
Title: TRAVEL AND EXPENSE REIMBURSEMENT

Code: BB0901

Policy Reference: B0901, Travel and Expense Reimbursement

The following procedures for travel will be consistently applied.

A. DEFINITION OF DISTRICT FOR TRAVEL PURPOSES ONLY

For the purposes of this policy, "district" is defined as the MATC district, plus the contiguous counties: Racine, Waukesha, Washington, and Sheboygan.

B. PRIOR APPROVAL FOR TRAVEL

1. In-district registration and related expenses and/or out-of-district travel by the board chairperson requires prior approval by the board vice-chairperson or designee.
2. In-district registration and related expenses and/or out-of-district travel by board members and the president requires prior approval by the board chairperson or designee. While it is expected that board members participate in activities such as the Wisconsin Technical College System's District Board's Association, the Association of Community College Trustees, and other activities which improve their effectiveness as board members, it is anticipated that such use of public funds for travel expenses be responsible and professional. Participation in out-of-state functions for such purposes should be limited to a reasonable and practical number of participants whenever possible. The board chairperson has final discretion in determination of out-of- state attendance at such functions.

In-state travel by employees for specific recurring purposes requires prior approval by the president. In-state (including in-district registration and related expenses) travel that is not part of employee's regular day-to-day assignment requires prior approval by supervisor and the budget manager for the cost center being charged.

Out-of-state travel by district employees requires prior approval by the supervisor, the budget manager for the cost center being charged and the dean/director (Vice president or designee if dean/director is traveling.)

3. Completed and approved Prior Approval for Travel forms shall remain within the individual department. A copy of the form and attachments must accompany any

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requests for prepayment; the original form must accompany the request for Travel Expense Reimbursement Request.

4. No payment requests are to be submitted for conferences or workshops that would then require travel until a Prior Approval for Travel is fully approved.
5. All foreign travel by district employees requires prior approval by the president or his designee. The board will receive quarterly reports from the administration regarding foreign travel by district employees.

C. DIRECT BILLING (PREPAYMENT BY MATC)

1. Transportation arrangements will be made and purchased directly by the traveler. The traveler should make every attempt to obtain the lowest fare possible. The traveler will be reimbursed after submitting copies of the ticket or itinerary with the Travel Expense Reimbursement Request upon completion of the trip.

Exceptions to this procedure are allowed as provided by contract (e.g., Local 715-TV), and funds collected on behalf of student activities and clubs (i.e., Fund 7) may also qualify for prepayment.

2. Conference fees should be requested early enough to take advantage of any discounts offered and may be prepaid by MATC. The traveler must initiate a Request for Payment through the system and attach a copy of the fully approved Prior Approval for Travel with the Request for Payment. All travel related payment requests must be approved by the employee's supervisor.
3. Cash travel advances for anticipated expenses are not allowed except where otherwise provided by contract (e.g., Local 715-TV). Funds collected on behalf of student activities and clubs (i.e., Fund 7) are also exempt and may qualify for cash advances. (Normally requires a two-week lead-time.)
4. All advance payments by the district must be reported on the Travel Expense Reimbursement Request.

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D. MODIFICATIONS TO TRAVEL

In some cases money can be saved by extending the travel days to accommodate specific airline regulations. When the cost of the extra food, lodging, and other additional expenses are less than the airfare saved by extending the trip and can therefore show a savings to the district, the immediate supervisor may approve the extended trip. These savings must be verified in advance by the Business Office.

E. REIMBURSED EXPENSES

1. Meals

- a. Meal expenses include tax and tips. We will reimburse actual expenses up to the maximum listed in Appendix A. Receipts for meals are not normally required. Any special circumstances where meal maximums will be exceeded (i.e. banquets, professional meetings with dinner included) must be authorized on a Prior Approval for Travel and have receipts.
- b. When an employee is entitled to reimbursement for two or more consecutive meals in a day, the amount expended for any particular meal is left to the discretion of the employee, but the total reimbursement claim shall not exceed the total of the eligible individual meal rates for the consecutive meals in a day. Where a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the department head or designated representative will verify whether the expenses are actual and reasonable. For these situations, the department head or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.
- c. Charges for meetings with nondistrict personnel on official school-related business are reimbursable. Expenses charged for such meetings require identification of the names of those in attendance and their organization(s). Prior Approval for Travel is required if meal charges exceed established limits. Meal charges for meetings of only district personnel are not reimbursable.

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2. Lodging

- a. Hotel charges will be paid directly by the traveler except where otherwise provided by contract (e.g., Local 715-TV) and funds collected on behalf of student activities and clubs (i.e., Fund 7). MATC will also reimburse for lodging either the day before or day after the actual conference dates, but not both.
- b. Lodging charges must be at the single occupancy rate. Hotel charges cannot exceed the amounts listed in Appendix A. Conference site hotels, however, will be an exception, even if the rate exceeds the amounts listed in Appendix A. When possible, inform the hotel that MATC is a tax-exempt organization. The hotel, although not required, may waive the taxes on the traveler's lodging bill.
- c. Reimbursement for lodging within 50 miles of the Milwaukee Campus is not normally allowed except with appropriate documentation and approval of the dean/division head.
- d. All lodging expenses must be supported by the original, itemized billing statement.
- e. Any miscellaneous expenses must be business-related and fully justified. Telephone calls must be supported by the name of the person or organization called.
- f. If cost of lodging is shared, the person sharing the room shall be identified.

3. Ground Transportation

- a. Mileage reimbursement for business use of an employee's personal auto will be at the rate stated in Appendix A. This rate of reimbursement is for all automobile-related costs to the employee such as gasoline, oil, insurance, and depreciation. Actual odometer mileage should be used except for inter-campus travel for which mileage has been established as per Appendix A. Occasions may arise when these readings will not be acceptable; in these instances, MATC reserves the right to apply either AAA or prerecorded mileage reading.

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- b. Car-pooling is required where and when possible.
- c. The actual costs of parking and tolls will be reimbursed; receipts are required if any individual parking charge exceeds \$8.00.
- d. Normal commuting, including evenings, weekends, and holidays, is not reimbursable. Travel expense, when considered a part of an employee's duties, is allowable:
 - (1) Between campuses, evening centers, and other locations.
 - (2) When traveling directly from your home to a destination other than your regular place of employment on a workday, subtract your usual mileage to your regular place of employment and claim the balance (if positive.) This applies only to travel that is claimed on a Local Expense Reimbursement Request.
 - (3) The travel to and from the transit station (air, bus, and rail terminals, etc.).

Instructor travel as well as those of other assigned staff between the day and evening assignments is not reimbursable.
- e. Taxi, limousine, and other public ground transportation used for official business are reimbursable costs. Limousine service, when less expensive than taxi, and if practical, should take precedence over taxi. Public ground transportation is reimbursed for the round trip cost between airport and hotel. Receipts are required for amounts over \$8.00.
- f. Car rental is not allowed, except in extenuating circumstances. Any exceptions must be justified and approved as part of the Prior Approval for Travel. Completed invoice and car rental agreement must be submitted with the Travel Expense Reimbursement Request.

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- g. When a personal car is used for out-of-state travel, the maximum reimbursement will be the lesser of actual expense or public air carrier coach fare.

4. Conference Fees

If time permits, MATC will prepay conference fees. Otherwise, the traveler may pay out-of-pocket and submit a copy of the registration form, as well as proof of payment (i.e., copy of canceled check or credit card statement or receipt from the organization) upon completion of a trip. This should be summarized on a Travel Expense Reimbursement Request form.

5. Dues and Expenses for Civic Organizations

Costs related to meetings of service and civic organizations will be reimbursed when approved by the president.

6. Telephone

Board members or employees shall be reimbursed for telephone expenses for business calls only. Such calls shall be itemized indicating the person or organization called.

F. GUIDELINES FOR PURCHASING CARD USE

If purchase is for airline tickets and/or hotels, the following procedures must be followed:

1. When traveling out of state, you must have a Prior Approval for Travel form completed prior to using your purchasing card. Dates will be compared. You will not be eligible for a travel advance if you are using your purchasing card. Expenses being charged to your card should be listed on the prior approval.
2. Best available price should be obtained for all travel expenses. Justification for hotel cost over the rate as outlined in the travel procedure must be included with the transaction log envelope.

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3. Tickets cannot include any personal legs of travel.
4. Travel transactions should be reallocated to account 5201 using PVS Net.
5. When using your card for hotel expense, you may only charge **meals and room and tax**, if any. You must pay all incidentals at checkout with cash, check or personal credit card. Incidentals include but are not limited to: telephone, movies, or anything other than meals and room and tax. Should **ANY** incidentals be charged to your card, payment must accompany your hotel receipt in your transaction log envelope and **purchasing card privileges for hotel expense will be suspended**.
6. Failure to comply with above procedures will result in a suspension of purchasing card privileges for airline tickets and/or hotels.

If purchase is for registration fees, please include a copy of your registration form with your transaction log envelope.

G. REIMBURSEMENTS FOR EXPENSES PROVIDED BY OTHER ORGANIZATIONS

Travel expenses paid or reimbursed by other organizations must be listed on the Prior Approval for Travel. Travel Expense Reimbursement Requests must still be filed. The employee must itemize which expenses MATC is paying (if any) and what expenses are being paid by the other organization.

H. RECEIPTS

Receipts are required for all individual items (other than meals) over \$8.00, including, but not limited to, taxis, shuttles, and parking.

I. NONREIMBURSABLE ITEMS

1. Political contributions or expenses related to political activities.
2. Alcoholic beverages or gifts.
3. Meal charges for meetings of district personnel only.

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4. Items which are in conflict with the district Code of Ethics for board members and employees.

J. SPOUSES OR GUESTS ACCOMPANYING DISTRICT BOARD MEMBERS OR EMPLOYEES ON DISTRICT BUSINESS

The accompaniment of a spouse or guest on district business must be listed on and approved as part of the Prior Approval for Travel. Additional room charges or expenses are nonreimbursable.

K. FILING

1. All travel expenses shall be claimed on MATC's travel reimbursement forms.
 - a. If a Prior Approval for Travel was completed, use the Travel Expense Reimbursement Request form. Attach the original Prior Approval for Travel form, original airline or rail transportation receipt, original itemized lodging bill, copy of conference registration documentation if traveler paid out-of-pocket, and original taxi, shuttle and/or parking receipts. Meal receipts are not necessary; amounts should be broken out by breakfast, lunch and dinner on the expense report and not exceed the established meal allowance as stated in Appendix A.
 - b. If claiming local travel, use a Local Expense Reimbursement Request form.
2. The traveler and appropriate supervisor/budget manager must sign the Travel Expense Reimbursement Request form attesting to the accuracy and validity of expenses submitted. Both the traveler and supervisor/budget manager will be held accountable for accuracy of such information.
3. Travel reimbursement forms and original documentation shall be submitted to the Accounts Payable Department and must be filed within 30 days of the date travel occurred. A travel reimbursement check will be issued upon successful review by Accounts Payable.
4. MATC reserves the right either to allow or disallow any travel expenses submitted if proper supporting documentation, including required receipts, is not

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attached to the Travel Expense Reimbursement Request. MATC also reserves the right to adjust any expenditure that does not reflect a reasonable charge.

5. If required information is not provided, the Travel Expense Reimbursement Request will be returned through the supervisor and no payments will be made until the form is completed.
6. Human Resources will initiate and complete the steps necessary to promptly reimburse those invited applicants entitled to approved travel expenses.

L. PROCEDURES FOR CANCELLING A PRIOR APPROVAL FOR TRAVEL

If travel did not occur, the Prior must be cancelled in writing. Any prepayments made by MATC, including airline tickets, hotel, registration fees, and/or cash advances, must be returned to the Business Office within ten days.

M. AUDIT PROCEDURE

The traveler and supervisor/budget manager are responsible for submitting an accurate and properly supported travel expense report. Calculations must be correct and required information (as detailed in Item K.1. of this procedure) must be attached. The Finance Division will periodically review randomly selected travel expense reports for accuracy and conformity with the travel policy and procedure. Travelers and/or supervisors/budget managers submitting inaccurate and/or incomplete travel expense reports will be subject to discipline up to and including dismissal.

N. EXCEPTIONS TO TRAVEL PROCEDURE

Any exceptions to this travel procedure must be submitted in advance on a Prior Approval for Travel form with full justification attached. The Prior Approval for Travel must be signed by the supervisor, budget manager for the cost center being charged and the dean/director. It must then be submitted to the Vice President, Finance, for final approval.

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Office of Responsibility: Finance Division

Approving Authority:

Todd J. Poppe
Vice President, Finance

Date:
