



REGULATIONS

REG No.: 484

TRAVEL LOCALLY BY STAFF

I. PURPOSE

Provides procedures for reimbursement of authorized local travel expenses by college employees.

II. BACKGROUND

Job responsibilities may require that regular college staff use personal automobiles to travel on college business. Examples of local travel include off-campus student recruitment and registration, attendance at authorized meetings, and off-campus teaching assignments.

III. POLICY

- A. The college shall pay to all full-time college personnel the established college rate for mileage from the campus at which the traveler's assigned office is located ("home campus") to other job assignments for all mileage that exceeds the distance between the employee's home and the WCJC campus where the assigned office is located (that is, the college shall pay for actual daily mileage in excess of the round-trip mileage from the employee's home to the campus where the employee's office is assigned) or, alternatively and at the discretion of the college, provide transportation from the Wharton campus to the job assignment. [This paragraph revised by board action on September 17, 1997.]
- B. The college shall pay parking and toll fees to all college personnel when travel is directly related to a job assignment and upon proper receipt of such fees and verification of travel assignment.
- ~~C. When two or more employees have job assignments at the same site and are on comparable time schedules, the college will pay for only one trip to that site.~~
- ~~D.C.~~ The college shall pay part-time instructors and AEL staff for travel at the official college rate from their homes to the job assignment for those round-trip miles in excess of 50 miles.

(POLICY APPROVAL: 5-17-95, revised 9-17-97, Board of Trustees)

IV. DEFINITIONS

- A. *Local travel* is defined as travel (1) that does not require the traveler to be away overnight and/or (2) that occurs within a hundred-mile radius of the campus at which the traveler's assigned office is located. Such travel does not require submission of a "Request for Approval of Professional Leave" form; but travel beyond this radius or overnight travel does require a travel request form for each trip.
- B. *Professional travel* (see Reg 482, Travel Expenses and Reimbursements) is defined as travel necessitating an absence from normal assigned or contractual duties (such as travel to attend a professional conference or seminar). Prior to engaging such travel, employees must secure written authorization for the absence from regular duties via the "Request for Approval of Professional Leave" form. Travel undertaken as part of an employee's regular or assigned or contractual duties (such as travel to/from WCJC campuses for instruction, registration, test administration, applicant interviews) does not constitute an absence from normal duties and therefore does not require that

the employee file a "Request for Approval of Professional Leave" form.

V. PROCEDURES

- A. To be reimbursed for mileage expenses only, the employee completes a Monthly Mileage Report which is filed once a month. The approved Monthly Mileage Report must be received in the Business Office no later than 30 days after the end of the month (ie. September's Monthly Mileage Report must be received in the Business Office no later than October 30th).
1. The Monthly Mileage Report is signed by the traveler's supervisor and a budget authority beyond the supervisor's level ~~(except when the traveler is a vice president, in which case the vice president is authorized to approve his or her own travel without securing the president's signature).~~
 2. Completed and signed travel and reimbursement forms must be received by the Business Office by the Friday of the first week in September for any expenses claimed in August of the previous fiscal year. If the Business Office does not receive the required paperwork by this deadline, travel claims cannot be honored.
- B. To be reimbursed for other local travel expenses in addition to mileage, the employee completes the form entitled Travel Expense Statement, which is also filed no later than 30 calendar days after the trip has been completed. The Travel Expense Statement is signed by the employee, the employee's supervisor, and the appropriate dean or vice president.
- C. Mileage for local travel is reimbursed at the current IRS-approved rate. When the IRS changes its rate, the college adjusts its reimbursement rate to accord with the IRS allowance. If the IRS rate changes during the college's fiscal year, the college rate changes with the beginning of its next fiscal year. If the IRS rate decreases, the college rate changes on the effective date.
- D. Regardless of distance, the college reimburses for meals (a) if college business requires the employee to be away overnight or (b) college business requires the employee to dine out with a guest of the college, in which case the college reimburses the employee for both the guest's meal and the employee's meal or (c) the employee attends an off-campus professional meeting that includes a meal or (d) the employee as part of his or her college duties is accompanying a student group to an official meeting, conference, competition, or approved field trip. Other allowances for meal reimbursement may be made on a case-by-case basis, whether the employee is away overnight and regardless of distance traveled, provided the employee secures approval for meal reimbursement in advance of the trip from their supervisor.

The college reimburses travelers for meals at a per diem rate of \$40 per day per individual. If reimbursement for meals is being requested for someone other than the traveler, a separate explanation must be provided stating the business purpose of the meal(s), the name(s) of the other person(s), and their title(s) or capacity. If an itemized credit-card receipt is the documentation for meal reimbursement, the business purpose of the meal(s) must be stated, along with the name and the title(s) or capacity of the person(s), even if just the traveler. Any exception to the \$40 total reimbursement must be by written authorization of the supervising vice-president; and this authorization must accompany the reimbursement request.

VI. GUIDELINES

- A. The official round-trip mileage between campuses and/or permanent teaching locations is listed

below:

Wharton to Bay City	54 miles
Wharton to El Campo (Northside Center)	31 miles
Wharton to Richmond (FBTC)	58 miles
Wharton to Sugar Land (UHSSL)	74 miles
Wharton to Sugar Land (Julie Rivers)	82 miles
Richmond (FBTC) to Sugar Land (UHSSL)	16 miles
Richmond (FBTC) to Sugar Land (Julie Rivers)	24 miles
Sugar Land (UHSSL) to Sugar Land (Julie Rivers)	8 miles

- B. Part-time instructors and Adult Education Literacy (AEL) staff are reimbursed for travel at the official college rate for those round-trip miles in excess of 50 miles from their homes to the job assignment. However, with the approval of the hiring administrator in Continuing Education, part-time instructors hired to teach short-term, continuing-education courses may be reimbursed for round-trip travel of fewer than 50 miles (but not for ten or fewer round-trip miles).

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