

COLORADO COMMUNITY COLLEGE SYSTEM
SYSTEM PRESIDENT'S PROCEDURE

TRAVEL POLICY

SP 8-61b

Effective: November 1, 2005

Reference:

Board Policy on Delegation of Signature Authority, BP 8-60
System President's Procedure SP 8-60b

Approved:

Dr. Nancy McCallin, System President

Application:

This procedure applies to all travel-related disbursements paid through the System Office, regardless of funding source.

Basis:

Board Policy 8-60 requires the System President to develop procedures and reviews to ensure disbursements made are in accordance with grant agreements, other legal requirements and State Fiscal Rules.

State Fiscal Rule 2-1 discusses the propriety of expenditures which applies to all disbursements made by agencies and institutions of the State. Disbursements, including travel, should only be made if determined *reasonable* and *necessary* under the circumstances. State Fiscal Rule 5-1 further requires that travel charged to the [state] institution, *regardless of funding source*, "shall be for the benefit of the state and completed using the most economical means available which will satisfactorily accomplish the state's business."

All travel-related disbursements made by the System office shall be in accordance with the limitations set forth in State Fiscal Rules and shall be subject to the following process.

Procedure:

Review and Approval of Travel

Travel is considered a sensitive expenditure and easily perceived to provide personal benefit to employees traveling, and therefore warrants appropriate internal reviews of the travel and associated costs. This policy documents the process for obtaining approval for travel and requesting reimbursement for travel related costs.

A detailed annual travel plan shall be developed as part of the annual budget process. This detailed plan shall include conferences and travel, speaker fees and related expenses, whether in or out of state, and shall be approved by the vice president of the appropriate division. These plans will then be approved through the budget process by the Vice President for Finance and Administration and the System President.

This budget plan will be retained by budget personnel. Prior to travel occurring, an Approval Request Form (ARF) will be submitted for budget office sign off with the initiator's signature and the approval from the division vice president. As long as the travel request matches the travel plan budget submitted and approved as part of the annual budgetary process, the budget office will approve the request and submit it to the Vice President for Finance and Administration for final approval. If the travel was not part of the budgeting plan, a supplemental budget request will be required and the request will be approved based on available funding.

Once travel has been completed, the traveler should complete a travel reimbursement request form, and the department supervisor with delegated signature authority is required to review expenditures for their appropriateness. If expenditures are appropriate and planned, the supervisor with the delegated signature authority will approve the travel reimbursement request form. This form will be compared to the Approval Request Form (ARF). Given the amounts requested for reimbursement do not exceed the Approval Request Form (ARF), no further reviews are required and reimbursement will be processed. If travel costs exceed the Approval Request Form (ARF) additional review and approval from the division vice president as well as the Vice President for Finance and Administration will be required.

Only employees of the Community Colleges System should prepare travel reimbursement requests. Vendors and contractors for whom CCCS reimburses actual travel costs should submit documentation along with an invoice. For agreements of actual costs reimbursement, lodging should be direct billed to the extent practical to ensure CCCS does not pay taxes and is billed the state negotiated rate.

Any requests for out of state or international travel not included in the detailed budget plan will require approval from the System President.

Travel advances are approved on a case-by-case basis and must be approved by the appropriate division vice president and the Vice President for Finance and Administration. Travel reimbursements should be reduced by any advances made and meet the above documentation standards.

Non-employee travel

Certain programs and activities administered through CCCS require travel by parties not employed by the Colorado Community College System. The requirements for non-employee travel are as follows.

All conference fees and travel requires an Approval Request Form (ARF). The form allows the initiator to indicate the request includes travel for non-employees. Travel by non-employees can be paid either through a flat-fee payment, as when hiring speakers for a conference, or by reimbursement of actual costs.

When payment is negotiated as a flat fee arrangement, an invoice should be generated from the vendor indicating their personal services fees, and then the total of travel costs. When the arrangement includes reimbursement of actual costs, a Non-Employee Travel Reimbursement Request should be completed.

In the situation of reimbursing actual costs, direct billing should be utilized when possible to ensure no taxes are paid and the System is obtaining the benefit of the State negotiated rates.

These costs require the same approval as employee-related travel and require approval of a maximum travel amount agreed upon by CCCS, not to exceed actual expenses.

Other Travel Related Expenses

Reimbursable expenses:

All travel-related expenses greater than \$25 require a receipt. If a receipt cannot be obtained, written notification by the traveler should be prepared documenting the details of the expense and why the receipt could not be obtained. All requests for reimbursement that include missing receipts will need approval by the Vice President for Finance and Administration.

One personal phone call per day, not to exceed two dollars.

Meals may not be reimbursed based on estimates or approximations. An itemized receipt must be submitted. Tips are included in the meal allowance and cannot be claimed separately.

All travel expenses must be in compliance with State Fiscal Rules per diems and mileage rates.

Non-Reimbursable items:

- Alcohol
- Entertainment expenses
- Political expenses
- Travel insurance
- Traffic fines and parking tickets
- Personal expenses paid by the traveler that are primarily of benefit to the traveler are not reimbursable. Examples include the purchase of personal hygiene items, magazines, movie rentals and other miscellaneous items.

Certain other limitations and exceptions exist and a more complete list of reimbursable and non-reimbursable items is noted in State of Colorado Fiscal Rule 5-1 (<http://www.colorado.gov/dpa/dfp/sco/rules/8-1-05/Chapter%205.pdf>).