

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Travel and Travel Related Expenditures		Approved by:
Insert:	06.12	Date:	04/01/2022
Replace:		Date:	02/19/2024
Reviewed:		Date:	02/19/2024
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

SCOPE:

This procedure applies to all employees of Coastal Alabama Community College

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. Details of the Travel Policy are located in the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

PROCEDURE(S):

Travel Request Procedures: All travel must be submitted electronically through the requisition process in Banner (Self Service).

1. **Employee Travel:**
 - a. Login to One ACCS Self Service
 - Click on "Finance"
 - Click on "My Finance"
 - Click "My requisitions"
 - Click on "Create Requisition"
 - b. Use the appropriate account listed below for travel:
 - In-State**
 - 710100 Commercial Transportation
 - 710200 Per Diem
 - 710300 Accommodations (Membership travel only)
 - 710400 Mileage
 - 710700 Registration Fees
 - 710800 Student travel
 - Out-of-State**
 - 715100 Commercial Transportation
 - 715200 Meals
 - 715300 Accommodations
 - 715400 Mileage

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715500 Registration Fees
715600 Student Travel

NOTE(S):

- 1) *Travel requests are processed through the PO/requisition system and all travel, even campus to campus, must be submitted for approval to encumber budgets.*
- 2) *If you travel frequently a monthly travel PO/requisition is recommended.*
- 3) *Travel will not be reimbursed without an approved PO.*
- 4) *The electronic process will take care of budget availability and send the request through for electronic approval.*

- c. The requisition must contain information in the following format:
- d. Vendor: Traveler's Employee Number (A number).
- e. Line 1. Describe Meeting and Location and input any registration fee, if you are paying registration directly. If a check needs to be issued to the vendor, a separate PO will be required. If no registration fee is involved, enter mileage on line 1.
- f. Line 2. Estimated mileage and cost.
- g. Line 3. Enter the Per Diem expected.

NOTE(S):

- 1) *As of July 1, 2018, the following per diem rate is in affect:*
 - 6-12 hours \$12.75
 - 12+, but not overnight \$34.00
 - 1 night, 2 days \$85.00 per day
 - 2 Nights+ is \$100 per day
- 2) *Meals provided by the meeting/conference will be deducted from per diem rates based on \$12.75 per meal.*
- 3) *Per Diem is not paid for in-county travel, and overnight must be more than 50 miles from base and/or home.*
- 4) *Per diem is not paid when traveling to other campuses or instructional sites to perform regular job duties (i.e. teach, maintenance, IT).*
- 5) *Exceptions can be made for professional development purposes at the President's discretion, to include items such as being an Association Board member responsible for assisting in running the conference or Evening/Night time networking events.*

- h. The Fiscal Services Office checks for appropriate documentation and completion of the requisition. **All formal meetings and conferences MUST have agendas attached.**

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i. All Out-of-State and In-State conference travel **MUST** have agendas and any meeting information attached. If any prepayment is needed, a Prepaid Travel form should be attached. *Prepayment can only be made for commercial transportation and registration.*

2. **Student Group Travel:** (Coaches and/or advisors must file separate individual travel and seek reimbursement per employee policy/procedure guidelines. The only allowable expenses for FT employees when traveling with a group out-of-state, is to include a hotel room in the group block if using an agency to book the trip.) Student travel can be covered with a school credit card.

a. Login to One ACCS Self Service

- Click on "Finance"
- Click on "My Finance"
- Click "My requisitions"
- Click on "Create Requisition"

b. The requisition must contain information in the following format:

- Vendor is Wells Fargo (A02248778)
- Line 1 Location
- Line 2 Meal expense
- Line 3 Hotel expense
- Line 4 Misc. Exp (Explain: Example: Emergency needs)

c. Students must be fed by actual expense, no stipend allowed.

NOTES:

- 1) *Nonpaid or PT-paid chaperones should be treated as students, as they will not be reimbursed for travel. They should sign rosters just as students do.*
- 2) *Rooming list for hotels should be submitted with receipts to reflect who stayed in which room of the hotel.*
- 3) *Student group travel does not require a prepaid form, but an approved travel request should be in place for the trip.*

Travel Reimbursement Procedures Canvas – Coastal News – Employee Resources – Fiscal Services Office

1. Employee files for reimbursement on a travel reimbursement form and **attaches the approved Purchase Order and the meeting/conference agenda** to the reimbursement form. Mileage is based on the current IRS reimbursement rate.
2. Forms are located in Canvas/Coastal News/Employee Resources/Fiscal Services Office.
3. If the reimbursement is for In-State or out-of-state conference travel expenses, a daily meal and incidental expense allowance will be given based on the location of duty in the

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amount that corresponds to the U.S. Government services Administration M&IE per diem rates for the continental United States. Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

This is a flat rate allowance for meals and incidental expenses. **A traveler will not be required to submit meal receipts for these items, nor will they be allowed to claim any extra expense related to them, regardless of actual expense.**

- a. **NOTE(S):** If the conference or meeting provides meals for the traveler, the per diem rate amount will be reduced by the meal rates per the GSA site. As an example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.
- b. Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
- c. On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.
- d. Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses. *NOTE: Hotels are reimbursed at the conference rate or the General Services Administration (GSA) rate if a conference rate is not available.*
- e. Taxi, Uber and Shuttles will be reimbursed up to a max of \$150 per trip and tips will not be reimbursed.
- f. Additional/overweight baggage charges will not be reimbursed by the College.

Allowable Expenses

- Receipts should be for employee expenses only. If someone (spouse, child, friend, etc.) travels with you, his or her expenses should not be included on your receipt.
- If someone stays in the same room with you, only the cost of one person can be charged if the hotel/motel charges different rates based on the number of people. Documentation from the hotel/motel must show rate for single occupancy only.
- Lodging must be at conference/meeting location and will only be reimbursed at a max rate equal to the conference rate unless the conference hotel is full. If the traveler stays at another hotel because the conference hotel is full the max rate allowable is the GSA approved rate. No bellhop or house cleaner services tips will be reimbursed. They are considered in the M&IE per diem rates.
- *NOTE: Hotels are reimbursed at the conference rate or the General Services Administration (GSA) rate if a conference rate is not available.*

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4. **Required Receipts:** Receipts will be required for the following expenditures:
- a. Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance and vehicle rental is only allowed in certain preapproved situations), and gasoline purchases.
 - b. Motel / hotel lodging (single rate only).
 - c. Registration fees with itemized breakdown.
 - d. Operating expenses of agency-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
 - e. Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.

The employee must have the immediate supervisor's signature and should submit the reimbursement form to the Fiscal Services Office for payment **within 90 days of return from travel.**

5. The Fiscal Services Office will verify payment has not been made and then audit it for payment and accuracy. It will then go to the accountant for final check before payment is made. Once approved, the reimbursement form is processed by Accounts Payable. Any partial per diem owed will be sent to payroll for processing at the end of the month with regular payroll. Travel forms and receipts maybe emailed to the Fiscal Services Office. Make sure all receipts are signed and all forms are signed by appropriate personnel before sending to the Fiscal Services Office. All forms and signatures must be the original forms issued by the State Comptroller's Office.
6. Travel checks are processed in the regular weekly accounts payable process. The taxable per diem will be processed at month end with regular payroll. Once travel is received, audited, and processed a check will be issued. This process can take 3-5 days, if everyone is in place, before a check will be issued.

Additional Provisions/Information

Important Mileage Notes:

1. When traveling to campus, clinicals or approved **instructional sites** (this includes Dual Enrollment approved high schools), your regular daily travel to base should be deducted. If you return home and not to base your regular return travel should also be deducted. (We do not pay for your regular mileage to and from work daily, you are paid for additional mileage only).
Campus Locations : <https://www.coastalalabama.edu/about/locations/>

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Instructional Sites : See Below.

2. When traveling to non-instructional sites (conferences or meetings) your mileage should be claimed from the shorter distance, base to site or home to site, whichever is shorter.
3. If you end your day at a campus other than your base, mileage can only be claimed if it is in excess of your normal daily travel.

Approved Instructional Sites:

Off-campus instructional sites: A site located geographically apart from the main campus (Bay Minette Campus, 1900 US Hwy. 31 S, Bay Minette, AL 36507) at which the institution offers 50% or more of its credit hours for a diploma, certificate, or degree. This includes high schools where courses are offered as part of dual enrollment. For each site, provide the information below. **The list should include only those sites reported to and approved by SACSCOC located at <https://www.coastalalabama.edu/uploads/1702484970OCISLocations.pdf>.**