



# Lewis-Clark State College Travel Procedures Manual



## **Travel Procedure Manual**

<https://www.lcsc.edu/controllers-office/travel>

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<https://www.lcsc.edu/controllers-office/employee-travel>

[State-Travel-Policies-and-Procedures.pdf \(idaho.gov\)](#)

## **1. General Purpose**

- A. The purpose of these procedures is to convey the basic guidelines for all personnel, defined as employees of the State of Idaho, when traveling on official Lewis-Clark State College business. It is the intent of policy that the individual traveler should neither gain nor lose personal funds while in travel status. All reimbursable travel must have been properly authorized, actually incurred, essential in achieving the goals or fulfilling the responsibilities of a particular department, and conducted in the most economical and practical manner for the college.

## **2. Conflict of Interest**

- A. No employee should be or appear to be subject to influences, interests, or relationships, which conflict with the best interests of the college relative to the utilization of institutional funds while traveling on official business.

## **3. Observation of Budgetary Constraints**

- A. In the conduct of travel assignments, each employee is expected to plan and execute assignments so that costs do not exceed budgetary limitations. College funds should neither be committed nor should travel expenses be incurred without prior approval by the delegated authority.

## **4. Travelers with Disabilities**

- A. With prior approval of the delegated authority, employees with disabilities may be allowed payment of certain additional travel expenses to accommodate their disabilities. These allowances include, but are not limited to, subsistence and transportation of an attendant, the cost of specialized transportation, the increased cost of specialized services for public carriers, or special baggage handling.

## **5. Third Party Reimbursements, Rebates, Promotions**

- A. When a third party is expected to reimburse the college for travel costs, that information along with the name and address of the third party must be included on the Travel Authorization Request (TA). The reimbursement must be made payable to Lewis-Clark State College or endorsed in the college's favor. It is the traveler's responsibility to initiate reimbursement and to ensure that any funds received are remitted to the college. Travel claims anticipated to be reimbursed by a third party must be charged to an institutional local account. If the travel expenses are incurred by the college, the reimbursement must be made directly to the college. If the third party reimburses an employee for expenses after the employee has been reimbursed by the college, the employee

must repay the college the lesser of (i) the total amount paid by the third party, or (ii) the total amount reimbursed to the employee by the college. If the third party does not have a reimbursement request form, a general form is available on the Controller's website under the travel form section.

- B. Although the use of Purchasing Cards (p-cards) is primary and direct billing is the secondary preferred method of payment, travel awards and benefits such as frequent flyer miles awarded as a result of college travel will become the property of the traveler and will not be claimed by the college. However, if the traveler chooses to use these travel awards or benefits for official college business, the employee is not entitled to reimbursement for the value of such, only direct out of pocket costs will be reimbursed.

## 6. General Guidelines

- A. The traveler is responsible for complying with Lewis-Clark State College travel policies and procedures and obtaining and maintaining required documentation related to the travel. Reimbursement for personal expenses incurred while on official college business is not permitted. When a single trip has more than one purpose and the traveler is eligible for reimbursement from more than one source, the traveler is expected to arrange an equitable distribution of the total costs among all sponsors, both internal and external.
- B. If a group of employees traveling together on official business incur joint expenses to be reimbursed by the same source, some or all of those joint expenses may be paid and reported by one traveler. If a person traveling on behalf of the college is accompanied by a person not an LCSC employee or not on official LCSC business, then reimbursement to the individual on official travel is limited to the actual expenses incurred or to the amount that the traveler would have incurred if traveling alone, whichever is less. Refer to Policy 4.112 Use of college-owned and college-rented Vehicles, prior to permitting persons not on official business to accompany official travelers in a college owned or rented vehicle.
  - (1) Policy 4.112: <https://www.lcsc.edu/media/5223/4112-use-of-college-owned-and-college-rented-vehicles.pdf>
- C. Refer to the Controller's Office website for mileage and per diem rates, helpful hints and LCSC Travel forms.

## 7. Travel Delegation

- A. Travel delegation: amount of expenses to be approved by: Department Heads – up to \$4,999, Vice Presidents - \$5,000 - \$9,999, and President - \$10,000 and above.
- B. The delegation amount is for both the travel authorization and travel expense claim forms. Ex: if the travel expense claim or travel authorization exceeds \$4,999 then

the respective VP will also sign off. If the travel expense claim is lower than \$5,000, the travel expense claim approval ends at the department head level. If the travel authorization and/or the travel expense claim is over \$10,000, it will need to go to the President for approval.

- C. All out of state travel that is not contiguous to the State of Idaho requires additional advance approval by a Vice-President. See 8.G.
- D. All foreign/international travel requires advanced approval by the President, see section 15.

## 8. Travel Authorizations

- A. All business travel away from an employee's official workstation must be supported by a properly completed Travel Authorization (TA), available on the Controller's Office website. To initiate approval of travel involving college funds, a TA must be completed, approved by the delegated authority, and **received in the Controller's Office prior to departure.**
- B. A traveler may not approve his/her own *Travel Authorization*, but must obtain the signatures of the appropriate delegated authorities..
- C. A traveler must identify the account that will be charged. Proper grant approval must be obtained for grant accounts.
- D. After final appropriate approval, the TA is routed back to the traveler and travel initiator for their records.
- E. If it becomes necessary to change the amount or dates on the TA, these changes should be submitted in a new form.
- F. Local/regional travel authorizations are allowed on a calendar monthly basis (example: January or February or March) if they do not qualify for vicinity travel (see definition of vicinity travel below).
- G. Official out-of-state or foreign travel by college employees require additional advance approval by the delegated authority, except travel involving states contiguous to the state of Idaho (i.e., Washington, Oregon, Montana, Utah, Nevada and Wyoming). Completion of the Travel Justification on the TA is required. (See section 14 below for foreign travel)
- H. No travel expenses should be obligated until the authorization has been finalized.
- I. Submit each TA only once. After a travel claim is submitted the TA is considered closed and a new travel authorization is required for subsequent travel.
- J. If there are no expenses to be incurred by the traveler, a TA or email/memo to the

department/division head still needs to be completed and retained at that level. This can be referred to as a no cost travel authorization. It is the department's choice if they prefer a TA to be completed or will accept an email/memo. However, the preferred method should be the same for all employees within that department for continuity. If expenses are actually incurred when traveling on a no cost travel authorization, exceptions for proper payment can be requested in writing through the applicable Vice President or President's offices.

- (1) College employees traveling during regular duty hours, but who are not on duty or on approved college business, are not covered by institutional liability insurance or industrial accident insurance.

## **9. Mode and Route of Travel**

### **A. General**

- (1) Travelers shall use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and submitted with the travel claim or reimbursement and approved in a timely matter by the proper authority. When, for personal reasons, the mode of travel used is not the most cost-effective and efficient mode available and such a deviation is properly authorized, only the costs which would have been incurred using the most cost-effective and efficient mode available will be allowed. Any costs associated with excess travel time resulting from the use of other modes of travel for personal reasons shall not be allowed. The excess time shall be charged to the traveler's accrued leave.
- (2) Before traveling in college owned, leased, or rented vehicles refer to Policy 4.112, Use of College-Owned and College-Rented Vehicles. <https://www.lcsc.edu/media/5223/4112-use-of-college-owned-and-college-rented-vehicles.pdf>
- (3) LCSC Vehicle use agreement is required if the trip includes the use of a rental vehicle or an institution owned vehicle. <https://www.lcsc.edu/media/12942/vehicle-use-form-template-7623.pdf>

### **B. Rental Vehicles**

- (1) When traveling by vehicle, employees are expected to use a rental car through one of the college's primary state contract vendors when the rental car results in the lowest cost compared to mileage reimbursement (also see private vehicles below). However, if an employee travels to a destination where a state-contracted vendor is not available, or if the state vendor cannot meet special purpose vehicle requirements, another rental car company can be used and the reasoning must be documented on the travel reimbursement. Additional insurance should not be purchased when

using a statewide contract. The coverage is included in the contract. All car rentals should be made in the name of the State of Idaho, and of the College. Rental vehicles are to be used for college related business only. If used for personal travel, reimbursement may be denied.

- (2) The size and style of the rental vehicle shall be consistent with the travel needs.
- (3) The vehicles, such as vans, owned by the college are insured for auto physical damage coverage.
- (4) College employees are required to complete the Vehicle Use Agreement and a license background check and submit to Security.  
<https://www.lcsc.edu/media/12942/vehicle-use-form-template-7623.pdf>

### C. Private Vehicles

- (1) Travelers are never required to use their privately-owned vehicle for official travel. When an employee elects to use a privately-owned automobile for official travel, the resulting mileage reimbursement shall be computed according to Map Quest, Yahoo, Google Maps, or other source that supports the distance as the most direct and/or efficient route.
- (2) Mileage will be reimbursed at the rate set by the State Board of Examiners and can be found on the Travel Claim form. When reporting - an explanation of the travel destinations and related business purpose IN ADDITION TO a Travel log such as odometer readings or a map quest showing mileage to the destination must be submitted with the Travel Claim request. If the mileage is shown on The State of Idaho Travel Mileage Chart, additional documentation is not needed.  
<https://www.lcsc.edu/media/3303/state-travel-mileage-chart.xlsx>
- (3) A lesser amount for mileage reimbursement may be authorized by a department head/director to conserve department funds or meet specific limitations stipulated by grants and contracts. Explanation must be clearly communicated on the TA.
- (4) In some cases, an employee may choose to be reimbursed for gas instead of mileage. If so, the gas reimbursement needs to be less than the mileage reimbursement and a reasonable amount. A reasonable amount is based upon how many miles the employee traveled as well as how many miles per gallon of gas the employee's vehicle uses. For example, if the employee's vehicle gets 25 miles to the gallon and they travel 200 miles, a reasonable gas reimbursement would be what they paid for 8 gallons. An original receipt is required and can be for more than the requested reimbursed amount.
- (5) Private Vehicle Liability - Employees who choose to use their private vehicle for official travel do so as a matter of their own convenience and at

their own risk. In the event of an accident, the employee's personal insurance carrier is primary for both liability and physical damage coverage. Employees who elect to use their private vehicles on a regular basis to perform college business are advised to contact their private insurance carriers.

- D. Taxi and Other Public Transit:** Taxi services, airport shuttles, or other public transit such as Uber or Lyft while traveling are allowable expenses, excluding the driver's tip. The pre-tip receipt is an acceptable form for reimbursement. Evidence must be submitted that identifies the itinerary of each use which coincides with the official travel requirements.
- E. Vehicle parking fees:** Parking fees are an allowable expense based in the proximity to the temporary work location and are usual and customary. Receipts attached to the Travel Claim must substantiate claims for parking fees.
- F. Standard Distances Between Travel Points** Mileage between an employee's home and workstation is generally considered commuting and is not reimbursable. If an employee begins business travel from home, the reimbursable distance is the lesser of the mileage between their workstation or home and the travel destination. The State of Idaho Travel Mileage Chart can be found on the Current Mileage Rate tab at: <https://www.lcsc.edu/media/3303/state-travel-mileage-chart.xlsx>
- G. A standardized roundtrip** mileage reimbursement has been calculated for the following cities:

Lewiston to Boise	540 miles
Lewiston to Coeur d'Alene	238 miles
Lewiston to Spokane	210 miles
Lewiston to Grangeville	144 miles
Lewiston to Orofino	84 miles
Lewiston to Moscow	68 miles
Lewiston to Pullman	64 miles

#### H. Vicinity Mileage

- (1) In addition to mileage for travel between localities, reimbursement is authorized for the use of private vehicles for travel in and about a community while in travel status in the conduct of official business. Such mileage should be consolidated and reported as "vicinity travel" on the Travel Claim.



- (2) "Vicinity Mileage" can be reported over an extended period of time-up to 3 full calendar months (for example: Jan, Feb, and March), cannot cross fiscal years and needs to create a reimbursement greater than \$4.99. After a travel claim is submitted the TA is considered closed and a new travel authorization is required for subsequent travel.
- (3) When reporting, an explanation of the travel destinations and related business purpose IN ADDITION TO a Travel log such as odometer readings or a map quest showing mileage to the destination needs to be submitted with the Travel Claim request. The State of Idaho Travel Mileage Chart can also be used. <https://www.lcsc.edu/media/3303/state-travel-mileage-chart.xlsx>
- (4) Vicinity Mileage is defined and calculated as being within a 20-mile radius of Lewis-Clark State College. It would not matter how many locations you went to in a day, as long as all have the explanation and travel log of each location, HOWEVER, you MUST be within 20 miles of the college at all times. If that mileage radius is exceeded, the normal process of filing travel authorization claims should be followed PRIOR to the travel.
- (5) The State defines Vicinity Mileage as travel for official purposes in and about a city, including travel within a traveler's official primary work station, when not constituting a trip between two communities. For purposes of Lewis-Clark State College Vicinity Mileage travel only, the 20-mile radius shall be considered as the same community and not within two communities.

## **I. College Owned Vehicles**

- (1) The use of college vehicles for personal or other non-official business is strictly prohibited. Commuting from home to workstation is permissible only when beginning or ending an authorized trip outside of regular work schedule or for other reasons documented and properly authorized.
- (2) Individuals who are not on college business, including family members, may not operate or ride in a college vehicle or college rented vehicle unless prior approval has been granted by the appropriate delegated authority in accordance with [Policy 4.112](#). Supporting documentation must be attached to the TA.
- (3) State and local traffic laws must be observed at all times. Any employee committing an infraction of these laws shall be personally liable for any damage if the employee is acting outside the course and scope of official duty. Employees shall be personally liable for any fines arising from infractions of state and local traffic laws. Only individuals who possess a

valid operator's license may operate college vehicles. Seat belts must be worn at all times and cell phone usage is discouraged while operating or riding in college vehicles.

### **I. Travel Number (TN)**

- (1) Proper travel authorization is required prior to obtaining a Travel Number. To obtain a travel number, contact the Controller's Office with the traveler's name, travel date, travel location, vendor name and cost center number.
- (2) A Travel Number is required for all direct bill employee travel expenses that are not put on a p-card. It functions in the same way a purchase order number works, but is only for employee travel expenses.
  - (a) The Controller's Office will record the date and the name of the employee who provided the above information. Upon proper submission of the above information a Travel Number will be released immediately. One Travel Number must be obtained for each direct bill expense.

### **K. Air Travel**

- (1) The cost for commercial airfare shall be limited to the lowest available class of passage rate, such as "coach" or similar classification. Airfare at other classes and seat selection or other upgrade or standby fees are not allowed unless properly documented on the travel authorization that the seat selection, upgrade fees, or class of passage at a higher rate was necessary due to availability, physical limitations or other factors, and that the ticket was purchased at the earliest opportunity as well as authorized by the proper delegated authority. If a no cost upgrade was received, submit the documentation with the travel authorization. Additionally, it must be based on the most direct method of transportation. Any ticket changes must be properly documented on the travel authorization or travel expense claim and receive prior authorization by the respective delegated authority.
- (2) Baggage fees charged by commercial airlines are allowable but should not exceed one checked bag and one carry-on bag per departure, unless additional baggage costs are necessary and approved in advance as well as properly documented on the travel authorization or on the travel claim if approval was subsequent to original travel authorization.
- (3) Air travel payments – P-Card
  - (a) It is preferred that airline tickets be purchased by p-card. They are an allowable p-card expense and strongly encouraged. Refer to the Purchasing Card Policy and Procedure Manual. [P-card policy](#)

(4) Air travel payment- Employee Payment

- (a) This is the least preferred method and should not be utilized without prior approval from a division/department head with a justification attached to the travel authorization as to the reason for using a personal credit card. In finding the most economical airfare, an employee may receive approval to pay for the airfare with personal funds and request reimbursement on the Travel Claim by supplying an original receipt as well as a copy of the boarding pass. By attaching proof of payment with a request for an exception to the Controller's, reimbursement may be made prior to the date of travel.

(5) Air travel payment - Non-Refundable airline tickets

- (a) This method is not preferable and may result in a disallowable expense.
- (b) Airlines are continuously changing their fares and the policies governing those fares. A common way to obtain a deeply discounted ticket is to buy a "non-refundable" ticket. However, most airlines will no longer exchange a non-refundable ticket after the plane has departed. Some airlines will allow for standby on the same day of original departure with an exchange fee. Check with the travel agent or airline websites for exact rules and how the specific airline and fare type work. Obtain approval from delegated authority and provide documentation.
- (c) Most nonrefundable tickets must be used on the ticketed date of travel.
- (d) Many tickets are non-refundable, while others may be subject to a refund penalty which limit their refundable value. In most cases, the words non-refundable or non-ref are generally printed on the ticket and ticket receipt.
- (e) Certain tickets don't allow exchanges/refunds at all. Other tickets may allow exchanges (other than a name change) with a fee. Most airlines charge a fee at the time an unused ticket is exchanged.
- (f) Fully unused non-refundable tickets may be applied as a credit towards the purchase of one new ticket in the passenger's name.
- (g) Travel must commence within 1 year of date of original issue. If the fare for the new journey is lower, any residual

amount will be forfeited. Additional fare amount and change fees may apply.

- (h) Employees with non-refundable tickets that allow changes normally have a full year from the date their original ticket was issued to reschedule without losing the value of their ticket, provided they cancel their reservations prior to scheduled departure time. The rescheduled trip will need to be approved through the normal routes and reflect the use of a non-refundable ticket in the comments field of the TA. It is up to the department to monitor and make sure any non-refundable tickets are used within the airline time requirements and used toward approved college business.

## 10. Lodging

- A. Travelers should ask for educational or governmental discounts at all hotels and motels, as many offer reduced rates. Within Idaho, a waiver of the state sales tax should also be requested.
- B. Proximity and daily rate should be the primary consideration when selecting lodging. Lodging for a non-employee companion accompanying the traveler is not allowable. Lodging costs within an employee's home station are not allowable.
- C. A Purchasing card (p-card) is strongly encouraged for authorized lodging. Direct billing from the hotel is the secondary preferred method of payment. Refer to the Purchasing Card Policy and Procedure Manual. [P-card policy](#)
- D. Lodging costs may be direct billed to Lewis-Clark State College with prior approval of the delegated authority.
- E. Short-term lodging services such as Airbnb's may be permitted but the following items must be addressed and determined to be reasonable when booking:
  - (1) Booking terms and conditions.
  - (2) Pricing details for standard charges (i.e. cleaning fee, service fee and applicable non-state taxes are all allowable – towel service, etc. are unallowable.
  - (3) Pre-payment or deposit.
  - (4) Cancellation and refund policies.
  - (5) All four of these areas should be reviewed and questions addressed with the Controller's Office. If all is compliant with our travel policy, the use of Airbnb would be allowable and the use of p-card permitted.
  - (6) In the event an item is found to be an unallowable expense, the employee will be required to refund the institution.
  - (7) Refer to Contract Management Policy 4.131  
[Contract Management Policy 4.131](#)

## 11. Meal Expenses

- A. A per diem allowance for meals, including gratuity, shall be paid to the traveler in accordance with the amounts set by the State Board of Examiners, when in official travel status. The per diem allowance is a fixed amount and is not a reimbursement for actual costs incurred. If Per Diem meal rates are used, no meal receipts are required.
- B. Same-day travel may qualify an employee for a partial-day allowance, subject to the following time limitations. These limitations shall also be applied to overnight travel for determining eligibility for meals on the first or last day of travel:
  - (1) **Breakfast:** 25% Allowed only if the actual departure time is 7:00 am or earlier and if the return time is 8:00 am or later.
  - (2) **Lunch:** 35% Allowed only if the actual departure time is 11:00 am or earlier and if the return time is 2:00 pm or later.
  - (3) **Dinner:** 55% Allowed only if the actual departure time is 5:00 pm or earlier and if the return time is 7:00 pm or later.
- C. According to I.R.S. regulations, meal reimbursements for business travel that does not require an overnight stay must be reported as taxable income. The I.R.S. considers these meal costs as “personal” rather than “business” expenses and the reimbursements are subject to federal, state income and applicable Social Security and Medicare taxes.
- D. The meal allowance shall be based on the rate at the temporary work location, and on the final day of the travel, the allowance shall be the rate for the location where the traveler last stayed the night prior to returning to their official workstation.
- E. Tips and gratuity are included in the meal allowance and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes but is not limited to taxi, uber, airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.
- F. If a conference or workshop includes a meal, the traveler cannot claim per diem for that meal. If an optional meal(s) is offered for a price, the traveler is entitled to the per diem rate for that meal.
- G. If the lodging location offers breakfast, the traveler cannot claim per diem for that meal, unless it is only a continental (fruit, cereal, pastries) offering.
- H. A few locations, such as Alaska, Hawaii and international sites, have a daily federal per diem rate of \$75 or higher. Meal expenses in such locations must be supported with original hard copy detailed receipts. The requirement is because the

IRS scrutinizes higher per diem rates as possible taxable income to the traveler. This requirement will not affect the majority of travel in the continental United States.

- I. Following is a link to an In-State per diem calculator.  
<https://www.lcsc.edu/media/12072/per-diem-calculator-at-55.xlsx>

## 12. Conferences/Workshops/Meetings/Trainings

- A. Conference, Training, or Workshop
  - a. A copy of an itinerary or agenda for conferences, trainings, workshops, and/or seminars must be included with the travel claim to help determine what expense are appropriate for reimbursement and is required by state policy. If an agenda is not provided, one must be written up and submitted with the travel claim.
  - b. If a registration fee is required to attend the event and was prepaid by credit card or direct bill, the expense must be listed on the travel claim with a copy of the invoice showing the amount. Registration fees for these events should never be paid by a personal credit card.
- B. Publicly Advertised Meeting
  - a. Travel to a publicly advertised meeting where an agenda is advertised or a meeting in which an agenda is provided will require the agenda to accompany the travel claim.
- C. Business Meeting
  - a. It is encouraged to write up and submit an agenda with the travel claim for business meetings in which an agenda is not provided.

## 13. Advance Payment of Travel Expenses

- A. Generally, only full-time faculty and staff on the payroll at the time of the advance request are eligible to receive a travel advance. Exceptions may be requested by a traveler's delegated authority.
- B. P-card and direct billing should be used for most travel expenses, particularly lodging, airfare, and rental car. Advances are limited to meal per diem and reimbursable mileage. The Controller's Office will provide the employee an advance of **up to 75 percent** of the advance estimate **if it exceeds \$250.00**. **The advance must be requested on the Travel Authorization and submitted to the Controller's Office with all authorized signatures no later than five (5) working days prior to the date that direct deposit is needed.** All travel advances will be paid by direct deposit. A traveler may have no more than two

travel advances outstanding at one time. Prior to the release of a third travel advance, the traveler must submit a completed travel form including receipts for at least one of the previous trips.

- C. On “rare” occasions, when short notice of an upcoming trip will not permit compliance with the above policy, a request for an emergency travel advance can be submitted to the Controller's Office for consideration. **However, 24 hours is the minimum amount of notice required to process an emergency travel advance.**
- D. When a registration or lodging deposit is required in advance of the travel date, the vendor's name, address, amount required, and date needed, should be noted on the Travel Authorization.
- E. If a trip is canceled, advances must be returned immediately to the Controller's Office. The Travel Claim should be completed indicating any costs incurred as well as a written explanation regarding the cancellation.

#### 14. Substantiation of Travel Expenses

- A. Requests for Travel Claim reimbursement should be submitted to the Controller's Office within 30 calendar days following the completion of the official travel (14 calendar days if a travel advance was provided). Travel Claims will not be accepted 90 days after travel.
- B. The Travel Claim must be approved by the Traveler and the next level up, commonly the direct supervisor, until a minimum of department head approval. Also, if the claim is more than 25% higher than the authorization, or \$150, whichever is greater; the claim must be routed for additional approval to a cabinet member.
- C. Original receipts for non p-card expenses incurred by the employee must be provided. Make a copy of the Travel Claim, Page 3, attach supporting documentation, and provide to the Controller's Office. Scans of p-card receipts need to be provided. Credit card receipts that do not reflect itemized charges cannot be used in lieu of a valid receipt. *Receipts must show vendor name, date, detailed description of purchase, amount and evidence of payment.* An itemized lodging bill is required to substantiate lodging charges. Original receipts are also required to substantiate all travel advances regardless of whether the actual expenses incurred were less than or more than the amount of the advance. *For those misplaced receipt items, which the traveler has made a reasonable effort but is unable to obtain replacement receipts, departments should provide a memo addressed to the Controller explaining the expense and verifying the amount, signed by the delegated authority.* Receipts are required for expenses except for (a) mileage reimbursement for use of private vehicles, and (b) per diem meal expenses.

- D. To substantiate expenses for registrations and Internet purchases, the following apply if original itemized receipts are not available:
  - (1) For registration reimbursements specifically, where an original receipt is not available, a copy of the registration form is acceptable if the fee is noted on the form, along with the registration date and employee's name.
  - (2) For those using the Internet for airfare, registrations or rental cars, a printout of the web site invoice showing the URL address, amount, date, detail description of purchase, name of employee and type of payment used will be acceptable.
- E. Total miles traveled must be submitted when claiming expenses for use of private vehicles. A Travel log such as odometer readings or an internet map service printout such as MapQuest showing mileage to the destination needs to be submitted. Specific departure and arrival times must be reported on the Travel Claim to accurately calculate partial-day meal reimbursements.
- F. When a college employee receives a travel advance, the signed Travel Claim, the receipts and any other substantiation must be submitted to the Controller's Office no later than 14 calendar days after returning from a trip. Failure to comply may eliminate future travel advance privileges for that employee. Failure to comply with this policy does not prevent an employee from traveling and receiving reimbursement for legitimate travel expenses but does preclude subsequent travel advances.
- G. The Controller's Office will process travel claims on a timely basis after receiving proper and complete substantiation for expenses claimed. The amount due the traveler will be reduced by any advance received and a direct deposit will be issued for the net amount due. Where the advance exceeds the actual expenses substantiated, the Controller's Office will notify the traveler of the amount due. The traveler must pay the balance at the cashier's window within 30 days. Additional travel advances will not be approved if the employee has an outstanding advance in delinquent status.
- H. All employees are required to sign up for Direct Deposit in order to receive travel payments or other funds processed through the Controller's Office.

## 15. Foreign Travel

- A. Official foreign travel of college employees must be approved in advance by the President or delegated authority.
- B. Official foreign travel of college employees must be reported, DIRECTLY after the travel authorization is approved, to Risk Management in the office of the Vice President for Finance and Administration to obtain foreign travel liability insurance from the Office of Risk Management in Boise.



- C. The foreign travel per diem allowance (FTPDA) is payment in lieu of reimbursement for actual expenses. The FTPDA is intended to cover the costs of meals at adequate, suitable and moderately priced facilities including the cost of mandatory service charges, taxes, laundry and dry cleaning.
- D. The FTPDA will be based on the most current publication of the "U.S. Department of State Maximum Travel per diem allowances for Foreign Areas". The daily FTPDA will be 100% of the listed M & IE (meals and incidental expense) rate in the above publication, but no more than \$90.00 per day.
- E. The actual cost of lodging plus applicable tax and service charges will be reimbursed to the traveler.
- F. Usually, rental car liability insurance coverage does not carry forward to locations outside the United States. Rental car liability insurance should be purchased if necessary (and is reimbursable). The rental car company can provide specific provisions. The International per diem allowance begins at the time the traveler leaves from the initial U.S. location on the date of departure from the continental U.S., and ends upon the time of return to the final continental U.S. location.

## 16. Student Group Travel

- A. The following special provisions apply to groups of students and non-employees.
- B. Authorizations –Group field trips must have one college employee designated as the leader or sponsor for each group. That person will be responsible for all record keeping relative to the trip and will show his or her name as the traveler on all forms, along with an identifying group name. In addition, a list of participants or the number of individuals in the group must be listed on all forms. Requisition forms will be completed and signed by appropriate delegated authority.
- C. Two weeks before travel, a student representative for college clubs and/or organizations must visit the Risk Mgmt. Coordinator in the Office of the Vice President for Finance and Administration to review the Event Expectations list.
- D. Advances – If an advance is needed, a separate requisition will be completed for each group for each trip. This advance is only applicable to per diem for the travel party plus any additional student related expenses, not the staff/faculty expenses. The staff/faculty expenses are reported on their personal Travel Claim. The amount requested must not exceed the total estimated trip expenses. The employee designated as the leader or sponsor must be identified as the traveler and accepts full responsibility for the distribution, proper accounting, and safe return of any unused funds. All advances will be paid by check or if requested timely, direct deposited. Advances will be released two (2) working days prior to the initial date of travel as indicated on the requisition.

- E. Reimbursement – Where official college club accounts are involved, a club officer or the faculty advisor is responsible for retaining documentation to substantiate expenses. Keep expenses separate for college employees and students. Employees will need to submit a Travel Claim for their expenses. Student expenses will be submitted on a requisition form through the Purchasing Department. For all other college accounts, receipts must be submitted to the Controller's Office along with a reconciliation accounting for any advances. The traveler and delegated authority should sign the reconciliation. To prevent double reimbursement, original receipts are required; credit card billings are not acceptable. All disbursements made directly to a group member must be supported by a list of the recipients, showing how much was received by each individual as well as a signature acknowledging receipt. Departure and arrival dates and times must also be reported to accurately calculate meal reimbursements. Unused funds must be returned with the reconciliation within seven (7) working days after returning from the trip.
- F. **Use of any unused funds from one trip for another trip or for other purposes is prohibited.**
- G. A traveler may have up to two advances outstanding at any time. Prior to receiving a third advance, accurate and complete substantiation from at least one of the previous trips must be submitted to the Controller's Office. In cases where the expenses exceed the advance, the total cost of the trip will be reduced by the amount of the advance and a check will be issued for the net amount due.

## **17. Student/Part-time/Irregular/Adjunct Employee Travel**

- A. Student, Part-time, Irregular, Adjunct employees and Authorized Volunteers may travel on official college business only under one of the following two designations and should always be reimbursed through the requisition process, not a Travel Claim.
- B. Authorized Volunteers including but not limited to Students and Part-time employees may travel if they fall under the definition of an "Authorized Volunteer" which requires that they meet three criteria. The travel must in all cases occur:
  - (1) at the request of the college
  - (2) under the control of the college
  - (3) for the benefit of the college
- C. Student Organizations: Travel is allowable when necessary to the organizational purpose, approved by the advisor, and within the guidelines of group travel. Rental vehicles can be arranged, but insurance coverage provisions should be closely examined, with additional insurance purchased when necessary to protect

the travelers, the organization, and the college. A license background check is required of all students or authorized volunteers before operating a college owned, rented or leased vehicle. The background check is obtained through Security. See [Policy 4.112](#) for all requirements and report to Risk Management in the office of the Vice President for Finance and Administration.

- D. Otherwise, reimbursable travel is not allowed, except as stated for student organizations (addressed in a separate section). Travel must be authorized in advance by the appropriate delegated authority, documenting the benefit and its relation to the college. Individual approvals are required for each trip and annual authorizations are not permissible. No liability protection is provided for any personal or other unauthorized use of a vehicle. Reimbursable travel expenses are determined by the appropriate delegated authority but not to exceed travel levels outlined in this manual.

## 18. *Presidential Spousal Travel and/or Related Expenses*

- A. **General.** Lewis-Clark State College recognizes the need for continuing efforts to advance the reputation, status and economic position of the college. Expenses associated with college relation efforts may be reimbursed only when these activities are directly related to the objectives and mission of Lewis-Clark State College.
- B. **Spousal Expense Reimbursement.** With Presidential or delegated authority approval, when an employee's spouse is acting as a representative of Lewis-Clark State College, travel and associated expense (e.g., meals, event tickets, sporting events, etc.) are reimbursable. Per **IRS Revenue Ruling 56-168**, the presence of the spouse must be **essential**, not just beneficial, to the employee being able to carry out his/her business purpose for the college. In such situations, (e.g. Invitational official dinner functions; program coordinator; guest speaker; etc.) reimbursement is nontaxable income to the employee. Spousal travel and/or related expenses are reimbursable only with authorized approval for the particular trip or event for which reimbursement is requested. Reimbursement for spousal expenses is limited to local fund sources.
- C. **Process.** Per the Idaho State Board of Education, Governing Policies and Procedures, Section V, Subsection U, the college President is authorized to use foundation and local funds for entertainment and related expenses for official functions.
- D. **Procedures.** When an employee's spouse is acting in a representative capacity of Lewis-Clark State College, reimbursement is subject to the same travel policies and procedures as college employees.
- E. **Reimbursement Process.** Reimbursement for the employee's spousal travel is obtained by submission to the Controller's Office of a department approved

employee travel authorization and claim showing separate spousal and employee details submitted on the same form which has been approved by the delegated authority. Documentation required for these activities include the following:

- (1) Business reason for the activity
- (2) Individual(s) involved in the activity
- (3) Date of the activity
- (4) Location of activity
- (5) Original receipts
- (6) Copy of the approved Presidential or delegated authority employee's travel authorization which includes the Spousal Travel and/or Related Expenses

**F. Refer to SBOE policy on Presidential Spouse travel (Executive Officers):**

- (1) [I.E. - Executive Officers | Idaho State Board of Education](#)

## 19. Definitions

- A. Daily Per Diem – Daily per diem is the amount reimbursable to college employees while traveling on official college business, such as meals, meal gratuities, fees and tips to waiters, porters, baggage carriers, bellhops, hotel maids, and stewards.
- B. Travel Number (TN) – A TN is required for all direct bill employee travel expenses that are not put on a P-card. It functions in the same way a purchase order number works, but is only for employee travel expenses. Trips must be fully approved and authorized before you request a TN number
- C. Travel Authorization (TA) – The official form used by college employees to define the nature of travel and submit a cost estimate of the trip with delegated authority approval. The form is located on the Controller's Office website.
- D. Travel Expense Claim (TC) – The official form used by college employees to request reimbursement for actual cost incurred while on approved official college business. The form is located on the Controller's Office website.
- E. Vicinity Mileage - defined and calculated as being within a 20-mile radius of Lewis-Clark State College. For purposes of Lewis-Clark State College Vicinity Travel only, the 20-mile radius shall be considered as the same community and not within two communities.
- F. Workstation – The location where the employee regularly performs his or her duties

## 20. Allowable Expenses

- A. Following is a list of allowable expenses. Note: the list is not all-inclusive.

- B. Taxi or bus fares (receipts required when available)**
  - (1) Evidence must be submitted that identifies the itinerary of each use, which coincides with the official travel requirements.
  - (2) Tips are not to be put on a p-card. Tips are considered part of per diem rate and are not separately reimbursable. If no per diem is claimed for the day, due to conference meal inclusion, etc. and a tip was given for a fare on the same day, it is NOT reimbursable.
- C. Telephone calls (receipts required)**
  - (1) Including one personal telephone call per day, limited to ten (10) minutes within the U.S.
- D. All business-related expenses (receipts required)**
  - (1) Fax
  - (2) Postage
  - (3) Internet charges for hotels when required for business purposes
- E. Registration fees (receipts required)**
  - (1) When required as admittance to conferences, conventions or other meetings.
- F. Laundry Services (receipts required)**
  - (1) When official travel duration is five (5) calendar days or longer
- G. Parking (receipts required)**
  - (1) When necessary to protect college or private property, or for other reasons advantageous to the college.
- H. Rental Cars (receipts required)**
  - (1) When they represent the most economical and practical means of transportation.
  - (2) *Prior approval from delegated authority required.*
- I. Gas for rental and college vehicles only. (receipts required)**
- J. Airfare with proper approval**

## 21. Unallowable Expenses

- A.** The following is a list of expenses that are not reimbursable. Note: this list is not all-inclusive.
- B. Personal**
  - (1) Expenses of a personal nature incurred for the convenience of the traveler such as; traveling by indirect routes, stopovers for personal reasons, leaving more than 1 day prior the event, returning later than the day after an event end. Cost comparisons must be provided for deviations related to weather or personal reasons, and may be allowable if properly pre-authorized and documented.
  - (2) Lost /stolen cash or personal property.
  - (3) Avoidable expenses for non-business activities, such as sightseeing tours, etc.
  - (4) Additional charges incurred for personal reasons involving vehicle rentals.

- (5) Excess cost of circuitous or side trips for personal reasons.
- (6) Personal entertainment.

**C. Airfare**

- (1) Travel cost associated with a spouse or other family members.
- (2) Upgrades and seat fees unless prior approval and documentation exists.
- (3) Trip/Flight insurance, unless for foreign travel.
- (4) Extra baggage charges for personal items, such as golf clubs, skis, etc.
- (5) Early boarding fees or additional airline convenience fees.

**D. Hotel**

- (1) Telephone calls which are non-business related, except as noted in 18C. (1) above.
- (2) Room service charges.
- (3) Movies in hotel/motel rooms.
- (4) Extra costs for an additional person(s) in the room.
- (5) Additional charges for late checkout or uncanceled guaranteed reservations, unless pre-approved and authorized by delegated authority.

**E. Vehicles**

- (1) Traffic citations, parking tickets and other fines.
- (2) Locksmith charges on either motor pool or private vehicles.
- (3) Repairs, towing services, lubrications, etc., for private vehicles or rental vehicles.
- (4) Insurance on rental vehicles

**F. Meals and entertainment**

- (1) Alcoholic beverages.
- (2) Per diem for meals that are included in registration fees

**Revision History**

<b>Date</b>	<b>Version</b>	<b>Summary of changes</b>
<b>04/2021</b>	<b>04.30.2021</b>	<b>Major revisions throughout, including Vicinity Mileage, Airbnb, Advance Payment, Student Groups Athletic Team Travel, URL's, Travel Numbers (TN)</b>
<b>09/17/21</b>	<b>09.17.2021</b>	<b>9.J.1. Airline Travel ticket changes</b>
<b>08/2024</b>	<b>08.10.2024</b>	<b>Major revisions throughout, including adding section relating to Conferences and removing Athletic Team Travel</b>