileage calculation from GPS or desktop mapping service such as MapQuest or GoogleMaps must be provided to receive mileage reimbursement.</li> <li>Rental cars should be used when they are less expensive than alternative means of transportation (e.g., taxi, Uber, car service, or train) or where there are safety or other issues that justify the additional cost. <ol style="list-style-type: none"> <li>All business-related tolls and parking charges that are not part of an employee's regular commute are permissible expenses. Tickets or fines associated with parking or travel violations, and charges for vehicle lockouts are not permissible expenses.</li> <li>Travelers must refuel the rental car prior to returning to the rental agency and decline the pre-paid fuel options.</li> <li>While College insurance will cover vehicles rented domestically for collision and liability, in some cases it is best for a department to purchase insurance from the</li> </ol> </li> </ol> |

rental car company. Check with the VPFA to see if your department should purchase the insurance.

- c. Taxis and car services such as Uber can be used for local transportation and in-city destinations. Tips for taxi service shall not exceed 20%.

- 5. Lodging: Lodging is limited to standard or equivalent rooms only, unless accommodations are shared by more than one authorized traveler, in which case only one person is allowed to claim the expense.
  - a. Private rental may be booked through highly rates reputable sites such as AirBnB, VRBO and Booking.com if the total rental is comparable or less than a reasonable hotel stay and the rental must comfortable accommodate the number of travelers. Additionally, the cancelation policy must allow cancellation within 30 business days with a full refund.
- 6. Air Travel: College funds may only be used for the lowest available economy/coach class airfare. College will not pay for preferential seat assignments. The College will pay for one checked bag if the provider charges for this service. Travelers are strongly encouraged to make reservations at least 21 days in advance to obtain the move convenient and cost-effective fares.
- 7. Cash Advances: Individuals who travel frequently, may receive a cash advance for per diem only.
- 8. Purchasing Card: The purchasing card should be used for air fare, lodging, car rental, taxi, and parking fees. Detailed final receipts should be submitted via the p-card system. Receipts from purchases made with p-card are not required to be attached to the reconciliation form.
- 9. Extended Stays for Personal Benefits: Staying at a destination for a longer period for personal reason is allowed. The traveler will only be reimbursed for business-related travel expenses. These expenses include the travel costs of getting to and from your business destination and any business-related expenses at your business destination. Only the business-related costs should be included on the travel form.

### **Revision History**

Previous approval date: 10/2015; 2/19/2016