

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

**Policy No. 6.2.4**

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| <b>Title: Travel Expense and Reimbursement</b>                        |                                 |
| <b>Originated by: Vice President of Business Affairs</b><br>Signature | Date                            |
| <b>Approved by: President/CEO</b><br>Signature                        | Date                            |
| <b>Reviewed: January 1, 2015</b>                                      | <b>Revised: January 1, 2015</b> |

**Policy Statement:** The Vice President of Business Affairs or designated Business Office personnel is responsible to provide oversight of travel expense and reimbursement. Procedures are established to provide guidance for employees who undertake travel on behalf of the College. All travel for College business is subject to availability of funds. For more detailed information refer to the MATC Employee Travel Handbook.

**Rational:** The basic 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.

**Procedure:**

1. Employees should complete and submit the Travel Request Form prior to the intended date of travel. The form must be approved by an Administrator and availability of funds must be verified by signature of the Vice President of Business Affairs. Except in cases of extenuating circumstances, the form should be submitted no later than 5 days prior to the departure date.
  - a. Travelers are to choose the most practical and economical mode of transportation, and are generally to travel the most direct route.
  - b. If payment is to be made directly to a vendor (i.e. registration fee paid to the conference organizer), a separate purchase request will be required.
  - c. Mileage reimbursement rates and meal per diem rates are established by the State of Kansas Department of Administration. The rates are published annually on July 1<sup>st</sup>.
  - d. In most cases, a meal per diem or reimbursement is not allowed unless travel requires at least one overnight stay.
  - e. Reimbursement will not be allowed for meals included in conference registration.
  - f. Registration fees are limited to the early bird rate.
  - g. Airport parking reimbursement is limited to the long-term or satellite rate.
  - h. MATC will not provide employees with a credit card for use during travel. Employees shall provide sufficient personal funds for standard travel expenses such as meals, taxi, parking, tolls, incidental hotel costs, etc.
  - i. Travel requests including airfare, lodging or vehicle rental must be submitted to the Instructional Project Coordinator. The Coordinator will complete airfare, lodging and vehicle rental transactions on behalf of the College employee utilizing the College travel agency. Travel details will be provided to the employee from the Coordinator.

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2. Once a travel request has been approved and processed, the employee will receive a Reimbursement Travel Voucher with a purchase order number assigned. The form should be completed in its entirety and submitted for reimbursement.
  - a. Reimbursement checks for travel expenses are issued on the 10<sup>th</sup> and 25<sup>th</sup> day of each month. If the normal payable dates fall on a weekend or holiday, the reimbursement will be issued the day immediately before or after the normal payable date.
  - b. Employees are required to complete the travel voucher and attach receipts documenting allowable expenses. Receipts are not required for meal per diems.
  - c. Employees may be reimbursed for prepaid expenses such as airline travel or registration prior to the actual travel dates.
  - d. Express checkout bills are allowable for lodging expenses provided the charges are itemized.
  
3. Please refer to the Travel Handbook for more information.