

 <p>RHODE ISLAND COLLEGE</p> <p>OFFICIAL POLICY</p>	<p><i>Travel by College Employees</i></p>	<p>EFFECTIVE DATE: 2013/10/18</p> <p>REVISION HISTORY: existing policy; origination & prior revision dates unknown</p>
<p>RESPONSIBLE OFFICE: Accounting Office</p>	<p>POLICY OWNER: Director, Accounting Office</p>	<p>SUPERSEDES: all prior versions</p>

PART 1. RATIONALE

This policy – with accompanying procedures and guidelines -- is necessary to provide travelers with specific information on various rules and regulations. These rules and regulations have been established to ensure that college funds are spent appropriately. The policy also provides instructions that will help facilitate reimbursement.

PART 2. SCOPE

This policy applies to all college travel that is in whole or in part financed using unrestricted college funds or grant funds. College travel on restricted funds is governed by the appropriate division or unit.

PART 3. DEFINITIONS

<p>unrestricted college funds</p>	<p>Funds from the general operating budget of the college, largely consisting of student tuition and the state appropriation. The college has discretion in the allocation of these funds.</p>
<p>restricted college funds</p>	<p>Funds that are earmarked for a specific purpose. They cannot be used for anything other than that purpose. A few examples include grant funds, funds from auxiliary enterprises, funds obtained through state general obligation bonds, and donor-designated contributions.</p>

PART 4. STATEMENT OF POLICY

Travel by College Employees

- A. Prior approval required
 - 1. When initiating travel, a non-union college employee must get prior approval from the appropriate unit administrator. [Faculty](#) and [professional staff](#) should refer to the appropriate collective bargaining agreement.
- B. Automobile travel
 - 1. No transportation reimbursement is allowed between any employee's place of residence and the college. However, in connection with work-related field trips, when the distance between the employee's residence and the field trip destination is greater than the distance between the employee's residence and the college, the field trip mileage in excess of the mileage between the employee's residence and the college is reimbursable (see required special certification in Part 10 of this policy).

2. Employees who do not usually come to campus will only be reimbursed for the mileage that is in excess of the distance between the employee's residence and the college.
- C. Meal allowance¹
1. Only travelers staying out-of-state overnight will be allowed a meal allowance.
 2. College employees may not seek reimbursement for meals within Rhode Island unless the cost is part of a conference charge.
 3. The reimbursement will be based on a flat rate that is based on departure and arrival times:
 - a. If the traveler's scheduled departure time is before noon, she/he will receive \$30.00 for the first day of travel.
 - b. If the traveler's scheduled departure time is after noon, she/he will receive \$15.00 for the first day of travel.
 - c. All other days of travel will be at the rate of \$30.00.
 - d. Upon return if the traveler's arrival time is scheduled before noon, she/he will receive \$15.00 for the final day of travel.
 - e. If the traveler's arrival time is scheduled after noon, she/he will receive \$30.00 for the final day of travel.
- D. Reimbursement for lodging
1. Overnight accommodations are not reimbursable within a 55-mile radius of Providence. The distance from the traveler's home cannot be used in calculating the 55-mile radius. This 55-mile limitation includes the city of Boston.
 2. College employees may not seek reimbursement for lodging within Rhode Island unless the cost is part of a conference charge.
- E. There will be no miscellaneous expense per diem.

PART 5. PROCEDURES

- A. College Travel
1. Once the approval is given, the traveler has two options – keeping in mind the need to obtain the lowest prices available.
 2. The first option is to use Short's Travel Management, Inc. to book airfare and hotel. The traveler must obtain an authorization and billing number from the Accounting Office at (401) 456-8401. After obtaining this number, the traveler must call Short's Travel Management, Inc. at 1-(800) 238-3956 or access their website at www.shortstravel.com/ric. All travelers are required to register at the website. The agency prepays the airline reservations. Short's Travel can also make hotel reservations for you.
 3. The second option is to get a fare online. Request a quote from Short's Travel. If the online fare is less expensive, you may book your own airfare -- but must attach the quote from Short's Travel when submitting your reimbursement.

¹ Meal allowance in effect as of 2009/07/01

B. Grant Travel

1. Prior to initiating travel, an employee using grant related funds must first get authorization from the Accounting Office. Please use the request for authorization found on the Accounting Office website. If approved, the traveler must follow the above procedures.

C. Completion of Travel Report

1. A travel report is required of all travelers funded under this policy. Following are the specific steps required to complete the processing of a travel report:
 - a. At the conclusion of travel, it is the responsibility of the traveler to fill out the travel report, supported by the conference brochure and all original receipts, and including the traveler's signature. The travel report should be completed as soon as possible, but no later than two weeks upon completion of travel.
 - b. The completed report with the original documents attached is to be forwarded to the appropriate department chair, director, dean, and/or vice president. Travel reports for travel funded through college grants (Faculty Development or Faculty Research funds) are to be forwarded to the Director of the Office of Research & Grants Administration (ORGA) for approval. Other grant funded travel reports should be forwarded to the Assistant Controller in Grant Accounting for approval. ORGA or Grant Accounting will then forward the reports to the Accounting Office, East Campus, Bldg. #5.
 - c. Any amount due the traveler will be paid by the college. The Accounting Office will notify the traveler when the check is available. Checks may be signed for and picked up at the Accounting Office.
 - d. In the event the traveler has overspent their allowable travel funds, an invoice will be sent to the traveler for the amount due.

PART 6. GUIDELINES

A. Travel Reminders

1. Generally, the state of Rhode Island will not reimburse automobile rentals, unless it can be justified as the least expensive mode of travel or that travel is made with a group. Travelers should avail themselves of shuttle buses and public transportation to the extent practical. If an auto rental is used, the traveler must provide a written explanation to attach as backup explaining the reason for the rental.
2. As of January 1, 2014, the rate used to reimburse state employees for use of their personally owned vehicles on state business is \$0.56 per mile.

PART 7. RESPONSIBILITIES

Responsible Official	List of Responsibilities
Accounting Office	processing of Travel Pre-Approval forms and reimbursements
ORGA	approval of travel reports for grant-funded travel
Search committee chairs	administration of travel policy and procedures for candidate travel





PART 8. CONTACTS

Subject	Office or Position	Telephone Number	E-Mail
Policy Clarification	Director, Accounting Office	(401) 456-8001	msouza@ric.edu

PART 9. POLICY ENFORCEMENT

Violation(s)	Failure to comply with this policy and procedures
Potential consequences	A delay in reimbursement for procedural errors; denial of reimbursement for prohibited expenditures
Where to report violations	Accounting Office

PART 10. FORMS/TEMPLATES/REFERENCE DOCUMENTS

Form, Template, or Document <i>(add hyperlink if available)</i>
Automobile Travel - Preferred Version ( Excel)
Automobile Travel - Printable Version ( pdf)
Faculty Travel Form <i>(may be completed online)</i>
Special Certification for Automobile Mileage Reimbursement
Request for Prior Approval for Professional Travel <i>(for non-union employees and professional staff)</i>
Travel Report - Preferred Version ( Excel)
Travel Report - Printable Version ( pdf)