



COMMUNITY COLLEGE
OF RHODE ISLAND

POLICY MANUAL

POLICY TITLE: 7.14.1 - In State Travel

EFFECTIVE: June 1, 2014

A. BACKGROUND:

The Community College of Rhode Island (CCRI) generally follows State of Rhode Island guidelines on in state travel for business purposes. These guidelines are published in RI Department of Administration Procedure A-46. Where necessary, to accommodate CCRI's unique mission, additional guidelines have been established.

B. POLICY STATEMENT:

1. Allowable costs for in-state travel are necessary expenses for transportation and other expenses incurred by CCRI employees and other, properly authorized, individuals, traveling on official College business. Employees and authorized individuals may be allowed reimbursement for the use of their personal automobiles at the established mileage rate (available on the CCRI Controller's website) plus additional other related expenses when it is economical and/or advantageous to the College. Only mileage in excess of the employee's normal commuting mileage is eligible for reimbursement.
2. All travelers are expected to exercise prudent responsibility when committing College funds. Travel on business should be conducted at minimum cost for achieving the success of the mission. The traveler is expected to exercise the same care in incurring travel expenses that a prudent person would exercise if traveling at his/her own expense. Travel should not be abused for personal advantage.

3. Travelers must follow prescribed procedures for the authorization, documentation, and reimbursement of travel expenses. Unauthorized travel expenses will not be reimbursed.
4. Supervisors are required to understand and comply with this policy when approving travel authorizations and claims. They are not authorized to make exceptions or special arrangements.

C. PROCEDURES:

1. General - Employees and other individuals should ensure that their supervisor/approving authority has authorized in-state travel before undertaking it. Departments will provide the Controller's Office with a list of personnel in their department authorized to approve travel claims.

2. Mileage –

- a. No mileage reimbursement will be allowed between an employee's residence and the campus they are normally scheduled to work at. This is considered to be a personal employee commuting expense by the IRS and is not eligible for reimbursement.
- b. When performing official in-state travel, the traveler must keep a detailed daily record of the travel, including a record of related expenses, e.g., tolls and parking fees.
- c. A current in-state travel expense voucher must be prepared, approved, and submitted to the Controller's Office at the Knight campus for audit and processing to receive reimbursement. Out-of-state travel that does not involve commercial transportation or lodging may be submitted for reimbursement on the In-State travel expense voucher. The detailed instructions to complete the expense voucher are available on the Controller's website. Reimbursement claims must be submitted no later than the last day of the month following the month in which the travel occurred. Claims submitted after this deadline will not be reimbursed.
- d. The employee and the appropriate official authorizing such travel will be responsible for the validity of any request for compensation for miles

actually traveled on college business.

- e. No transportation costs will be allowed between any employee's place of residence and their scheduled college work site. However, in connection with work related field trips, when the distance between the employee's residence and their destination is greater than the distance between their residence and their scheduled college work site, the field trip mileage in excess of the mileage between the employee's residence and their scheduled college work site is reimbursable. If the distance between an employee's place of residence and their field trip destination is shorter than the distance between their residence and their scheduled college work site, reimbursement of mileage will not be allowed.
- f. The following are some examples of how these rules apply to the reimbursement of mileage and related expenses. These examples are not all inclusive.
- g.

Trip Description	Mileage reimbursement allowed?
Attend authorized, college related business meetings and events away from campus employee is normally scheduled to work at	Yes (but only for mileage in excess of the commute to your normally scheduled campus and related expenses- tolls and parking)
Extended day or overload teaching	No
Union personnel performing union business	No
Coaching or student advisor duties related to sports or student organization events	Yes (but only for mileage in excess of the commute to your normally scheduled

	campus and related expenses- tolls and parking)
<u>Required attendance</u> at official college events and college sponsored social or charitable events, e.g., Professional Day, Commencement, Society of Knights functions, and golf tournaments	Yes (but only for mileage in excess of the commute to your normally scheduled campus and related expenses- tolls and parking)
Voluntary attendance at official college events and college sponsored social or charitable events, e.g., Commencement, Society of Knights functions, golf tournaments, and farewell parties	No
Travel, on the same day, to different campuses to fulfill regularly scheduled teaching load, e.g., teaching a regularly scheduled course at the Lincoln campus in the morning and another regularly scheduled course at the Newport campus in the afternoon (teaching schedules may be requested to verify eligibility)	Yes (but only for mileage in excess of the commute to your normally scheduled campus and related expenses- tolls and parking)
Travel for nursing and allied health faculty to fulfill clinical teaching assignments	Yes (but only for mileage in excess of the commute to your normally scheduled campus and related expenses- tolls and parking)
Travel required by the job position, e.g., supervision of assigned personnel in the	Yes (but only for mileage in excess of

field	the commute to your normally scheduled campus and related expenses- tolls and parking)
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3. Other Expenses

- a. Conference registration fees are reimbursable when paid to attend conferences related to official College business. If prepayment of conference fees is required, such payment will be made by the Controller's Office. The conference payment receipt must be attached to the approved in-state travel expense voucher form. The form and detailed instructions to complete it are available on the Controller's website.
- b. Meals or lodging are not allowed for in-state travel unless specifically authorized by the applicable vice-president. In all cases where meals and/or lodging are claimed, a complete written explanation of the business necessity must be attached to the in-state travel expense voucher along with original receipts for the claimed expenses. Alcoholic beverages are never an allowable expense and will not, in any case, be reimbursed.
- c. Necessary parking fees and tolls are reimbursable. Original receipts for all individual expenditures over \$5 must be attached to the in-state travel expense voucher. In addition, receipts for full-price Newport Bridge tolls must be attached to the form. No receipt is required for using the discounted Rhode Island E-Z Pass transponder toll rate.
- d. Expenses other than those listed above will not be reimbursed. The college will not reimburse any costs, fines, penalties, or assessments incurred by a traveler that result from violation of any federal or state law or local ordinances while operating a vehicle on official state business.

D. POLICY APPLIES TO:

- 1. All CCRI employees with the exception of all but student ambassador student employees. For employees participating in a collective bargaining agreement, in

cases of conflict between this policy and the provisions of the collective bargaining agreement, the provisions of the collective bargaining agreement will take precedence. For grant employees, in case of conflict, grant terms will prevail over this policy. In such collective bargaining and grant cases, those portions of this policy not affected thereby remain in full force and effect.

2. Other non-employees, as designated by the President, engaged in authorized College business, e.g., job applicants on interview visits.

E. INTERPRETATIONS AND EXCEPTIONS:

Final decisions on interpretations of and exceptions to this policy will be made by the Vice-President of Business Affairs and/or designee.


F. RESPONSIBLE DEPARTMENT:

The Office of the Controller is responsible for maintaining this policy and the associated operating procedures.

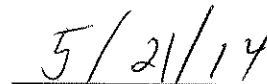
G. RELATED POLICIES:

1. RI Department of Administration Procedure A-46
2. CCRI Policy #7.14.2 – Out-of-State Travel

H. APPROVED:



Ray M. Di Pasquale, President



Date