

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 6.2.4

Title: Travel Expense and Reimbursement	
Originated by: Vice President of Business Services	Originated Date: 7/2013
Revised by: Director of Finance/Vice President Student Success	Revised Date: 4/2023
President/Board of Directors Approval Date: 4/25/2023	
Reviewed on: 7/2013; 8/2020; 4/2023	

Policy Statement: Manhattan Area Technical College reimburses representatives for approved travel expenses such as transportation, meals, and lodging when traveling on behalf of the college.

Rationale: The intent of the policy is to ensure that individuals traveling on official business neither gain nor lose personal funds as a result of that travel.

Types of Travel: The college reimburses expenses incurred for commuting between MATC identified sites/locations and costs sustained from traveling to non-MATC locations to complete college business (i.e., professional development, recruiting, etc.).

Procedure:

Employees who plan to travel for activities outside of their regularly scheduled work/teaching day should obtain approval in advance for anticipated expenses and are subject to limitations within the respective budget. Employees should consider travel time, expenses, absence from their regular duties, and convenience.

The college reimburses travel expenses per the U.S. General Services Administration (GSA). Rates will be set effective July 1st for each fiscal period.

A. Reimbursement for traveling between MATC Identified Sites/Locations:

1. Employees who have to commute using a privately-owned vehicle (POV) between MATC locations, not within the same town/city, in a single workday will be reimbursed one way per the mileage and rate set by the college. However, if college-provided transportation (see section C) is available and offered to the employee, and the employee chooses to drive their POV, then no reimbursement for mileage will be given to the employee.
 - a. Scenario 1: Employee A is full time and regularly scheduled to work in Manhattan. They begin their day in Manhattan, then travel to the Wamego Center in the afternoon for an afternoon class/meeting/event. Employee A would receive mileage reimbursement from one work location (Manhattan Campus) to another work location (Wamego Center).
 - b. Scenario 2: Employee B is full time and has teaching/work responsibilities between both the Manhattan Campus and Wamego Center to meet their hiring contract/agreement. They begin their day in Wamego and travel to Manhattan in the afternoon, but then travel back to Wamego Center for a scheduled evening class/meeting. Employee B would receive mileage reimbursement from one work location (Wamego Center) to another work location (Manhattan Campus) one-way,

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but not back to the start of day work location (Wamego Center).

- c. Scenario 3: Employee C is full time and has teaching/work responsibilities between both the Manhattan Campus and Manhattan High School. They begin the day on campus and travel to the high school in the afternoon. Employee C would not receive mileage reimbursement as they are traveling within the city limits of Manhattan.
 - d. Scenario 4: Employee D is full time and regularly scheduled to work in Manhattan all day. They begin and end their day at the Manhattan Campus. Employee D would not receive mileage reimbursement.
2. For mileage reimbursement between designated MATC locations, employees should complete a mileage reimbursement request.
- a. Upon return from travel, the employee submits the mileage reimbursement request and is reimbursed per the GSA standards. Incomplete requests will not be reimbursed.
 - b. Mileage reimbursement needs to be submitted prior to the ending date of the term in which it occurs.
3. Employees approved to work remotely but must also attend on-site activities per their job description and/or hiring agreement are not eligible for travel reimbursement.

B. Traveling between non-MATC Sites/Locations for Professional Development, Conferences, Recruiting Events, Field Trips, etc.:

1. Prior to travel departure, employees must complete a travel request and submit all required documentation, if applicable, to receive supervisor approval prior to the intended date(s) of travel (could be a range if activity expands over months). Requests should attempt to be submitted no later than 30 days prior to the departure date, except in cases of extenuating circumstances.
- a. Required documentation:
 - i Attach the conference or meeting agenda, including event dates, meals included, and registration fees (if applicable).
 - Employees are responsible for completing registrations.
 - Every effort should be made to complete the approval process and registration to obtain an “early bird” discount rate if available.
 - ii Proof of estimated travel costs (flight and/or train plans, bus costs, rental car estimate, parking costs, mileage reimbursement, etc.)
 - Travelers should choose the most practical and economical mode of transportation and travel the most direct route possible.
 - Air travel will be approved at the economy class or coach rate.
 - When traveling by automobile, employees are expected to carpool whenever possible.
 - Reimbursable expenses include mileage, when appropriate, parking fees, taxi fares, baggage fees, and tolls.
(Tolls may be approved for reimbursement without a receipt.)

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- iii Proof of estimated lodging costs (if applicable).
 - Lodging will be approved at the establishment's lowest available rate for normal single occupancy for the day or days the expense is incurred. When attending a conference with an established "conference rate," employees are responsible for making hotel accommodations within the prescribed deadline to receive the reduced rate.
- iv Any special accommodations to travel outside the specified standards must obtain prior approval.

2. Once supervisor approval has been obtained:

- a. Employee must submit relevant requisitions for travel, lodging, registration fees etc., within 14 days of the date of travel.
- b. Once a purchase order is issued, the employee can obtain a credit card to make reservations and for use during travel. The employee must agree to all terms and conditions of credit card use. Itemized receipts are required and must be submitted when returning the credit card to the Business Office.
- c. Personal funds must be used for meals, entertainment, gifts, etc. that are not included in event. Expenses NOT covered by the college are as follows:
(This is not a comprehensive list, and college reserves the right to deny the use of college funds on any expenses that have not obtained prior approval.)
 - Alcoholic beverages
 - Gifts
 - Entertainment
 - TV/Movies not regularly provided by hotel
 - Gasoline costs if mileage reimbursement is used
 - Cost beyond coach-class for air, train, or bus
 - Personal telephone calls
 - Dry cleaning or laundry service
 - Costs for meals, travel, or lodging for spouses or other personal guests
 - Costs for meals included in conference registration

3. Upon return from travel, the employee submits the travel reimbursement and per diem request. Meals & incidentals (M&IE) are reimbursed per the GSA standards. Request for reimbursement for any additional approved travel expenses paid for by the employee must have an accompanied receipt(s). Incomplete requests will not be reimbursed.

- a. Employees are eligible for reimbursement up to 30 days from the date the expense was incurred.
- b. All claims for the current fiscal year must be complete and submitted for reimbursement before May 1st. Any extenuating circumstances that extend the May 1st deadline should be discussed with Business Office.

C. College provided Transportation:

- 1. The college has vehicles available for employee use when traveling.
- 2. Prior to use of a college vehicle, the employee must obtain college approval. Employees

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will be prohibited from operating college vehicles if not approved by the college's insurance carrier. The college reserves all rights to deny or revoke approval for an employee to use a college vehicle.

3. Employees operating privately owned (for approved college business) or college owned/leased vehicles are responsible for operating the vehicle in a safe and prudent manner, and in accordance with all applicable federal, state, and local traffic laws. Fines assessed for traffic citations or other violations of applicable traffic laws are the responsibility of the employee and are not reimbursable.
4. When two employees need the same vehicle on the same day, the employee traveling the farthest distance will use the college vehicle. The other employee may submit a request for mileage reimbursement.
5. To request a college vehicle, when not completing the travel request form/process, use the Outlook calendar to reserve the vehicle.
 - a. Open Outlook
 - b. Click on Calendar
 - c. Choose "Open Calendar"
 - d. Choose "From Address Book"
 - e. From "Address Book" dropdown, choose "Vehicles"
 - f. Choose a vehicle to open vehicle calendar
 - g. Use calendar to make reservation
6. If neither of MATC's vehicles are available for the purpose of the travel, MATC has a business relationship with Enterprise Rentals. Travelers can take advantage of MATC's preferred rate. (please contact purchasing@matc.net for inquiries)
 - Rental of a fuel-efficient vehicle is encouraged when available.
 - When renting a vehicle, fuel costs will be charged to the UMB travel card and charged back to the applicable budget.
 - It is against our policy to rent a luxury vehicle.

D. Illness or Incapacitation during Travel:

In the event an employee becomes incapacitated due to illness or injury while away on official business, the college may authorize payment to the employee for appropriate expenses not covered by a medical/health insurance policy for the return of the employee and/or the vehicle to the employee's primary residence or place of business, whichever is most appropriate.