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TCC Portal	Overnight Travel Authorization / Request for Advance
TCC Portal	Travel Expense Voucher A-20 and example of properly completed form
TCC Portal	Request and Authorization to Exceed 150% of Allowable Lodging Rate form
TCC Portal	Qualified Travel Agencies
TCC Portal	Meal/Lodging Rates for California, Idaho, Oregon and Washington
TCC Portal	Washington State Estimated Mileage Information
TCC Portal	Check-off List for Day Trip / Overnight Trip
TCC Portal	Frequently Asked Questions
TCC Portal	Travel Procedure Manual

Tacoma Community College travel procedures have been prepared to conform to the State of Washington Financial Management (OFM) policy and procedures. All travel, while on official business for the College, will be reimbursed in accordance with OFM regulations.

Travel forms can be found on the TCC uPortal at: **Campus Forms > Campus Financial Services > Travel Forms.**

SECTION I GENERAL POLICIES

A. Management of Travel

1. **All travel by College employees is to be conducted in a manner most economical and/or advantageous to the state.** Employees are expected to exercise prudent judgment when incurring travel expenses while on official college business.
2. Excessive or unnecessary expenses will not be approved or reimbursed. Travelers are responsible for any additional expenses incurred for personal preference or convenience. The number of employees attending a particular meeting should be the minimum necessary consistent with the benefit to be derived there from.
3. The itinerary of an employee shall be planned to eliminate unnecessary travel in the performance of work assignments. Whenever possible, employees will pool rides when traveling on official College business.
4. College employees are expected to consider alternatives to travel such as teleconferencing/videoconferencing, video recordings and published reports.
5. Routinely, travel arrangements should be made through State-qualified travel agents and using centrally contracted air carriers. Transportation shall be by tourist class. All exceptions must be approved by the College President.
6. Prior authorization of travel is required through the use of a Travel Authorization/Request for Advance form for all overnight travel or whenever a travel advance is requested.
7. When operating a privately owned, state/college owned or rental/leased vehicle on official state business, employees are expected to comply with all Washington traffic laws and regulations and make safety a priority when driving.
8. For purposes of this policy, the following definitions will apply:
 - a. In-state travel: travel within the State of Washington; also includes travel to counties and/or cities in the states of Idaho and Oregon contiguous to the border between Washington and Idaho or Washington and Oregon.
 - b. Out-of-state travel: travel anywhere outside the boundaries of the State of Washington (except as stated above in 8.a.).
 - c. High cost locations - Continental USA: specific cities or areas within the 48

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contiguous states, as displayed on Schedule B.

9. All College employees are to be treated equally under like travel circumstances.

B. Authorization to Travel

1. All overnight travel requests are to be approved in advance, on the Travel Authorization/ Request for Advance Form - revised 01/16, by the appropriate budget manager/ supervisor and the appropriate Executive Staff member (College President, Vice President, or Dean for Student Services), prior to the date of travel.
2. All out-of-state travel must be approved by the College President. Additionally, the Travel Authorization/Request for Advance Form for out-of-state travel must be accompanied by a memo of justification from the executive staff member approving the travel.
3. The Travel Authorization/Request for Advance Form documents the inclusive dates of the trip, the destination and the purpose of the trip.
4. This Travel Authorization/ Request for Advance form must be accompanied by appropriate documentation, such as copies of registration information (displaying notification of hotel and meal accommodations, dates and location of conference, etc.) and meeting agendas.
5. For non-mandatory attendance at conferences or meetings, reimbursement for lodging and meals may be at less than state rates, provided that reimbursement at a lower rate is agreed to **in writing**, on the Travel Authorization form, in advance of the travel.

C. Lodging Facilities within fifty (50) miles

1. Reimbursement for lodging expenses incurred at a lodging facility or temporary work site located **within fifty (50) miles** of the closer of either the employee's official residence or the College **is not allowed**, except under one of the following conditions:
 - a. The employee makes an overnight stay in a commercial lodging facility to avoid having to drive back and forth for back-to-back late night/early morning meetings;
or
 - b. The employee makes an overnight stay in a commercial lodging facility when the health or safety of the traveler is of concern, as provided for in Section 1, part G;
or
 - c. The employee can demonstrate that staying overnight is more economical to the state.
2. Employees are required to have PRIOR written approval (memo) attached to the Travel Authorization form from their supervisor to use conditions a and c. Citing of condition b must be noted on the travel expense voucher by the employee.

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- D. Scheduling of Conventions, Conferences, Meetings and Training Sessions
1. The location and facility for all conventions, conference, meetings, and training sessions held or sponsored by the College are to be barrier-free. Additional considerations should be the cost to the college, the suitability of barrier free facilities, and accessibility to attendees. Priority shall be given to using state-owned or other public owned (e.g., local gov't) barrier-free facilities, in lieu of renting or leasing other facilities.
 2. When a convention, conference or meeting held or sponsored by the College is conducted at a barrier-free non-state facility, the person responsible for the choice of location and facility must submit justification in advance in writing for approval to the appropriate Executive Staff member.
 3. The justification is to include the purpose of the meeting, name of the organization, persons expected to attend, estimate of the total attendance, anticipated cost to the College, and reasons why state-owned barrier free facilities cannot be used.
- E. Direct Payment to Vendor Supplying Subsistence and Lodging
1. Approval of contracts, by the Vice President for Administrative Services or authorized designee, must be obtained prior to authorizing direct billing to Tacoma Community College for the payment of subsistence and/or lodging, etc.
 2. Any payments made in accordance with this section must be supported by documentation consisting of:
 - a. A copy of the agreement (i.e., hotel confirmation, contract, or field order) entered into by the College and the vendor, setting forth the services to be rendered by the vendor and the charges to the College; and
 - b. A list of employees for whom lodging or subsistence is furnished and the dates of their attendance; and
 - c. An invoice (hotel confirmation showing amount due including tax) from the vendor in sufficient detail to ensure that payments are made in conformance with the agreement between the parties involved.
 - d. The Voucher Distribution Form should be used to pay registrations fees plus hotel accommodations.
 3. Payment to vendors for subsistence and lodging expenses for College employees **may not exceed** applicable individual reimbursement allowable rates.
 4. Arrangements for hotel accommodations may be made with the travel agency at the same time the air carrier reservations are booked. The cost of the hotel accommodations may not be charged by the travel agency to the College P-card. The traveler should include the cost as part of the travel advance requested or contact the hotel for the faxed confirmation information to attach to a completed voucher distribution form.

F. Compliance with the Americans with Disabilities Act

1. All college personnel are to be afforded equal opportunity to perform travel for official college business, even if the travel costs for disabled travelers will exceed what would normally be most economical to the state.
2. Travel authorizations and travel claims should be annotated that the extra costs were required to comply with the Americans with Disabilities Act.

G. Health and Safety of Travelers

The health and safety of travelers is a top priority in the conduct of travel related activities. Travel plans and itineraries may be altered with consideration of inclement weather and other situations that could threaten the health and safety of college personnel.

1. When Inclement Weather is Not Involved - Alteration of travel plans and itineraries for health and safety reasons, **when severe inclement weather is not involved**, which will result in extra travel expenses, including meal and/or lodging costs, must generally be pre-approved by the traveler's supervisor. In emergency situations, such as the onset of incapacitating illness or injury not due to the traveler's own misconduct, the traveler's supervisor should be contacted as soon as possible. An explanation of the health or safety issue must also be noted on the traveler's travel expense voucher.
2. When Severe Inclement Weather is involved - Travel plans and itinerary alteration **because of severe inclement weather** that may cause additional costs to be incurred, require prompt notification of the traveler's supervisor. A short description of the severe inclement weather condition must also be noted on the traveler's travel expense voucher.

H. Travel for the Convenience of Employee

1. No reimbursement for meals, lodging, car rental, etc. is to be paid to an employee for extra travel time incurred if:
 - a. Traveling to a destination for the employee's own convenience is in advance of the necessary time for arrival; or
 - b. Remaining at the destination following an official meeting or other work assignment is for the employee's own convenience.
2. An employee may couple a vacation or personal use onto a legitimate business trip **where all the following conditions exist:**
 - a. The primary purpose of the trip is official college business; and
 - b. The employee uses, where necessary, approved leave for the vacation or personal part of the trip; and
 - c. The college does not incur any extra expense beyond what it would normally

incur had the trip occurred without any personal use coupled to the trip.

SECTION II SUBSISTENCE AND LODGING

A. Travel Reimbursement

Travel reimbursement shall be claimed on Tacoma Community College Form A-20, **Travel Expense Voucher**. The voucher shall be approved by the budget manager/supervisor and forwarded, with receipts attached, to the Financial Services for processing.

1. Travel costs of the daily commute between the employee's official residence and official station (normal work site of employee - TCC, GHC, WCCW) are personal obligations of the employee and are not reimbursable by the College.
2. Mileage costs may be reimbursed for miles between the employee's official station or official residence and a temporary duty station. When traveling directly from the official residence to the temporary duty station, reimbursement may be authorized even if the traveler passes the official station on the way to and from the temporary duty station.
3. Reimbursement for alcoholic beverage expenses is prohibited
4. Meal reimbursements are allowed only for overnight trips OR when representing Tacoma Community College at community business functions (i.e.; annual Tacoma Urban League banquet, World Trade Center Round Table awards dinner, etc.) and prior approval has been obtained (see part B.2 below).
5. For non-overnight travel, a traveler may be reimbursed for meal expenses only after the traveler is in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before, after, or a combination of both before & after the traveler's regularly scheduled working hours for the day. Travelers must be in travel status during the **entire** agency-determined meal period(s) in order to qualify to collect **meal** payments. The traveler may not stop for a meal just to meet the three hour rule. Contact the Financial Services for further information regarding tax liability issues. Please refer to Section IV, A6 for meal periods.
6. When the identifiable costs of meals are included in the registration fee of a meeting, conference, or convention, they are subject to the meal allowance at the rates stated in Section II, Part D.1., allowable Subsistence Rates. If the meal costs are included in the registration fee, but the costs are not specifically identified, they are not subject to the allowable subsistence rates and the employee may not additionally claim those pre-paid meal allowances.
7. Meal reimbursements are not required to be reduced or eliminated due to meals served on airlines or if a continental breakfast is included in the lodging rate or registration fee.
8. Reimbursement for subsistence or lodging will not be authorized under either of the following conditions:

- a. When the employee does not incur expenses for meals because they are furnished; or
 - b. When the employee does not incur expenses for lodging at a commercial facility.
9. Travel Trailer or Camper
- a. When an employee uses a travel trailer or camper, in lieu of commercial lodging facilities for his/her own convenience, reimbursement shall be for cost of space rental only, as evidenced by an itemized receipt, not to exceed \$91 daily.
 - b. The employee may not be reimbursed for the rental or lease cost of the travel trailer or camper.
 - c. Reimbursement for meal costs will be at the allowance rates shown for WA, ID, OR, and CA at current Meal/Lodging Rates. Contact AP Fiscal Tech at ext.: 5056 or 6081, for all other continental rates.

B. Meals with Meetings

Meals may be authorized for meetings when they are away from the employees' regular workplace without regard to travel when:

1. The meal is scheduled as an integral part of an official **college** proceeding or program related to College business and the employee's responsibility. If the meeting is part of a college work group (i.e., office retreats, planning sessions, etc.), the "Meal with a Meeting" request form must be completed, **WITH PRIOR APPROVAL** by an Executive Staff member. The purpose of the meeting, names of the persons attending and an estimate of costs, **within the appropriate meal allowable per person**, are included in the request. **Exception:** For those events (Board, Faculty & Classified Staff retreats) which require a signed contract by exec staff, for services that include catering, the contract **replaces** the need for the Meal with a Meeting plus the Beverage & Light Refreshment forms.
2. Direct payment to vendor may be more than allowable if an employee, representing the college, is attending a meeting, sponsored by a **non-state** organization where meals are served and all of the following conditions apply:
 - a. The purpose of the meeting is to conduct college business or to provide training to college employees and the meeting location is away from the employee's regular workplace; and
 - b. The meal is an integral part of the meeting (i.e., there will be a speaker and the meal will be served on-site so the meeting can continue). Generally this information will appear on the agenda; and
 - c. Payment for meals has been approved in advance by the appropriate Executive Staff member.

3. In a leadership or custodial role, employee must, as a part of their duties, dine with students/athletes.

C. Third-Party Reimbursement of State Travel

This policy applies to all reimbursements for state travel paid to college employees by persons or non-state entities. Approval for a third-party reimbursement of travel expenses must be requested on the Travel Authorization/Advance form and submitted to the appropriate executive staff member prior to employee travel and subject to the following considerations:

1. **Reimbursement Limitations:** The maximum reimbursement an employee of the college may receive for state travel is the actual expense of travel except for meals which can be reimbursed on an allowance basis as provided in the State Administrative and Accounting Manual.
2. **Ethical Considerations:** Reimbursement by a person or non-state entity may not constitute a conflict of interest or the appearance of it.

D. Subsistence and Lodging Reimbursement Rates

1. **ALLOWABLE SUBSISTENCE RATES**

Receipts are not required for meals claimed during approved overnight trips. Refer to **Meals & Lodging Rates** for most current meal reimbursement rates.

- a. **Non-High-Cost Areas (Schedule A)**
\$51 - This rate applies for all areas not specifically listed in Schedule B (High Cost Locations).
- b. **High-Cost Areas (Schedule B)**
These rates are variable and are displayed for WA, ID, OR, and CA. For all other US Continental rates, contact AP Fiscal Tech at ext.: 6081 or 5056.
- c. **Foreign Per Diem Rates (Schedule C)**
Contact AP Fiscal Tech at ext.: 6081 or 5056.

2. **ALLOWABLE LODGING RATES**

Without exception, a detailed lodging receipt from the hotel (a credit card receipt is not adequate) must be attached to the Travel Expense Voucher. Reimbursement for lodging will be made on an actual basis only. Maximum rates allowable are displayed at the same locations as Subsistence rates:

- a. **Non-High-Cost Areas (Schedule A)**
\$93 - This rate applies for all areas not specifically listed in Schedule B (High-cost locations).
- b. **High-Cost Areas (Schedule B)**

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These rates are variable and are displayed for WA, ID, OR, and CA. For all other US continental rates, contact AP Fiscal Tech at ext.: 6081 or 5056.

- c. **Foreign Per Diem Rates (Schedule C)**
Contact AP Fiscal Tech at ext.: 6081 or 5056.

E. Exception to Maximum Lodging Rates (not to exceed 150%)

- 1. The college may approve payment of lodging expenses, not to exceed 150% of the maximum allowable per diem (lodging, plus meals) rates for a location, under one of five qualifying conditions:
 - a. When costs in the area have escalated for a brief period of time either during special events or disasters.
 - b. When lodging accommodations in the area are not available at or below the maximum lodging amount and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
 - c. The employee attends a meeting, conference, or training session where the employee is expected to have business interaction with other participants in addition to scheduled events.
 - d. To comply with provisions of the American with Disabilities Act or when the health and safety of the employee is at risk.
 - e. When meeting room facilities are necessary and it is more economical for the employee to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
- 2. A form requesting authorization to exceed the maximum lodging rate is available in the TCC uPortal, Lodging Exceeding Allowable. If this request for exception is claimed, the authorized memo must accompany the Travel Authorization/Request for Advance form to the Financial Services before an advance or reimbursement will be issued.

F. Maximum Lodging Rates in **excess** of 150%

- 1. Additional written request and approval from the college president, prior to travel departure, must be submitted to qualify for lodging arrangements at a rate in excess of 150% of the maximum lodging allowance.

In the event of such a circumstance, all of the following conditions must exist to qualify the lodging expense as an "exceptional cost situation, requiring payment in excess of 150% of the applicable maximum per diem amount for the location":

- a. The employee will/did attend a meeting, convention, or training session where the employee will/did have business interaction with other participants in addition to scheduled events; AND

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- b. It is anticipated that maximum benefit will be achieved by authorizing the employee to stay at the lodging facilities where the meeting, conference, convention, or training session is held; AND
 - c. The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel expense voucher.
2. The exception to the maximum allowable lodging rates in **non-high cost areas** is \$216.00 (150% of \$93 + \$51).

G. Reimbursement Rates for the College Board of Trustees

1. Per Diem rate per day for each day or portion thereof spent in the conduct of official Board business, will be reimbursed to board members, per SAAM 10.70.30.b Option 1 as displayed in Schedules A and B (non-high cost and high cost).
2. For overnight travel, all required TCC documentation must be completed and reimbursement of allowable travel expenses will be made on the same basis as other college employees.

SECTION III OTHER TRAVEL EXPENSES

A. Transportation Expenses

1. Reimbursable transportation expenses include all approved official travel on railroads, ships, buses, and in private automobiles.
2. Costs between home and official station are personal obligations of the employee and are not reimbursable by the College. Additionally, working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage.
3. All travel by public conveyance shall be at tourist class.

B. Air Travel

1. All air carrier reservations **must be booked** through travel agencies that belong to the state's Qualified Travel Agency Program. Refer to the **Qualified Travel Agencies** for a list of those agencies qualified in the Tacoma area. Updated lists will be disbursed as they are received. Call AP Fiscal Tech at ext.: 6081 or 5056, to do business with a qualified agency outside of Tacoma city limits.

2. College employees must identify themselves as "state employees traveling on state business" so the selected Qualified Travel Agency can quote the correct state contract airfare.

Charges for checked baggage imposed by an airline cannot be pre-paid with the purchase of an airline ticket. See Page 14, Section E for reimbursement procedures.

3. All airfares **must be purchased** through the College's established charge card program. Employees making air reservations must request the travel agency to e-mail or call AP Fiscal Tech at 253-566-6081/5056 for the TCC Visa corporate account number. Upgrades to seat assignments are not allowed. **Payment by personal credit card, pcard, check or cash will not be reimbursed. The only exception to this rule is due to weather conditions or national emergency.**

4. If a travel ticket is purchased in advance of the scheduled trip, the College will retain physical custody of the ticket in the Financial Services until immediately prior to the commencement of the trip.

5. College personnel traveling on federally funded international trips are required to comply with the "Fly America Act" which refers to the provisions enacted by section 5 of the International Air Transportation Fair Competitive Practices Act of 1974. Employees traveling on federally funded international trips must contact AP Fiscal Tech in the Financial Services, prior to making air travel arrangements to ensure full compliance with the requirements of this Act.

C. Private Auto

1. Reimbursement for private auto mileage will be **.545 cents** per mile for official travel only (revised annually in January), and will be determined by odometer readings or standard highway mileage guide.
2. Mileage reimbursement shall be payable to only one individual traveling in the same automobile. Every effort should be made to carpool with others within the College going to the same meeting/conference.
3. A Washington State website of estimated mileage from Tacoma to various points in Washington State is available on the TCC uPortal, **Mileage Information**. These are estimates only, for use on the Travel Authorization/Request for Advance form. Although these estimates may be used on the Travel Expense Voucher, the traveler should use the actual auto odometer reading, when available.

D. Rental of Motor Vehicles

1. Rental cars may be used for official College business if authorized in advance on the Travel Authorization/Request for Advance form.
2. The rental car must be obtained from Enterprise Car Rental which has been awarded the current State contract (DES: 03710 10/2019). Contact the AP Fiscal Tech at ext.: 6081 or 5056 in Financial Services, to obtain more information on this contract and procedure information for making reservations.
3. **Arrangements for the rental car may be made with the travel agency at the same time the air carrier reservations are booked.** The cost of the rental car may **not** be charged by the travel agency to the College Visa corporate card. The traveler should include the cost as part of the travel advance requested.
4. **The State contract for rental cars usually includes full insurance coverage.** The college will not reimburse travelers for the cost of additional insurance coverage purchased on the current State contract with Enterprise Car Rental.
5. Rental cars, paid for by the college, may be used only when required while traveling on official college business. A rental car may not be used for other than official state business.
6. Transportation of unauthorized passengers in a rental car is considered a personal decision. The State of Washington will not provide excess liability protection to any unauthorized passenger in the event of an accident.
7. The original car rental receipt must be attached to the Travel Expense Voucher, if the employee is claiming reimbursement or if an advance was issued for a rental car.
8. The traveler is personally liable and responsible for the payment of parking tickets, moving violations, etc., while using a rental, state-owned or privately owned passenger vehicle.

E. Miscellaneous Travel Expenses

1. **REIMBURSABLE**: miscellaneous travel expenses essential to the transaction of official College business includes:
 - a. Transit fares, taxi and shuttle fares, when necessary and when on official business (if in excess of \$50, original receipt required).
 - b. Parking fees and ferry and bridge tolls (if in excess of \$50, original receipt required).
 - c. Charges for checked baggage imposed by airlines, excluding overweight charges, for up to the first two bags on domestic/international flights. Travelers pay this cost at time of check-in and should include the original receipt for reimbursement on the travel expense form.
 - d. Mandatory fees charged by lodging facilities.
 - e. Registration fees required in connection with attendance at conventions, seminars, and official meetings. These fees are normally paid in advance by the College on separate voucher distribution forms (if paid by traveler, original receipt required for reimbursement).
 - f. Business telephone calls are allowable if the purpose of the call directly relates to official state business. These calls should be brief, necessary, and directly related to the business travel of the employee. Telephone calls to the office or home to acknowledge arrival at the business location, a change in the business itinerary, or in case of an emergency related to the business travel of the employee, are considered to be business telephone calls.
 - g. Minor supplies, postage, fax and reproduction costs (submit original sales slip, cash register tape, etc.).
 - h. Actual cost of laundry and/or dry cleaning expenses, if: (1) travel is longer than 5 continuous days (original receipt required) and (2) is within the continental US. If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to \$50. **SEPARATE** reimbursement for laundry and/or dry cleaning expenses for travel outside the continental US is no longer allowable.
2. **NON-REIMBURSABLE**: travel expenses considered personal and not essential to official business include, but are not limited to:
 - a. Alcoholic beverages.
 - b. Entertainment expenses, such as personal activities (i.e., city tours, dinner cruises, etc.) while at conferences. A personal check should accompany the Travel Authorization when these expenses are included as part of a registration form/packet.

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- c. Valet, radio or television rental, room service and other items of similar nature.
- d. Any tips or gratuities associated with personal expenses, such as those listed above.
- e. Taxi fares, motor vehicle rentals, and other transportation costs to or from places of entertainment and other similar facilities.
- e. Cost of personal trip insurance (such as personal accident/effects/ extended liability insurance) and medical and hospital services.
- f. Any tolls associated with the use of high occupancy toll (HOT) lanes, no matter what type of vehicle is used – privately owned, state/college owned or rental/leased vehicle.
- g. Out of pocket charges for vehicle service calls caused by the negligence of the traveler. Examples include retrieval of keys from locked vehicles, jump starting vehicles when lights have been left on, service charges for delivery of fuel, etc.
- h. The traveler is personally liable and responsible for the payment of parking tickets, moving violations, etc., while using a rental, state-owned, or privately owned passenger vehicle.

SECTION IV PREPARATION OF TRAVEL EXPENSE VOUCHER

A. Completion of Travel Expense Voucher

All travel expense vouchers must be completed in accordance with the following instructions and in the detail required on Form A-20, Travel Expense Voucher. An example of a properly completed Travel Expense Voucher is included on the Travel Expense Voucher.

The purpose of the travel expense voucher is to disclose all costs associated with the employee's travel. The grand total should disclose all expenses, advances are then deducted, and the balance remaining is the amount the traveler expects to be reimbursed.

1. Travel Expense Vouchers should be submitted to the Financial Services no later than the 10th of the month following the close of each calendar month in which travel occurred.
2. Properly completed travel claims will be processed within 10 working days, once they arrive in the Financial Services.
3. **Official station/telephone#** is the normal work site of the employee (TCC, GHC, or WCCW) and work phone number, **official residence** is the claimants' home address.
4. The **purpose of the trip** is to be documented in the appropriate place on the Travel Expense Voucher, and verified by an attached meeting agenda.
5. **Date and time of departure and return** must be entered on the Travel Expense Voucher. Time will be shown as "a.m." or "p.m.", and reported to the nearest half hour.
6. The employee may claim all meals, which have not been pre-paid (Section II, Part A.6.) or furnished free-of-charge (Section II, Part A.8.), while on an approved overnight trip. To qualify for meal reimbursement, the following time guidelines apply:
 - Breakfast = depart at or before 6:30 am / return at or after 8:00 am;
 - Lunch = depart at or before 11:30 am / return at or after 1:00 pm;
 - Dinner = depart at or before 5:30 pm / return at or after 7:00 p.m.
7. The Travel Expense Voucher must be **signed by the claimant** in the block at the bottom left corner of the form.
8. The Voucher must be **signed by the appropriate budget manager/supervisor**. If the travel claimant is the budget manager for the account, then the next immediate supervisor's signature is required in the budget manager block.
9. The complete chart string must be entered so proper accounting of costs can be made. Please do not use the space marked "For Financial Services Use Only."
10. The Travel Expense Voucher must be **accompanied by all required receipts** supporting the reimbursement claim **and a meeting agenda**.

- B. Miscellaneous Receipts and Information Required to Support Travel Expense Voucher
1. Lodging receipts are required for all approved overnight travel; a credit card receipt may not be substituted. Reimbursement for lodging expenses will be made at actual cost (subject to allowable rates for the area) based on an original, itemized, receipt from a commercial facility.
 2. If convention or meeting fees are paid by the employee, an original receipt of payment must be attached to the A20 Travel Expense Voucher, if reimbursement is requested.
 3. Receipts for payments made to airlines for checked baggage, if any, excluding overweight charges, for up to the first 2 bags on domestic/ international flights. Travelers pay this cost at time of check-in and include the original receipt for reimbursement on the travel expense form.
 4. Original receipts for allowable sundry expenditures in excess of \$50 must be submitted with the Travel Expense Voucher for the following:
 - a. Transit fares, taxi and shuttle fares when necessary and on official business.
 - b. Day parking fees, ferry fares and bridge tolls.
 - c. Laundry expenses, if travel is within the continental US and longer than 5 continuous days. Outside the continental US - separate reimbursement for laundry/dry cleaning expenses is no longer allowable. Expenses must be incurred while in travel status.
 5. When two or more employees are traveling together in one motor vehicle, each must indicate this fact on their own voucher, naming the person with whom they are traveling and their destination.
 6. **A meeting agenda must be attached to all travel expense vouchers.** Exceptions to this would be immediate and routine local Tacoma travel.

SECTION V TRAVEL EXPENSE ADVANCE**A. Purpose of Travel Advance**

1. When it becomes necessary for an employee to travel and incur reimbursable expenses, an advance may be issued to the employee to defray those costs. Travel advance requests are to be submitted to the Financial Services on a properly completed Travel Authorization/Request for Advance Form at least 5 working days in advance of date of travel.
2. No advance will be authorized if projected reimbursable expenses are less than \$100.
3. Travel advances may not be made for private auto mileage.

B. How to Obtain Travel Expense Advances

1. The employee requesting a travel expense advance will submit a signed Travel Authorization/Request for Advance form to his/her supervisor indicating the amount of advance requested.
2. If approved, the supervisor will forward the Advance request to the appropriate Executive Staff member (College President, Vice President, or Dean for Student Services) for authorization.
3. All out-of-state travel, must additionally, be approved by the College President.
4. The authorized Advance request will be forwarded to the Financial Services, and a check will be issued to the employee at least 3 days prior to departure.
5. Requests for pre-payment of expenses such as registrations, lodging, etc., must be accompanied by properly completed and documented voucher distribution forms. These pre-payment requests cannot be issued unless a completed Travel Authorization/Request for Advance form has been received by the Financial Services.
6. It is the traveler's responsibility to ensure proper completion and timely submission of all travel forms and claims.

C. Accounting for Travel Expense Advances

1. In every instance in which a travel advance is issued, the employee must file a travel expense voucher, accompanied by all required receipts supporting the documented expenses, on or before the 10th calendar day following the month in which the travel ended (i.e., if travel return date is 10/7/18, travel expense voucher would be due by 11/10/18).
2. The College maintains the right to withhold funds, from the employee's salary, equal to the amount of the travel advance issued, if travel expense vouchers are not submitted in a timely manner.

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3. No travel advance will be made to any employee until all prior advances have been repaid or accounted for properly.
4. Travel advance monies are to be used only to defray necessary costs while on official travel for the College; any other use is considered a misappropriation of College (State) funds by the employee.

SECTION VI CHECK-OFF LIST FOR DAY TRIP / OVERNIGHT TRIP**DAY TRIP ONLY****PRIOR TO DEPARTURE**

- A. Send completed Voucher Distribution to the Financial Services for pre-payment of any registration fees. Attach necessary documentation and registration form to be included with payment.
- B. Most day trip expenses are less than \$100 (minimum expense required for an advance) so monetary advances are unusual.

WHILE TRAVELING

- C. Unless the meeting/workshop features a speaker during lunch (it must be noted clearly on the agenda), meal expenses are the responsibility of the traveler. See section II Part B for exceptions.

UPON RETURN

- D. Complete a Travel Expense Voucher A-20.
 - 1. Attach meeting agenda.
 - 2. Attach receipts, if required, for reimbursable expenses.
 - 3. Traveler must sign lower left corner of Travel expense Voucher.
 - 4. Budget Manager Signature plus budget coding required.
 - 5. Indicate whether you want reimbursement (if any) mailed to you (be sure to indicate home address) or whether you will pick up the check in Building 14 (add extension # to call).

OVERNIGHT TRIP**PRIOR TO DEPARTURE**

- A. Send properly completed Travel Authorization (revised 01/18) to the Financial Services.
1. Attach meeting agenda and registration information (notification of hotel/meal accommodations, dates and location of conference, etc.).
 2. Estimate cost of trip expenses (see allowable subsistence & lodging costs) in column "Estimate of Cost".
 3. If you desire an advance, the second column, "Advance to Employee" must be completed. Assign date you expect to pick-up the advance check. **An advance will be issued only if anticipated expenses exceed \$100**; do not include expenses that have been pre-paid.
 4. Requests for pre-payment of expenses such as registration, lodging, etc, must be accompanied by properly completed and documented voucher distribution forms.
 5. Forward Travel Authorization for signature approval of both the funding account budget manager and appropriate executive staff member. Additionally, out-of-state travel will require a memo of justification from the executive staff member approving the travel and signature approval of the College President.
- B. Air Travel
1. All air carrier reservations must be booked through travel agencies that belong to the state's Qualified Travel Agency Program. Refer to the **Qualified Travel Agencies** for a list of qualified agencies.
 2. All airfares must be purchased through the College's established charge card program. Employees making air reservations must request the travel agency call AP Fiscal Tech at 253-566-6081/5056 for the TCC Visa corporate account number.
 3. Payment by personal credit card, check or cash **will not** be reimbursed.

WHILE TRAVELING

- C. Receipts required upon return
1. Original, itemized lodging receipt (credit card receipt will not be accepted). Original receipts for baggage fees paid are required also.
 2. Rental car.
 3. Meeting registration fees that were not pre-paid.

4. Allowable costs over \$50.
5. Meal receipts are not required.

UPON RETURN

- D. Complete a Travel Expense Voucher A-20 before the 10th of the following month.
 1. Attach receipts for lodging, car rental, registration fees, baggage fees paid while traveling, and all allowable expenses exceeding \$50.
 2. Traveler must sign lower left corner of Travel expense Voucher.
 3. Budget Manager Signature plus budget coding required.
 4. Indicate whether you want reimbursement (if any) mailed to you (be sure to indicate home address) or whether you will pick up check in Building 14 (add extension # to call).

SECTION VII FREQUENTLY ASKED QUESTIONS (FAQ)**Q. I am in travel status and need to make changes to my travel plans. What do I do?**

A. Contact your department manager and/or assistant **before** you make any changes. If your changes are for airfare, please call the Fiscal Tech at financial services to assist with the changes. **DO NOT USE A P-CARD FOR ANY AIRFARE CHANGES NOR MAKE ANY CHANGES ON YOUR OWN.**

Q. I am in travel status (overnight stay is required) attending a meeting. A continental breakfast is served at the meeting. May I still claim a breakfast reimbursement?

A. Yes, meal reimbursements are not required to be reduced or eliminated if a continental breakfast is included in the lodging rate or registration fee, as stated in Section II Part A.6

Q. A lunch will be served on the airplane during my trip to San Francisco. Can I claim a lunch reimbursement on my travel expense form for that meal?

A. Yes, meal reimbursements are not required to be reduced or eliminated due to meals served on airlines, as stated in Section II Part A.6.

Q. Our office is scheduling a staff retreat / planning session on campus (Baker Room, building conference room, etc.). We'd like to purchase pizzas to be served during the meeting and be reimbursed. What forms need to be completed?

A. An agenda for the meeting is required. Date, times and topics should be displayed. Complete the "**Meal with a Meeting**" request form (TCC Portal @ Campus Forms > Campus Financial Service > Campus Forms) as required to expend college funds for the purchase of food (meals). The "meal with a meeting" request must be completed, with **PRIOR APPROVAL** by an Executive Staff member. The (1) purpose of the meeting, (2) names of the persons attending and (3) an estimate of costs, not to exceed the appropriate meal allowable per person (Pierce County lunch = \$19, including tax and tip), are included in the request. More information can be found in Section II Part B.1. **Please note:** meal cost must stay within the per diem rate for the location in which the meeting takes place. Over expenditures for food must be reimbursed to the college.

Additionally, if the meeting is held off-campus, at a barrier free non-state facility, the person responsible for the choice of location and facility must submit justification in advance for approval to the appropriate Executive Staff member. See Section I Part D for information required in the request.

Q. During a scheduled staff retreat can we go to a nearby restaurant for lunch, if we continue our "meeting"?

A. No. To qualify for a "meal with a meeting" expenditure, the meal must be served at the location of the meeting while the meeting continues. If employees leave the meeting location for a meal, they are just - out to lunch! In this situation, attendees are not eligible for reimbursement from college funds.

Q. I am taking students/athletes on a field trip/game as an advisor. Can I be reimbursed for my meal expense?

A. If, in a leadership or custodial role, an employee must, as a part of their duties, dine with students/athletes, meal expenses may be reimbursed-at per diem rates as stated in Section II Part B.3.

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Q. I am planning a trip and need to book my airline ticket. What do I do?

A. For instructions see Section III Part B. Keep in mind, **PAYMENT** of your airline ticket cannot be authorized unless a properly completed and signed Travel Authorization form has arrived in the Business Office.

Q. I am attending a conference / meeting in the Seattle area and wish to stay overnight. Can I do this?

A. Under certain guidelines you can stay overnight within 50 miles of TCC.

1. Reimbursement for lodging expenses incurred at a lodging facility or temporary work site located within fifty (50) miles of the closer of either the employee's official residence or the College is not allowed, except under one of the following conditions:
 - a. The employee makes an overnight stay in a commercial lodging facility to avoid having to drive back and forth for back-to-back late night/early morning meetings; or
 - b. The employee makes an overnight stay in a commercial lodging facility when the health and safety of the traveler is of concern, as provided for in Section 1, Part G; or
 - c. The employee can demonstrate that staying overnight is more economical to the state.
2. Employees are required to have PRIOR written approval (memo) attached to the Travel Authorization form from their supervisor to use conditions a and c. Citing of condition b must be noted on the travel expense voucher by the employee.

Q. When an employee is traveling from their home to an all-day conference and the distance from their home to the conference is shorter than from TCC to the conference, what mileage should they submit?

A. Over the years, OFM has changed their regulations regarding mileage reimbursements. It is no longer true that mileage should always be from TCC, and that mileage should always be the shorter of the two distances. The current info is below, and can get tricky depending on specific circumstances.

Daily commute expenses between official residence (home) and official station (campus / GHC / WCCW) is a personal obligation. All other miles driven on official state business are reimbursable.

General guidelines are:

1. Employees may be reimbursed for miles driven between their official work station or official residence and a temporary duty station. When traveling directly from home to the temporary duty station, reimbursement may be authorized even if the traveler passes the official station on the way to and from the temporary duty station;
2. Working during hours or days an employee is not normally scheduled to work does not entitle an employee reimbursement between their home and work station;
3. If an employee is assigned to work at more than one location, they may be reimbursed only for miles between work locations. The mileage from home to an additional work/training location is not reimbursable if it is in the same city as the official station.

The answer is yes to the specific question: "When an employee is traveling from their home to an all-day conference . . .", round trip mileage can be claimed (according to point one above) between their home (official residence) and the all-day temp duty station (conference).

However, if they choose to come to campus (official work station) during the day (1/2 day conference, or before going to conf or after conf) the answer would be different, and could become more complicated, depending on where home and conference are located.