



## POLICY AND PROCEDURE

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<b>Procedure:</b>	<b>TRAVEL Policy</b>
<b>Policy No.:</b>	<b>4.9</b>
<b>Department:</b>	<b>Business Affairs</b>
<b>Contact:</b>	<b>Vice President for Business Affairs</b>

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### Policy

Great Basin College reserves the right to determine whether and when employees and students may travel for approved college or NSHE related activities. This policy will explain the process for obtaining approval to travel, the best practices for planning and booking travel, and reimbursement for expenses upon return.

All employees must have prior approval, via the Workday system with an approved Spend Authorization, for any college or NSHE business related travel, outside of their home campus community. Students must have prior approval for any college-funded travel. Students will need to verify if they should complete the Workday Spend Authorization, group or team travel documents prior to departure. Depending on the funding source (grants, contract training, etc.) for the travel, there may be additional documentation that must be completed before or after traveling.

In general, employees who travel must seek to use the least expensive mode of transportation available within the constraints of time, safety, and schedule. The college is obligated to advance or reimburse travel expenses permitted in this policy and by NSHE and the State of Nevada. Reimbursement of travel expenses are to include only those expenses incurred by the immediate traveler and does not include expenses paid on behalf of another traveler. Travelers requesting to travel with family or friends, will only be reimbursed for their expenses; the employee is solely responsible for the expenses of any family traveling with them. The college expects timely submission of travel forms and the employee expects prompt reimbursement of travel expenses. Travel safety is a major concern whether using state or private vehicles or rental cars. Safety, cost, promptness and accuracy are the key concerns of the travel policy.

Anytime an employee uses transportation services such as Taxicabs, Uber or Lyft they must use caution and be aware of the driver and the locations they are being taken. In most locations, taxi drivers are licensed or background checked and registered to provide the service, which is not always true of Uber or Lyft drivers.

### Procedures

#### **1.0 Method of Travel**

Travel should be by the least expensive method available when total travel time, salary of traveler, availability of college motor pool cars, and estimated cost of transportation are considered. Careful planning and the use of internet booking will often allow for the purchase of airline tickets at discounted rates. However, such rates usually involve a penalty in the event the trip is not taken, or the schedule is changed. Employees may be held responsible for a penalty incurred if a trip is not taken or the schedule changed as a result of their own actions. When the Expense Report is submitted, the college will determine whether the penalty was incurred as a result of employee action or of circumstances beyond the employee's control. Please refer to the purchasing card policy and procedures for the

restrictions on using your purchasing card for travel. Normally, policy only permits Vice President and President executive assistants to use their cards for travel. No other purchasing cards are permitted to be used for travel.

## 2.0 Travel Authorizations & Advances

**2.1 Travel Authorization.** The Workday Spend Authorization including electronic approvals, must be completed **prior** to travel occurring. All travel must have approval by the Department Head, Dean or Vice President/President (out-of-state and foreign travel only). In the absence of the appropriate signer for approval, substitutions may be made by the next higher level supervisor or delegation in the Workday system. The administrator-in-charge may sign in place of the president. However, “Administrator-In-Charge” must be placed next to the signature.

**2.2 Travel Advances.** The Workday Spend Authorization is also used to request a travel advance. The completed authorization must be received in the Controller’s Office Workday inbox a minimum of fourteen working days prior to departure to allow time for processing. Procedures for advances include the following:

- All advances will be based on current GSA Per Diem Rates for the travel destination location. The rates are listed on the Controller’s website under the GSA Federal Lodging and Per Diem rates.
- Advances will not be made for less than \$50 or for more than 80% of the estimated out-of-pocket expenses.
- Advances are not issued for meals.
- An advance will not be made if a previous advance has not been cleared.
- Receipts provided for prepaid airfare, hotel or conference fees can be claimed for 100% of the reimbursement as part of the travel advance.
- Advances must be cleared within fifteen (15) working days after completion of the trip by electronic submission of an Expense Report in Workday All travel in June must have the employee’s Workday Expense Report sent to the Controller’s Workday inbox by June 30<sup>th</sup> of each year.
- No advances will be issued during the month of June.

## 3.0 Use of GBC Motor Pool Vehicles & Personal Vehicles

**3.1 Use of GBC Motor Pool Vehicles.** Unless specifically authorized in writing or email by the employee’s Dean or Vice President for the employer’s convenience, an employee who makes a trip shall use a GBC motor pool vehicle or a rental car, instead of a personal vehicle for such travel. If a vehicle is used for personal convenience, the employee will be reimbursed at one-half the standard mileage reimbursement rate, as listed in the State Mileage Reimbursement rates section of the Controller’s office website. Vehicle reservations at the Elko Campus may be made in advance, by using the Google Calendar event booking and then reserving a vehicle under the room tab, or to reserve a vehicle at a Center contact the administrative staff at the Center locations.

- A Vehicle Non-Availability notice or email will be issued when a GBC motor pool vehicle is unavailable. The traveler will then be required to contact both Hertz and Enterprise rental car agencies for rental availability. If a rental vehicle is not available, mileage rates will be reimbursed at the full federal rate.
- Employees must attend the defensive driver training provided by the Director of Environmental Health, Safety & Security and complete the quiz at the end. They shall then complete A Driver’s Acknowledgement Form which must be turned into the Controller’s office prior to reserving a vehicle. Forms can be found at the following website: [www.gbcnv.edu/controller/](http://www.gbcnv.edu/controller/).
- Your personal driver’s license must be shown each time a vehicle is checked out for travel.
- Vehicle gas cards will be issued for GBC motor pool and rental agency vehicles only.
- Drivers of state-owned (College/NSHE) vehicles are restricted to GBC employees approved by the applicable appointing authority. Each driver must have and maintain a valid Nevada driver's license unless they are a student employee who retains his home address in another state or an employee whose primary residence is in another state and who have and maintain a valid driver's license in said state.

**3.2 Personal Vehicle Use for Employee’s Convenience.** Reimbursement for an employee using his/her own personal vehicle for the employee’s convenience shall be one-half of the mileage rate as established by the State of Nevada. One exception to this rule, is to permit personal vehicle use with full mileage allowance only during

hazardous or potentially hazardous road/weather conditions upon pre-approval by a Vice President or the President. Unless otherwise agreed upon, the employee's regular work campus/center will be used as the reference for determining private vehicle mileage.

- In-state mileage charts can be found at the following link: <https://www.gbcnv.edu/controller/>
- Out-of-state mileage charts can be found online at websites such as MapQuest, Google or Yahoo. Include a copy of the map used for traveler's calculations as an attachment to the Workday Spend Authorization and expense report
- If two employees travel in the same personal vehicle on college business, only one employee, who owns the vehicle, is entitled to mileage reimbursement.
- If traveling by private vehicle from a departure city to an arrival city served by a commercial airline, the mileage reimbursement shall not exceed the airfare equivalent.
- An employee who wishes to drive a personal vehicle rather than fly must be on annual leave or compensatory leave (classified employees) for the extra travel time involved. Meals and/or expenses enroute will not be reimbursed under these conditions. The travel claim should indicate that the employee was on annual or compensatory time or include a statement from the department head or supervisor justifying why the employee was not on annual or compensatory leave. For example, if an employee is going to an approved conference in Washington, D.C. and wishes to drive a personal vehicle, the employee should not expect per diem for the extra days of travel, or travel days counting as work days.

**3.3 Personal Vehicle Use for College's Convenience.** Reimbursement for an employee using his/her own personal vehicle for the State's convenience shall be the full mileage rate as established by the State of Nevada.

**3.4 Personal Vehicle Use with Student Passengers.** Employees shall NOT use a personal vehicle for transportation of students on official trips. When driving a personal vehicle on college business, the employee's personal insurance is primary in the event of an accident or loss. Students who are not employees of the college are not permitted to drive college, state, or rental vehicles.

**3.5 Insurance Coverage on Personal Vehicles.** NSHE does not provide insurance coverage on the personal vehicles of employees. Persons using personal vehicles for official business are required to maintain liability insurance coverage in accordance with the laws of the State of Nevada. Transporting students in a personal vehicle is not approved, as there is no liability protection from the State for the use of personal vehicles. In the event of an accident in a personal vehicle while on official business, the employee's personal vehicle insurance will apply to bodily injuries, property damage and physical damage to the employee's vehicle.

## 4.0 Rental Vehicles

**4.1 Car Rental.** The State of Nevada Purchasing Department has multiple contracts for vehicle rentals that may be used by all State Agencies, including the Nevada System of Higher Education. Information regarding these contracts is available on their website at: <http://purchasing.nv.gov/Contracts/Documents/VehicleRentals/>. Vendor and contract numbers are listed on this link along with instructions on reserving vehicles through Hertz Corporation, Enterprise Rent-A-Car and National Car Rental.

To reserve with Enterprise locally by phone, call 775-738-2899. You will be required to provide your name, department, travel dates, vehicle type and a purchase order number. Submit the purchase order and invoice together with your Workday Expense Report electronically to the Controller's Office once your trip has been completed. Students are never permitted to use this contract.

### 4.2 Exclusions for Rental Contracts.

- Vehicles considered luxury to exotic will not be covered for damages or liability;
- Driving under the influence of alcohol or drugs;
- Driving off road (operator will be personally liable for all damage charges);
- Vehicles rented principally for personal use;
- Vehicles driven by non-employees such as family members or students (which means students cannot drive unless they are also paid employees and acting as such at the time they are driving); and
- Anyone under the age of 21.

- 15 Passenger Vans are not allowed and are excluded from all contracts.

**4.3 Accidents Involving Rental Vehicles.** Damages to rental cars should be reported to local law enforcement the rental agency, and to the Safety and Security Department. Informational packets can also be found in the glove box of each vehicle.

## 5.0 Travel Expense Guidelines

**5.1 Per Diem Time Limitations.** Time limitations for meal reimbursements when in travel status (both in-state and out-of-state travel) for NSHE employees, students, volunteers, and candidates are as follows:

- Breakfast: Leave **before** 7:00 a.m. or return **after** 10:00 a.m.
- Lunch: Leave **before** 11:00 a.m. or return **after** 3:00 p.m.
- Dinner: Leave **before** 5:00 p.m. or return **after** 7:00 p.m.

**5.2 Per Diem Meal Rates.** The per diem rates for meal reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). All daily meal reimbursements will be paid at the rate of the primary business destination.

**5.3 Per Diem Lodging Rates.** The per diem rates for lodging reimbursement varies based on the federal rate table for a specific location. To view the per diem rate for your primary destination and to determine which rates apply, visit [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). Exceptions must be granted by pre-approval of your Workday Spend Authorization, for lodging reimbursement when one or more of the following conditions apply:

- Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held or;
- Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. If the condition(s) above exist, an employee may apply the following rules to the rate of reimbursement for travel:
  - 150% of the standard CONUS federal per diem rate for non-surveyed in-state sites.
  - 175% of the federal per diem rate for surveyed out-of-state sites or;
  - 300% of the standard CONUS federal per diem rate for non-surveyed out-of-state sites.
- A request for exemption must be noted on the Workday Expense Report.
- A copy of the GSA allowance for lodging and meals must be included for out-of-state travel.
- A copy of the signed and pre-approved excess lodging rate must be attached as backup to the Workday spend authorization and expense report. The Request for Prior Approval of Lodging Expense in Excess of the Per Diem Rate form is located, at [https://www.gbcnv.edu/controller/admin/docs/Req\\_for\\_Prior\\_Approval\\_Lodging\\_ext.pdf](https://www.gbcnv.edu/controller/admin/docs/Req_for_Prior_Approval_Lodging_ext.pdf)

Lodging taxes and other mandatory fees (such as resort fees) may be reimbursed in addition to the lodging rates. It should be noted that if you choose to stay in a hotel which exceeds the lodging rate limits, you will only be reimbursed for the taxes on the authorized amount. Room upgrades are not reimbursable.

**5.4 Duplication of Per Diem Items.** Claims for per diem allowance must take into consideration meals or lodging included in the conference registration fees and for meals that are provided on public transportation without additional cost to the traveler. Conference information or a meeting agenda must be attached to the Workday Expense Report to verify which meals were provided.

**5.5 Incidental Expenses.** Up to \$5 per day can be reimbursed for incidental expenses (receipts not required). Reimbursement for incidentals will occur only when travel consists of an overnight stay.

- Luggage carts
- Metered parking
- Subway/bus use
- Toll charges
- Tips
- Housekeeping Gratuities

Receipts that are required for Reimbursement include:

- Expenses for parking or vehicle storage
- Car rental
- Airline ticket stub (passenger receipt), airline ticket invoice or ticketless itinerary
- In- and out-of-state lodging
- Taxi fare or airport shuttle

**5.6 Overnight Lodging within 50 Miles of Principal Station.** Reimbursement for overnight lodging in areas less than 50 miles from the principal station must be justified in writing, approved by a Vice President or President, and included with the Workday Expense Report form. These expenses will not be allowed unless:

- Inclement weather conditions make travel difficult
- Early or Late official meetings are required
- Individuals involved are conference hosts responsible for meeting arrangements

**5.7 Travel Guidelines for Distances 75 Miles or Less (one way).** When an employee travels 75 miles or less (one way) for a period of less than 24 hours, the employee is not entitled to receive reimbursement for meals for the day. The employee is entitled to reimbursement for mileage as established by the State of Nevada when a personal vehicle is used.

**5.8 Conference Registration Fees.** Conference registration fees may be paid in advance. For payment, submit a supplies invoice request in Workday to the Controller's Office with attached information pertaining to the conference. A completed and approved Workday Spend Authorization must also be approved for processing. When a meal is provided at an event and is listed as an optional item on the registration form at a cost exceeding the state reimbursement rate, the excess amount will not be allowed as part of the registration fee. The employee will be personally responsible to pay the excess amount. Staff members attending conferences or meetings may be reimbursed less than the amounts listed if so, specified by the vice president or president before the trip is undertaken. If an individual directly pays for the conference registration fee, they will be reimbursed through an advance on a spend authorization or through the expense report.

**5.9 Airline Fees.** When flying, additional fees such as an upgrade to the Business Select level, early bird check-in, flight insurance, etc. will not be reimbursed to the traveler. TSA pre-check or similar fees will not be reimbursed. An employee whose travel is funded by a federal grant or contract shall comply with the provisions of the Fly America Act, 49 U.S.C. § 40118, and the requirements of 41 CFR Part 301-10.

For domestic travel a maximum of one checked bag will be reimbursed, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops and purses. In the case of domestic travel of five consecutive nights or longer, a maximum of two checked bags, in addition to the carry-on policy of the airlines, plus personal items such as briefcases, laptops, and purses will be reimbursed.

Southwest Airlines offers a 3% discount to all NSHE institutions. In order to take advantage of the discount simply book your travel through [www.swabiz.com](http://www.swabiz.com) (the discount will not apply if you book at Southwest.com). Enter the following information:

Corporate ID: 99881810

Account No: Your individual Rapid Rewards #

Password: Your individual Rapid Rewards password

**5.10 Combining College Business and Personal Travel.** Separating college and personal travel expenses poses certain auditing problems for the controller's office. Employees who incorporate private and college travel must demonstrate the costs borne by the college are not increased by the personal travel. The employee must clearly delineate the private and college charges when submitting a Workday Expense Report. It is the employee's responsibility to include all required receipts to assist in determining reimbursement. When college and private travel is not clearly delineated, the travel processor will determine the reimbursement due the employee. If in doubt about the calculation of reimbursement, contact the controller's office.

## 6.0 Travel Expense Reimbursement Procedures

Within fifteen (15) working days after completion of a trip, the Workday Expense Report shall be filed to Controller's Office Workday inbox. If an advance has been received, the traveler will indicate the total cost of the trip, amount of advance received, and the amount either due traveler or due the college.

## 7.0 Team or Group Travel

Team travel is defined as any student group travel whose group is a team, class or other organization directly affiliated with and sponsored by the college. Team travel may include travel expense of college employees who are required to accompany the student group and is appropriately chargeable to team travel expense.

Please see the team travel procedures for additional information on the Controller's webpage; <https://www.gbcnv.edu/controller/>.

All items on the expense report must be supported by either a vendor's receipt or receipt for team travel expenses list. The group will be reimbursed on actual expenditures, not to exceed the state per diem and lodging rates. Team travel signature, class waiver and expense forms are available on the controller's office website at [www.gbcnv.edu/controller](http://www.gbcnv.edu/controller). All students must complete a Class Waiver, Release & Indemnification Agreement prior to the trip.

## 8.0 International Travel

International Travel Authorization. Employees who may be asked to travel internationally for work purposes, without any students, must follow these procedures:

- Check the Department of State website (<https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>) to determine the current level of advisory set for the country and region you will be traveling.
- Determine if your destination will be a level 1 or 2 or will be a level 3 or 4. Based on the level, go to the Business Center North website and complete the correct form. (<https://www.unr.edu/hr/employee-resources/international-travel>)
- You must contact the Director of Environmental Health, Safety and Security, who is the GBC Risk Manager for international travel, to receive any required approval and to set up a travel safety plan.

Employees who wish to travel with students for an international field trip must meet with the Director of Environmental Health, Safety & Security early in the planning stages to determine the risk factors, correct approvals and additional documents that must be completed.

The institutional review consists of a travel registry and communications plan, insurance requirements, travel restrictions, travel warnings, codes of conduct, and post trip review.

Per diem for international travel will be reimbursed at Federal per diem rates. Foreign per diem rates and other detailed information on international travel can be found at the U.S. Department of State website located at [https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78). Additional information may also be found at <http://www.bcn-nshe.org/hr/wcrm/intltravel/> or the NSHE website located at <http://system.nevada.edu/Nshe/index.cfm/administration/board-of-regents/handbook/> Title 4, Chapter 23 NSHE International Travel Policy.

Standard travel claim documentation including original receipts is required for all foreign travel. In addition, documentation must:

- show the exchange rate for the time period/expenses to be reimbursed;
- be converted into US dollars based on that exchange rate; and
- be translated to provide as much detail as possible to assist in understanding the nature of the expense.

## **9.0 Travel Reimbursement for Professional Applicants**

Applicants for professional positions may be reimbursed for travel, lodging, and per diem expenses incurred when interviewing for professional positions. The reimbursement is based upon actual expenses with a maximum limit of \$750.

**Revision Date: October 2, 2012**

**Approved by PC: April 10, 2007, February 9, 2010, March 23, 2010, May 10, 2011, October 2, 2012, June 10, 2014, January 13, 2015, April 4, 2017, November 21, 2019**

**Contact the assistant to the president for any questions, corrections, or additions.**