

MASSACHUSETTS COLLEGE OF LIBERAL ARTS

Travel Policy

Purpose: This document outlines the approved process for college business related travel and reimbursement for such travel.

Policy: MCLA will reimburse employees for all of or part of business related travel depending upon contract language, administrative decisions, and funding.

Approval: All College related travel must be approved. This approval encumbers funds for reimbursement and sanctions the employee's leave from campus during the time of travel and event/meeting.

For departments (academic and administrative) without budgeted travel funds, approval must be gained by completing the Travel Requisition/Payment Voucher (attached) and having this form signed by the department budget manager. In most cases this will be the Dean or Vice President.

For departments with travel funds, multiple trips can be approved through an "open Travel" account. Only in-state travel can be approved and reimbursed against this Open Travel Account.

All travel that includes a conference fee must be pre-approved via a Travel Requisition/ Payment Voucher form.

Faculty traveling with students must include the student names on the Travel Requisition/ Payment Voucher even if reimbursement is not requested.

Students traveling independent of faculty for college programs or events do not have to complete the Travel Requisition/Payment Voucher unless they are to be reimbursed.

Reimbursement: Travel reimbursement for travel expenses matching the Estimated Travel Expenses from the requisition does not require an additional level of approval.

Travel reimbursement for travel expenses with exceptions to the Estimated Travel Expenses from the requisition requires an additional level of approval.

Travel reimbursement for travel expenses against open travel requisitions requires an additional level of approval.

Supervisors, at their discretion, may sign off on all travel reimbursements for their department.

Travel reimbursement requires original receipts and travel time information to properly reimburse for meals. Receipts are required for:

- Hotel
- Airfare
- Bus or Train fare
- Conference Registration
- Tolls
- Parking
- Telephone calls
- Gas receipts (for state and rental vehicles only)

Receipts should be itemized on the company's letterhead. Other types of receipts can include cancelled checks (originals), itemized credit card receipts or bills, tollbooth receipts, parking garage receipts,

conference paid acknowledgements, airline ticket stub, and telephone bills. To be reimbursed for telephone calls the person called and the nature of the call must be explained on the bill.

Mileage for reimbursement will be checked using standard mileage charts. Mileage will be determined by the closest starting point (either the college or your home address) to the destination and back. If your trip mileage is significantly different from your approved travel mileage, please note the reason on your reimbursement form.

Mileage reimbursement rate as of July 2006 is \$.40 per mile.

All approved car rentals should be leased through a recognized dealer with collision insurance.

Travel reimbursement requests must be submitted within 30 days of travel.

Meals: Meals are reimbursed at the currently approved contract rates. Rates as of July 2006 are:

Breakfast	\$4.75	traveler must leave two hours before normal work schedule
Lunch	\$8.50	traveler must be away for 24 hours
Dinner	\$11.75	traveler must return two hours after normal work schedule

Business meals typically scheduled when interviewing candidates are fully reimbursable providing the purpose of the meal and all participants are listed on with the receipt. Such reimbursement must be pre-approved.

Meal reimbursement will not be provided if conference or meeting registration states that such meals are provided. Also, special events at conferences will not be reimbursed unless pre-approved.

Student meal reimbursement varies from department to department based on funds available, nature of the program, and number of students on the College meal plan.

Travel Advances: Travel advances are available for airfare and conference fees only. Requests must be made 7 days prior to when funds are needed. Travel advance requests must be submitted in writing and include appropriate receipts and the approved Travel Requisition/ Payment Voucher.

Expenses which are not reimbursable: Entertainment expenses (i.e. hotel movies), credit card fees, personal telephone calls, laundry, traffic fines, parking tickets, or trip insurance are not reimbursable.

Other: Business office staff will review travel reimbursement receipts, mileage, toll receipts, etc. and compare receipts to the travel approval/reimbursement form. Employees sign the reimbursement form confirming that the information is accurate. The College reserves the right to request additional information to confirm the accuracy of the reimbursement request. Knowingly submitting a falsified reimbursement form or attempting to be reimbursed for travel not completed will result in appropriate disciplinary action.

Review: This policy will be reviewed annually by the Vice President of Administration and Finance.

September 2005
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