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| Title: Authorisation for Travel Outside the Territory | Number: 3.16-1.0710.1 |
| Approved by the Board of Governors Date: July 5, 2010 | Implementation Date: July 10, 2010 |
| History: Scheduled Review Date: 2013 | Origin: |

Related Policies:

Approval for Travel within the Territory

Authorisation for Student Travel

Rationale:

The College recognises that it is necessary for representatives of the College to travel outside of the Territory to conduct the business of the College or to represent its interest in a variety of ways. The College supports opportunities for educational and professional growth of its employees through attendance at workshops, conferences, meetings and other related activities.

Definition:

Travel refers to the movement of authorised persons representing the College or performing duties on behalf of the College. For purposes of this policy, travel shall be defined as outside the Territory of the British Virgin Islands, and does not pertain to travel by students.

Policy:

Board members, employees and other authorized persons travelling on official College business are subject to the policies and procedures of the College. It is the policy of the College that travel outside the Territory must be approved in advance of such travel; similarly travellers must be reimbursed or may be given an advance. The provisions and limitations as related to travel are outlined in the paragraphs below. Because the intent of this policy is to ensure equitable reimbursement to the traveller and wise use of institutional resources, those travelling on College business are urged to use the same reasonable consideration in incurring expenses as they would in personal travel.

Permissions to Travel

Permission to travel by full and part-time employees, or other authorised representatives of the College, must be given by the employee's immediate supervisor, the Budget Holder from which funds to travel will be drawn, and by the College President or designee. Permission to travel by members of the Board of Governors must be given by the Chairman, with availability of funds authorised by the President. Travel by the College President must be approved by the Chairman of the Board. After permissions have been secured, travellers must submit the *Authorisation to Travel Form* to the Fiscal Services Office. The supervisor recommends that the purpose of the travel is of direct benefit to the College, and that the individual is released from his or her duties for the period. The Budget Holder authorises that funds for

travel are available. The President approves all travel requests by consideration of such travel in relation to employee development and institutional priorities and goals.

Arrangements for Travel

The College utilizes a travel agency (on a rotational basis) to provide travel bookings for its employees. When all permissions have been secured, the Fiscal Services Office will work with the agency to secure airline reservations, and in some cases, rental car reservations. The College supports a practice of employee travel in the economy section of airliners or other means of conveyance such as trains, but in special circumstances, where the journey requires over six (6) hours of uninterrupted air travel, upgrades may be considered. Credit for an employee's airline mileage reward programme can be given, even though their travel is paid for by the College. In addition, the most direct and economical travel route is to be approved.

Advances/Reimbursement for Travel

The College will advance/reimburse persons that have been pre-approved for travel outside of the Territory. *Employees shall receive a per diem allowance which is determined by the rank of the employee and the location visited, as follows:*

(Insert per diem figures when agreed upon)

Per diem allowance is primarily provided for meals and all related taxes and gratuities, but may also be used for unexpected but necessary expenses incurred, such as cleaning.

Other expenses shall be paid either directly by the College, such as airfare and hotel, or will be reimbursed upon the presentation of receipts for basic luggage charges, accommodation and attendant taxes and gratuities, ground transportation, telephone calls not to exceed 10 minutes in total per location, and expenses connected to conferences and meetings. All receipts must be saved, including copies of the employee's boarding pass if travelling by air. Reimbursement of entertainment expenses must have the approval of the President, and are determined on the basis of the role of the traveller. Non-reimbursable expenses include alcoholic beverages, mini-bars, movies, personal entertainment or purchases, and expenses incurred by family members. Special allowances may be made for warm clothing needs, frequency of travel to cold climates will be a consideration in eligibility for the allowance.

In those instances where a third party is committed to reimburse or partially reimburse the employee for travel, documentation of such responsibility must accompany the travel request.

Cover/Contact Details

It is the responsibility of College employees, working with their supervisor and/or Head of Department, to ensure that appropriate arrangements are in place to cover duties while absent, and that the status of work in progress is made known to the Head of the Department and/or supervisor prior to their leaving office. Additionally, the traveller should leave contact details with their supervisor or Head of Department, including pertinent information about travel arrangements.

Procedure:

All employee travel outside the territory must be approved by the College President or his designee. Additionally, an employee's supervisor must approve leave from work and the Budget Holder must approve and certify that sufficient funds are available in the budget for travel. After these permissions are secured on the Authorisation to Travel Form, the Fiscal Services Office will work with a travel agency to secure airline reservations, and in some cases, rental car reservations. The College supports a practice of employee travel reservations in the economy section of airliners or other means of conveyance such as trains, but in special circumstances, where the journey requires over six (6) hours of uninterrupted air travel, upgrades may be considered. Credit for an employee's airline mileage reward programme can be given, even though their travel is paid for by the College.

Other travel arrangements, including course or conference registration, accommodations, car rental and other services to be handled by the Fiscal Services department. Additionally, the traveller is responsible for obtaining official documentation, visas, permissions, inoculations, or any other requirements of international travel. Completion of both the *Request for Travel Authorisation Form* and the *Travel Expense Form* is required for travel outside the Territory.

A per diem travel advance can be obtained after necessary permissions and arrangements have been secured, and upon the submission of the *Authorisation to Travel Form* to the Fiscal Services Office. All travel arrangements should be submitted to Fiscal Services at least seven (7) days in advance. Outstanding travel expenses and reimbursements for personal expenses must be cleared when the *Travel Expense Form* with accompanying receipts has been turned into Fiscal Services within fifteen (15) days of the trip. All claims related to trips must be settled before further authorization for additional travel. Travel arrangements must be made within the specific department. All travel proposals should be forwarded to the travel officer to be verified and approved.

Travellers should follow the procedure below:

Before travelling, the following is required

1. Preparation of the *Travel Authorisation Form* which must be signed by the traveller, with authorisation by the Budget Holder, supervisor, and the President or his designee.
2. Forwarding of the completed form to Fiscal Services for budgetary approval and distribution to the respective departments, including Human Resources for the employee's master file and the traveller.
3. Initiation of arrangements for airline bookings and/or other transportation by Fiscal Services, working with the College designated travel agency.
4. Issuance of a cheque or prepaid credit card by Fiscal Services for per diem funds as per destination location and employee rank.

Upon return from the trip, the following is required:

1. Completion of the *Travel Expense Form* which is to be sent to the Fiscal Services Department along with all relevant receipts and proof of travel (specifically tickets and or boarding passes).
2. Fiscal Services prepares a cheque for any balance due the traveller and closes its file on the trip.
3. In cases where per diem advanced exceeds travel expenses, a cheque from the traveller for the outstanding amount due and payable to the College should accompany the *Travel Expense form*.
4. Receipts from overseas travel, where the currency is not the U.S. dollar, must be converted into U.S. dollars for reimbursement purposes. The applicable conversion rate should be documented

on the receipts. As in other transactions, it is College policy that there will be no reimbursements if receipts are not provided.

5. If receipts are lost, a memorandum by the authorising Budget holder may be submitted in lieu of receipts. In the event there are no receipts and no memorandum from the budget holder, the traveller is responsible for the expenses incurred.
6. When a traveller combines business and personal travel, the College will honour only College-related business expenses. For reimbursement purposes, it may be necessary for the traveller to itemize expenses, separating that portion of combined expenses that pertain to the business of the College only.
7. Upon return, a report must be submitted to both the sponsoring department and President and copied to Fiscal Services to include how the institution has benefitted from said travel.

Preparation of Travel Authorisation Form:

1. Name: The full name of the employee requesting travel
2. Title: The job title of the employee
3. Department
4. Authorised absence dates (duration of trip, from beginning date to return date)
5. Destination and recommended airline carrier/other means of transportation
6. Reason for travel, stating College business
7. Estimated costs of accommodation, per diem (food and incidentals), cost of air fare, ground transportation, and other expenses not listed above
8. Requested advance for funding for registration fees, accommodation, ground transportation or other expenses not covered by per diem allowance
9. Date when advance is required
10. Signature of the traveller
11. Approval of the supervisor
12. Approval of the Budget Holder
13. Approval of the President (or designee in the President's absence)

Attachments

H. Lavity Stoutt Community College Travel Authorisation Form