



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy #5.009

Travel Policy

Authority:	Division of Administration, Office of State Procurement, Travel Section – Policy and Procedures Memorandum 49	Original Adoption:	5-17-04
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PURPOSE:

To define the regulations and establish procedures for employees and other individuals incurring business travel expenses on Fletcher Technical Community College’s (Fletcher) behalf.

STATUTORY REFERENCE:

Fletcher’s travel policy and procedures follow Policy and Procedures Memorandum 49 (PPM 49), issued by the Division of Administration, Office of State Procurement, Travel Section (Office of State Travel).

DEFINITIONS:

For the purpose of this policy, the following words have the meaning indicated.

Authorized Persons

- the Chancellor is allowed to deem persons as authorized travelers for official college business only. Fletcher students must be deemed authorized travelers to be reimbursed for college business purposes.

Blanket Travel Authorizations

- travel authorizations that are used for routine in-state travel. This authorization covers travel to meetings and events that are part of the regular job duties of an employee. These authorizations are valid for one year, but in no case do they extend past June 30th of the fiscal year.

Conference/Convention

- An event (other than routine) for a specific purpose and/or objective. Non-routine event can be defined as a seminar, conference, convention, or training. Documentation required is a formal agenda, program, letter of invitation, or registration fee. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference. For a hotel to qualify for conference rate lodging, it requires that the hotel is hosting or is in “conjunction with hosting the meeting”. In the event the designated conference hotel has no rooms available, the

Chancellor may approve to pay actual hotel cost not to exceed the conference lodging rates for other hotels located near the conference hotel.

Controlled Billed Account (CBA)

- credit account issued in Fletcher's name (no plastic card issued). CBA accounts are used to purchase airfare, registration, lodging, rental vehicles, pre-paid shuttle service, and parking only when combined with lodging and included on the hotel invoice.

In-State Travel

- all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

International Travel

- all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico, the US Virgin Islands, America Samoa, Guam, and Saipan.

Official Domicile

- except where fixed by law, official domicile of an employee assigned to Fletcher shall be, at a minimum, the city limits in which Fletcher is located. The Chancellor should determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended.

Out-of-State Travel

- travel to any of the other 49 states plus District of Columbia, Puerto Rico, the US Virgin Islands, American Samoa, Guam, and Saipan.

GENERAL POLICY/PROCEDURES:

Fletcher follows the travel guidelines of the Office of State Travel, which are updated on an annual basis. Employees who travel on college business are responsible for becoming familiar with these guidelines, as well as the State-approved lodging, meal, and other travel expense reimbursement rates, which are available on the Office of State Travel's website at <http://www.doa.la.gov/pages/osp/Travel/Index.aspx>. The Office of State Travel's "Pocket Guide to Travel Regulations" will be distributed annually to all employees.

Only travel arrangements made through the procedures established by the Office of State Travel and Fletcher's "Travel Regulations Policy" are considered valid travel arrangements made by the college. Any travel arrangements made outside of the Office of State Travel's guidelines and Fletcher's "Travel Regulations Policy" will be the sole responsibility of the individual making the unauthorized travel arrangements.

Employees traveling on college business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess cost, unnecessary routes, delays, luxury accommodations, and services unnecessary or unjustified in the performance of college business are not acceptable and should be avoided. Employees should take whatever action necessary to minimize all travel to carry on the college mission.

Fletcher's "Travel Regulations Policy" applies to all employees and officials regardless of the source of funds used to reimburse the employee for his/her travel.

A. General Travel Provisions

1. It is the employee's responsibility to consult the Office of State Travel's "Louisiana Travel Guide" to familiarize himself/herself with the official state travel regulations and what expenses are reimbursable prior to the beginning of travel.
2. Employees traveling on official college business will provide themselves with sufficient funds for all routine travel expenses not covered by Fletcher's CBA account. Meals and other travel-related expenses are the initial responsibility of the traveler. These expenses will be reimbursed in accordance with the State-approved reimbursement rates after travel has been completed. Advance of funds for travel shall be granted only under extraordinary circumstances
3. Travel must be for the proper execution of official college business or implementation of college objectives. Meetings and events attended must be of a professional nature that relates to the attending individual's current job duties.
4. All Fletcher employees and officials wishing to travel on college business must complete and submit a "Chrome River Pre-Approval" (PA) form **at least three weeks in advance of travel**. Prior to any travel arrangements being made, the (PA) form must be approved by the employee's department head, dean/director, and the Chancellor; and the availability of funds must be verified by the Finance Office. Non-employee individuals who are requesting reimbursement from Fletcher must submit an "Authorization to Travel" (ATT) form for approval before their travel arrangements can be made.
5. Fletcher employees who are required to frequently travel in the performance of their official job duties may obtain approval for a blanket travel authorization. Blanket travel authorizations are valid for one year, but in no case do they extend past June 30th of the fiscal year.
6. Within two weeks of an employee's return from authorized travel, the "Chrome River Expense Report" (ER) form must be submitted to request reimbursement of travel expenses and must be approved by the employee's appropriate supervisor.
7. All high cost expenditures (airfare, lodging, vehicle rentals, and registration) MUST be placed on Fletcher's CBA account.
8. All air travel arrangements must be made through the State-contracted travel agency with payment placed on Fletcher's CBA account. Employees are encouraged to search travel websites (i.e. Expedia, Travelocity, etc.) to ensure the State-contracted travel agency offers the lowest airfare. If lower airfare is found through one of the travel websites, the Manager of Purchasing and Travel will submit a request to the Office of State Travel to book outside of the State-contracted travel agency. Employees will not be reimbursed for any air travel that is not made through the State-contracted travel agency unless written approval has been obtained from the Office of State Travel. Employees will not be reimbursed for any air travel that is not placed on Fletcher's CBA account.

9. It is the employee's responsibility to determine, upon initial notification from the State-contracted travel agency of unused airfare tickets and then every thirty days thereafter, if he/she will be utilizing the unused ticket prior to expiration. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the employee must immediately notify the Manager of Purchasing that the ticket is available for use by another employee. The Manager of Purchasing will then act accordingly to ensure the unused ticket is utilized. The Chancellor, at a minimum of three months prior to expiration of any unused airfare tickets, will review all unused airfare to determine, based on the employee's justification, if reimbursement from the employee must be made to Fletcher for the amount of the unused ticket. The Manager of Purchasing is responsible for presenting this unused ticket report to the Chancellor when there are unused airfare tickets.
10. All lodging arrangements must be made with payment placed on Fletcher's CBA account. Employees will not be reimbursed for any lodging that is not placed on Fletcher's CBA account.
11. All conferences/conventions or events registration fees must be paid for through Fletcher's CBA account. Employees will not be reimbursed for any registration fees that are not placed on Fletcher's CBA account.
12. Employees must utilize a Fletcher vehicle for travel when available. Employees should contact the Maintenance Foreman to check availability and to arrange use of a Fletcher vehicle.
13. Only if a Fletcher vehicle is not available, employees should rent a vehicle from the State-contracted rental vehicle company or use their personally-owned vehicle. A rental vehicle should be used if a state-owned vehicle is not available for all travel over 99 miles. All vehicle rentals must be made with payment placed on Fletcher's CBA account. Employees will not be reimbursed for any vehicle rental that is not made through the State-contracted vehicle rental company. Employees will not be reimbursed for any vehicle rental that is not placed on Fletcher's CBA account.
14. For official in-state business, travelers must use the options below in sequential order:
 - a. First: A traveler should utilize a state vehicle when available.
 - b. Second: A traveler should rent a vehicle from the State's in-state contracts with Enterprise, National, or Hertz for travel over 99 miles.
 - c. Third: A traveler must receive prior approval from their department head to use his/her personal vehicle and be reimbursed more than 99 miles.

15. A rental vehicle should be used if a state-owned vehicle is not available for all travel over 99 miles. In the event that an agency or traveler chooses to use a personal vehicle, refer to §1504(E) of State policy on Personally Owned Vehicles. Personal vehicle mileage is reimbursed at the published GSA rate for mileage rounded down to the penny. Personal vehicle mileage reimbursements should be based on actual physical addresses and require an odometer reading or website mileage calculator the current GSA mileage rate can be found here:
<https://www.gsa.gov/travel/planbook/transportation-airfare-pov-etc/privately-owned-vehicle-pov-mileagereimbursement-rates>.
16. Personally-owned vehicles may be used for official college business only if prior approval has been granted, the employee has been authorized to drive on behalf of Fletcher, and has taken the Office of Risk Management's Defensive Driving online course.
17. Any non-state employee must sign an "Acknowledgement of Non-State Employees Utilizing State Vehicles" form prior to riding in or driving a State-owned or rental vehicle on official college business. Students and non-state employees are not authorized to drive state-owned or state-rented vehicle unless deemed an "authorized traveler" on behalf of the State by the Chancellor. Authorized travelers can be reimbursed for their travel expenses.
18. Personal use of a State-owned or rental vehicle is strictly prohibited.
19. Employees operating a State-owned, rental, or personally-owned vehicle on official college business will be completely responsible for all traffic, driving, and parking violations received.
20. Employees must obtain approval from the Chancellor to use their personally-owned vehicles for out-of-state travel instead of air travel. Employees will be reimbursed mileage only on the basis of the lowest logical airfare for the same trip. Employees will not be reimbursed for meals and lodging for days added as a result of driving instead of flying to the destination. If a traveler is requested to take his/her personally owned vehicle out-of-state for a purpose that will benefit the agency, the Chancellor may determine to pay for all or part of en route travel expenses.
21. Meals are not eligible for reimbursement on single day travel.
22. For in-state lodging, employees are required to present the State of Louisiana's "Governmental Employees Travel Sales/Use Tax Exemption Certificate" to the hotel's front desk upon check-in and should check their receipt upon check-out to ensure they were not charged Louisiana state taxes. Employees will be responsible for reimbursing Fletcher for any in-state taxes when the tax exemption certificate is not presented at the time of check-in at the hotel.
23. In accordance with Fletcher's leave policy, no compensatory time is granted for travel to and from conferences.
24. ChromeRiver Help Center offers tutorials through the following link as well as Training modules on LoLA home page: <https://help.chromeriver.com/en/Content/Home.htm>

B. Authorization to Travel

1. Prior to travel, the traveler should complete a “Chrome River Pre-Approval” (PA) form. The PA form must have the required approvals and be received by the Manager of Purchasing **at least three weeks before the planned travel**. The PA form asks for permission, in advance, for leave to travel and to be reimbursed for travel expenses. The traveler must attach the following information, if applicable, so travel arrangements requiring use of Fletcher’s CBA account can be made upon approval of the ATT form:
 - a. Desired return and departure flight information obtained from the State-contracted travel agency website. If the traveler does not already have an existing travel profile, one must be created at <https://legacy.cbtravel.com/business/profile/stateofla/> before any flights can be booked.
 - b. Preferred lodging/hotel contact information. Please ensure that the desired hotel offers State-approved rates if travel is not in conjunction with a conference.
 - c. Preferred rental vehicle pick-up location from Enterprise Rent-A-Car (i.e. Houma, East Houma, or Thibodaux) and dates and estimated times of pick-up and return of rental vehicle.
 - d. Completed registration forms.
 - e. Conference agendas/schedules that show dates and times of conference activities, any meals to be provided, conference lodging information, and registration fee costs.
2. For routine in-state travel, an employee who must travel regularly in the course of performing his/her regular job duties may complete the PA form once each fiscal year. This is considered a “Blanket Travel Authorization” and must be renewed each fiscal year.
3. The Manager of Purchasing and Travel will notify the traveler via email when a PA form has received final approval by the Chancellor authorizing travel on behalf of the college. The Manager of Purchasing and Travel will maintain all original PA forms that have been approved for travel. The Manager of Purchasing and Travel will make travel arrangements for those requiring use of Fletcher’s CBA account based on the information provided with PA form. Once arrangements have been booked, the Manager of Purchasing and Travel will send confirmations via email to the traveler. The traveler should review each confirmation for accuracy as soon as possible and notify the Manager of Purchasing and Travel if there are any problems.

C. Reimbursement for Travel Expenses

1. Within two weeks of travel being completed, the traveler must complete the “Chrome River Expense Report (ER) form and submit it to the Finance Office for audit and payment processing.

2. A copy of the approved PA form should be attached to the ER form. The Manager of Purchasing and Travel will have the original, approved PA form. For travel that is authorized under a blanket travel authorization, a statement of “blanket travel authorization on file” noted on the ER form will suffice.
3. The PA header page includes the traveler’s name, destination, dates of travel, location, and travel type must be indicated in the appropriate spaces. The traveler must also state the purpose of travel. (For example: Attendance at ABC Conference in New Orleans, LA.) If applicable, a copy of a conference brochure or agenda must be attached.
4. The traveler should request reimbursement in accordance with the State-approved rates.
5. Detailed information about the trip should be noted through the PA icon types to include:
 - a. Air Travel icon covers airfare, baggage fees and tips. Air travel back-up can include the Contracted Travel Agency flight located; or flights located through search on airline website.
 - b. Conference/Seminar Fees are entered here. The conference details including the dates, agenda are attached.
 - c. Ground Transportation addresses car rental, shuttles and taxis, along with personal vehicle mileage. If reimbursement for mileage is requested, the odometer readings at the time of departure and return are required or a map document that shows the mileage from the beginning and ending points of travel must be provided. Mileage is reimbursed at a rate set by the Office of State Travel. The current state mileage reimbursement rate is based on GSA rates rounded down to the nearest penny.
 - d. The Hotel icon covers cost of lodging and other expenses, such as taxes, tips, parking. The attached supporting documentation should include the Conference Hotel, if applicable, along with conference lodging rates.
 - e. The Meals icon provides for allowable meal amounts based on start and end times and conference meals, tolls/parking fees, and tips for each day of travel. These expenses should correspond to the State-approved rates for the city in which travel occurred.
 - f. The Parking icon covers parking costs, tips and tolls.
 - g. PA report totals are automatically calculated
6. All expenses requested for reimbursement are created in Chrome River Expense Reports (ER). Expenses are documented and receipts added through the same icon types used in the PA. Receipts are not required for routine meals within State-approved rates. Receipts for airfare, lodging, vehicle rentals, registrations, and/or any other expenses that were paid with Fletcher’s CBA account should also be attached to the ER form to reflect the total cost of the travel and to aid in reconciling the monthly CBA account statements. Employees will be responsible for reimbursing Fletcher for any in-state taxes when the tax exemption certificate is not presented at the time of check-in at the hotel.

7. Expenses for airfare, lodging, vehicle rentals, registrations, and/or any other expenses that were paid with Fletcher’s CBA account should also be noted on the ER form to reflect the total cost of the travel. Because these expenses are paid directly by Fletcher through the CBA account and not incurred by the traveler, these amounts will be shown on the line “Less: Company Paid”, before arriving at the total reimbursable cost to the traveler.
8. The traveler submits the form as certification that the travel information is true and complete.
9. The traveler’s supervisor approves the form to authorize payment of the request for travel reimbursement.
10. The completed ER form is then submitted to the Manager of Purchasing and Travel who audits it for payment.
11. After the ER form has been audited, the Manager of Purchasing and Travel submits the request to Accounts Payable to process for payment. The TERR form is processed as soon as possible, but no later than twenty (20) days after receipt of a correct and complete ER form.
12. Employees will receive travel reimbursements via direct deposit by completing the “Direct Deposit - Payment Delivery Authorization” form which can be obtained from the Finance Office. Non-employees will have checks mailed to the address on record with the Finance Office.

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