



FLETCHER TECHNICAL COMMUNITY COLLEGE
Policy # FI 5.009

Travel Regulations

Authority: Division of Administration,
Office of State Procurement,
Travel Section – Policy and
Procedures Memorandum 49

Effective Date: 05/17/2004
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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.

POLICY STATEMENT:

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 for a specific purpose and/or objective. 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.

POLICY/PROCEDURE:

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 <https://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 an "Authorization to Travel" (ATT) form **at least three weeks in advance of travel**. Prior to any travel arrangements being made, the ATT form must be approved by the employee's department head, dean/director, Vice Chancellor, 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 also submit an 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 "Travel Expense Reimbursement Request" (TERR) 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 Director of Procurement 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 Director of Procurement that the ticket is available for use by another employee. The Director of Procurement 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 Director of Procurement 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 may rent a vehicle from the State-contracted rental vehicle company or use their personally-owned vehicle. 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. If the Fletcher vehicle is not available and an employee elects to use his/her personally-owned vehicle, reimbursement may not exceed a maximum of 99 miles per round trip and/or day (or the return to domicile) at 54 cents per mile.
15. 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.
16. 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. Fletcher students shall not be authorized to drive State-owned or rented vehicles for use on official college business. A student may be deemed as an "authorized traveler" on behalf of the college by the Chancellor and can be reimbursed for the travel expenses.

17. Personal use of a State-owned or rental vehicle is strictly prohibited.
18. 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.
19. 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 current state approved mileage rate, not to exceed a maximum of 99 miles per round trip and/or day. If prior approval for reimbursement of actual mileage is requested and approved by the Office of State Travel, the total cost of the mileage must not exceed the cost of travel by using the lesser of 1) the cost of a rental vehicle or 2) the cost of the lowest logical airfare obtained at least 14 days prior to the trip departure date. Employees will not be reimbursed for meals and lodging for days added as a result of driving instead of flying to the destination.
20. Meals are not eligible for reimbursement on single day travel.
21. For in-state lodging, employees are required to present the State of Louisiana's "Governmental Employees Hotel Lodging 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.
22. In accordance with Fletcher's leave policy, no compensatory time is granted for travel to and from conferences.

B. Authorization to Travel

23. Prior to travel, the traveler should complete an "Authorization to Travel" (ATT) form. The ATT form must have the required approvals and be received by the Director of Procurement **at least three weeks before the planned travel**. The ATT 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://www.shortstravel.com/la> 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.
24. For routine in-state travel, an employee who must travel regularly in the course of performing his/her regular job duties may complete the ATT form once each fiscal year. This is considered a “Blanket Travel Authorization” and must be renewed each fiscal year.
25. The Director of Procurement will notify the traveler via email when an ATT form has received final approval by the Chancellor authorizing travel on behalf of the college. The Director of Procurement will maintain all original ATT forms that have been approved for travel. The Director of Procurement will make travel arrangements for those requiring use of Fletcher’s CBA account based on the information provided with ATT form. Once arrangements have been booked, the Director of Procurement will send confirmations via email to the traveler. The traveler should review each confirmation for accuracy as soon as possible and notify the Director of Procurement if there are any problems.

C. Reimbursement for Travel Expenses

1. Within two weeks of travel being completed, the traveler must complete both pages of the “Travel Expense Reimbursement Request” (TERR) form and submit it to the Finance Office for audit and payment processing.
2. A copy of the approved ATT form should be attached to the TERR form. The Director of Procurement will have the original, approved ATT form. For travel that is authorized under a blanket travel authorization, a statement of “blanket travel authorization on file” noted on the TERR form will suffice.
3. On the first page of the TERR form, the traveler’s name, destination, and dates of travel 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 on the second page of the TERR form to include:
 - a. The travel dates and the time of departure from and return to the traveler’s official domicile.

- b. 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 54 cents per mile with a maximum of 99 miles per round trip and/or day.
 - c. The cost of lodging, 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.
 - d. Other expenses such as supplies, gas, luggage fees, etc. should be detailed in the other expenses column.
 - e. Each column should be totaled.
6. All expenses requested for reimbursement must be documented with original receipts and should be taped to a blank sheet of 8 ½ x 11 paper and attached to the TERR form. Copies of receipts are not acceptable and will result in non-payment of the expenses. 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 TERR 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. The column totals from the second page of the TERR form should be summarized and carried forward to the appropriate space on the first page of the TERR form.
8. 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 TERR form to reflect the total cost of the travel. Because these expense are paid directly by Fletcher through the CBA account and not incurred by the traveler, these amounts should be deducted on the line "Less: Travel Advance/Charged to College CBA", before arriving at the total reimbursable cost to the traveler.
9. The traveler must sign the form as certification that the travel information is true and complete.
10. The traveler's supervisor must sign and date the form to authorize payment of the request for travel reimbursement.
11. The completed TERR form is then submitted to the Director of Procurement who audits it for payment.

12. After the TERR form has been audited, the Director of Procurement 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 TERR form.

13. 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.

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).

Distribution: Distributed Electronically via College’s Internet.

APPROVAL:

Reviewing Council/Entity	Approval Date
Other (if applicable)	00/00/0000
College Council	00/00/0000
Executive Cabinet	00/00/0000


Kristine Strickland (Apr 16, 2021 13:39 CDT)

Kristine Strickland, Ph.D.
 Chancellor

Apr 16, 2021

Date