



Administrative Policies and Procedures

Procedure Number	Subject	Effective Date	Revised Date
BU-1.1.15	Travel	07/01/2007	

I. Overview

Travel regulations are established by the Board of Regents however, these regulations are updated periodically so direct any travel related questions to the Accounting Office.

Bainbridge College’s policies listed below are based on local interpretation of policy where the institution is granted some discretion in the administration of the policy. In some cases, Regents policy is simply restated in order to provide a quick reference for specific situations.

II. Request for Authority to Travel

*The Request for Authority to Travel is the College’s formal document to secure approval to incur travel expenses. This form must be submitted for all travel performed by individuals traveling on official business for the College. The Request for Authority to Travel must be signed by the traveler’s supervisor. In the event that traveling expenses are funded by a department other than the traveler’s, the Request must be signed by the department head of the funding department and the traveler’s supervisor. The Request must be submitted with authorized signatures to the Business Office **prior to** the departure of travel.*

BLANKET REQUEST: Individuals incurring frequent local vicinity travel (including adjacent counties) may file a blanket request for authority to travel for up to an entire fiscal year. All blanket requests will expire at the end of the fiscal year (June 30) in which a new blanket Request must be issued to cover the new fiscal year. Travelers may not use a blanket Request for the purchase of an airline ticket, vehicle rental, or travel involving overnight stay.

NAME: Identify the name of the traveler.

SOCIAL SECURITY NUMBER: Verify the traveler’s social security number before submitting the Request to the Business Office. Please contact the Business Office for further instructions for foreign travelers who may not have a social security number.

TITLE: Identify the job title of the traveler.

DIVISION/DEPT. TO EXPENSE: Identify the department that will pay for the travel expenses.



SPONSORED GRANT: Identify the name of the sponsored grant/program that will pay for the travel expenses (*if applicable*).

DEPT. NO.: Enter the department number that will be incurring the travel expenses.

GRANT NO.: Enter the sponsored grant/program number incurring the travel expense (*if applicable*).

GENERAL PURPOSE OF TRAVEL: Enter a brief explanation for the purpose of the travel (i.e.: Attend the annual USG Human Resource's benefits conference).

DESTINATION (CITY/STATE): Enter the destination city. If the travel is local, write "vicinity".

DATE OF DEPARTURE: Enter the date the traveler will be leaving.

DATE OF RETURN: Enter the date the traveler will be returning.

LOCATION OF MEETING/EVENT: Enter the location of the meeting/event that the traveler is attending (i.e.: Macon State College).

TIME OF DEPARTURE: Enter the estimated time of departure.

TIME OF RETURN: Enter the estimated time of return.

III. ESTIMATED COSTS

MODE OF TRANSPORTATION: Select the mode of transportation the traveler will be using along with the estimated cost. If more than one individual is traveling together, please list all the travelers in the area provided.

Common Carrier: indicate which carrier in the blank.

Personal Automobile: estimate the number of miles to be traveled round-trip; travelers are authorized to be reimbursed \$.485/mile.

College Vehicle: submit a request to use a college vehicle; attach a copy of the traveler's valid driver's license to the request.

Auto Rental: indicate auto rental company and estimated cost.

NOTE: A college vehicle is required to be used when traveling by automobile (with the exception of faculty traveling to off-campus teaching sites). If a college vehicle is unavailable and a personal vehicle is used, the employee will be reimbursed at \$.485/mile. If the employee elects to take their personal vehicle when a college vehicle is available, the employee will only be reimbursed \$.285/mile.

MEALS: Identify the estimated expense for meals per day times the number of days meals will be needed to determine the total meal allowance. Use the charts below to determine the correct amount of meal allowances.



MEAL ALLOWANCES

<u>Leave Before</u>	<u>Return After</u>	<u>Meal Allowed</u>
6:00 AM	8:00 AM	Breakfast
12:00 PM	2:00 PM	Lunch
6:00 PM	8:00 PM	Dinner

- Non-High Cost Areas: all areas in Georgia except those listed below.

Number of Meals Allowed	Meals Allowed	Daily Maximum Allowable Expense (1)
3 meals per day	breakfast/lunch/dinner	\$28.00
2 meals per day	breakfast/lunch	\$13.00
	breakfast/dinner	\$21.00
	lunch/dinner	\$22.00
1 meal per day	breakfast	\$6.00
	lunch	\$7.00
	dinner	\$15.00

- High Cost Areas - metropolitan Atlanta (Cobb, Dekalb, Fulton and Gwinnett Counties), Augusta (Richmond County), Brunswick (Glynn County) and Savannah (Chatham County):

Number of Meals Allowed	Meals Allowed	Daily Maximum Allowable Expense (1)
3 meals per day	breakfast/lunch/dinner	\$36.00
2 meals per day	breakfast/lunch	\$16.00
	breakfast/dinner	\$27.00
	lunch/dinner	\$29.00
1 meal per day	breakfast	\$7.00
	lunch	\$9.00
	dinner	\$20.00

Note: Taxes and tips are allowable expenses, however, they should be included in the total expense for the meal.

Travel outside of the State of Georgia should follow the Federal Per Diem rates, which can be found at: www.gsa.gov.



LODGING: Identify the estimated expense for hotel accommodations per day times the number of days lodging is needed to determine the total cost of lodging.

Employees traveling more than **30 miles** from their home office may be reimbursed for lodging expense.

Employees are encouraged to use hotels that participate in the “Georgia Green Hotel Program” when cost-competitive. A listing of these hotels are at http://www.p2ad.org/green_hotel_program.html

A Hotel/Motel Tax Exempt form must be submitted when registering at the hotel (see Appendix for copy of form).

MISCELLANEOUS:

Registration Fees: Identify the estimated cost of the registration fee. A copy of the registration form must be attached to the request for travel.

Other: Specify any other fees and the estimated costs.

TOTAL ESTMATED COSTS: Add all expenses identified and enter total here.

IV. Signature Approval

TRAVELER’S SIGNATURE: Before signing and dating on this line, the traveler must read all terms on the Request for Authority to Travel and Request for Advance (if applicable). The Request must be signed by the person traveling, not a supervisor or secretary.

SUPERVISOR/DEPARTMENT HEAD SIGNATURE: The traveler’s supervisor or department head must sign and date on the line provided.

VICE PRESIDENT/BUSINESS AFFAIRS: The Vice President for Business Affairs must approve all travel requests.

PRESIDENT’S SIGNATURE: The President’s signature is required for foreign travel as well as Hawaii, Alaska, Canada, Mexico, Guam, Puerto Rico, and the U.S. Virgin Islands.

V. REQUEST FOR ADVANCE (Optional)

Employees may request that the Business Office pre-pay airline and lodging expenses if they exceed \$125.00. To secure an advance, a Purchase Requisition must be turned in to the Business Office along with the Request for Authority to Travel at least **ten (10) working days prior to travel**.

It is the employees responsibility to make appropriate lodging arrangements. The Business Office will either pre-pay the hotel directly by mailing the check in advance or



may provide the traveler a check to cover the lodging expense prior to the traveler's departure.

Common Carrier Expenses (airline, bus, or train): The Business Office can help you make these arrangements if prepayment is requested on behalf of the traveler.

VI. AMERICAN EXPRESS CORPORATE CARD

The State of Georgia Department of Administrative Services has an agreement with the American Express Travel-Related Services Company, Inc., to provide selected employees with an American Express Corporate Card for business-related travel expenses. This Card is provided at no cost to eligible employees. Although acceptance of an American Express Corporate Card is optional, this program is intended to provide employees with a means for financing official Bainbridge College expenses.

With the American Express Corporate Card you will be able to charge virtually every business travel expense. Use it whenever possible for air travel, hotels, car rentals, meals, and other travel related expense. With the Corporate Card you will no longer need to use your personal charge cards for business travel expenses or carry large sums of cash. Please remember, however, that the Corporate Card is for business expenses only.

Purchasing Airline Tickets

Airline reservations made directly with an airline or through a travel agency may be billed to your Corporate Card account.

Charging Meals and Lodging

The Corporate Card is accepted at virtually all leading hotels, motels, and restaurants worldwide. When charging expenses to the Corporate Card at these establishments, it is a good idea to verify whether a preferred corporate rate is in effect.

Charging Car Rentals

The Corporate Card can be used to charge car rental expenses at practically all car rental companies. When a car rental company's express checkout is used to drop off the car, the car rental company will forward a copy of the American Express receipt to you.

What to do if your Corporate Card is Lost or Stolen

IF your Corporate Card is lost or stolen, report it immediately to the nearest American Express Travel-Related Services Company, Inc., its affiliates and representatives, or call 1-800-528-2122. Your card will be replaced free of charge, usually by the next business day. After contacting American Express, notify the Business Office as soon as possible.

How to Report Your Expenses

All expense reporting and reimbursement procedures contained in Bainbridge College's travel regulations will remain the same under the Corporate Card system.



What to do if you Leave Bainbridge College

If you leave Bainbridge College for any reason, your Corporate Card must be returned to the Business Office. The Business Office will notify American Express of all terminations.

Should you have any questions about the American Express Corporate Card, please call the Business Office.

VII. INTERNATIONAL TRAVEL

- Travelers who request foreign travel, including Hawaii, Alaska, Canada, Mexico, Guam, Puerto Rico, and the U.S. Virgin Islands must have signature authority from the President.
- Rates for foreign travel shall not begin until the date and time of arrival in the foreign country from the United States and shall terminate on the date and time of departure from the foreign country to the United States.
- Rates for foreign travel shall not be claimed for any time period in which domestic meal allowances were claimed.
- Amounts for reimbursement must be entered in U.S. dollars.
- Receipts are required for all lodging.
- The exchange rate used during travel needs to be listed on the travel expense statement.

VIII. STUDENT TRAVEL

The following documentation must be submitted to the Business Office before travel reimbursements are made to faculty and/or staff travelers for student expenses:

- Request for Authority to Travel form for the faculty and/or staff traveler
- List of students and their respective social security numbers
- Justification for the student travel
- Agenda (if applicable)