Travel Procedure

Procedure # 6412
(supersedes previous Procedure # 6412)

Approved August 10, 2005

Employees Covered These procedures apply to all employees and other persons who are expressly authorized, regardless of fund source, to travel on behalf of The Richard Stockton College of New Jersey in accordance with N.J.S.A. 18A:64-1 et seq.

Purpose This procedure sets forth the requirements, including rules, provisions, policies, conditions, and expectations that shall govern and apply in the areas of College Travel, Official Reception, and Staff Training.

APPLICATION

A. Compliance

1. Compliance with these procedures, as well as compliance with all applicable College Policies and Procedures, is the obligation and responsibility of the employee authorized to travel on College business. Where reimbursement for travel is from a grant or contract, the employee must receive prior approval from the Grants Accountant in order to establish that all anticipated travel costs will be allowable for reimbursement in accordance with the grant/contract terms.

B. Definitions

1. Definitions of terms used in this Procedure are contained in Annex 1.

C. Forms and Approvals

1. Annex 2 provides a listing of all forms and approval levels employed in this Procedure.

2. All certifications that are required and expressed on College forms must be endorsed by the employee, in ink, with full names typed and legal signature provided.

3. All required and expressed approval certifications on College forms must be endorsed by an appropriate approval authority in ink with full name typed and legal signature provided.
4. All approval authorities, including all expressly authorized designees, must have facsimiles of their legal signature on file with the Division of Administration and Finance.

TRAVEL

A. General Expectations

1. Employees traveling on official College business are expected to exercise the same fiscal care and caution in incurring expenses that a prudent and reasonable person would exercise in the course of traveling on personal business at his/her own expense. Under normal conditions, employees traveling on official business shall provide themselves with sufficient funds of their own for all current expenses. Student travel must adhere to College policy as well as any College Student Manual for Organizations.

B. Travel Under $500.00 (ARRT form is not required)

1. Approvals

   a. All travel reimbursement requests (including out-of-state travel) for which the total expected cost per employee is under $500.00 and which does not include overnight lodging and/or car rental, shall be submitted by the employee for approval to the employee’s Budget Unit Manager and/or Provost/Divisional Vice President. If the authorized College employee works three (3) or more consecutive hours either before or after normal duty hours, the employee may be reimbursed for meals at the standard rate or per contractual agreement.

2. Forms

   a. Approved reimbursement for allowable expenses incurred under $500.00 shall be requested using a completed Payment Voucher and Direct Pay Form. Appropriate original receipts must be included in submission to the Accounts Payable Office.

3. Account Charged

   a. Expenditures for this purpose shall be charged as Meetings/Conferences/Receptions or as Employee Travel (or see current Chart of Accounts).
C. Travel Over $500.00 (ARRT form is required)

1. Approvals
   a. All travel in excess of 24-hour periods, which may also include overnight lodging, car rental, or any travel expense expected to cost (per employee or student) more than $500.00, shall be requested utilizing an ARRT Form signed by the employee and approved by the employee’s Budget Unit Manager and/or Provost/Divisional Vice President and the designated Travel Officer (see Annex 1).

2. Forms
   a. Approved reimbursement for allowable expenses incurred under $500.00 shall be requested using a completed Payment Voucher and Direct Pay Form. Appropriate original receipts must be included in submission to the Accounts Payable Office.

3. Account Charged
   a. Expenditures for this purpose shall be charged as Meetings/Conferences/Receptions or as Employee Travel (or see current Chart of Accounts).

D. Reimbursement Condition: Compliance

1. Expenditures for official travel are reimbursable if they are incurred in accordance with this and all other appropriate College Policies and Procedures.

   It is the responsibility of all parties, including both affected employee or employees and all approval authorities named in this Procedure, to ensure that these procedures are carried out.

E. Exceptions and Interpretations

1. Requests for exception or interpretation of these Procedures should be approved by the Budget Unit Manager and Provost/Divisional Vice President and directed to the individual appointed by the Vice President for Administration and Finance as Travel Officer for review and approval. Exceptions to this Procedure shall be rare and based upon extraordinary and compelling justification.
F. Unanticipated Expenses

1. If the amount approved on an original ARRT Form includes expenses which are in excess of the maximum allowable rates, a Supplementary ARRT Form with justification detailing the circumstances must be submitted to and approved by both the Budget Unit Manager and Provost/Divisional Vice President.

2. If the amount approved on an original ARRT Form is exceeded by ten percent (10%) because of unanticipated expenses, a Supplementary ARRT Form with a justification detailing the extra expense(s) must be submitted to and approved by both the Budget Unit Manager and Provost/Divisional Vice President, to then be processed as above.

G. Permissible Expenses

1. Permissible Travel Expenses
   
a. Reimbursement for travel expenses require prior approval and are permissible if deemed essential to transacting the official business of the College. Only the actual and necessary expenses related directly to customary and generally accepted practice of persons traveling in the performance of College official duties shall be reimbursed.

2. Institutional/individual memberships that are directly College related may be reimbursed.

3. Per Diem Lodging and Meals & Incidental Expense Rate
   
a. Expenses are reimbursed using the regular Federal per diem rate method. Employees authorized to travel are entitled to reimbursement based on table 2 (Maximum Federal Per Diem Rates) accessible on the IRS web site (www.irs.gov). Reimbursement for tips, gratuities, and similar fees are defined as incidental expenses and are factored into the reimbursement rate.

   b. Reimbursement is approved for the full cost of an official convention meal when such a meal is scheduled as an integral part of the convention or conference proceedings. If a meal or meals are included in the registration fee, the allowance for said meal is to be deducted from the per diem subsistence allowance.
c. In any case where the total per diem reimbursement exceeds the current rate of lodging and meals, or meals exceed the current rate, the costs will be considered to be in excess of “actual reasonable expenditures”. See section E, “Exceptions and Interpretations”.

4. Receipts
   a. Original receipts itemizing expenditures are required and must be submitted to the Accounts Payable Office when seeking reimbursement. If the Federal per diem rate is used, proof of travel will be required under the Accountable Plans and Adequate Accounting rule.

   Note: Itemized credit card slips are acceptable as are cancelled checks if both sides are displayed.

5. Supporting documentation shall indicate the mode of transportation used and include distance traveled and claimed for reimbursement, which mileage must be expressed numerically between approved points of travel. Note that reimbursement requests which are based upon transportation and/or claims for mileage or any other permissible expense that is significantly at variance with the customary and generally accepted levels of expense requires a written justification. This justification must be approved by the Budget Unit Manager, Provost/Divisional Vice President, and the individual appointed by the Vice President for Administration and Finance as Travel Officer must accompany the expense reimbursement request.

6. Reimbursement Requests for Travel authorized on a mileage basis for employees using a personal (non-College) vehicle must provide a copy of a valid driver’s license and insurance card to the Travel Office. The points between which travel was made and the distance traveled between each place must be documented in compliance with the Accountable Plan. Mileage for travel on non-scheduled workdays or holidays to anywhere other than the official station (see Annex 1) is reimbursable from the employees home; travel on scheduled workdays will be calculated less normal travel mileage from their residence to the official station.

7. Travel expenses should normally be requested ten (10) business days following travel or on a monthly basis provided that such expenses are at least ten dollars ($10.00). Reimbursement requests will not be processed until the $10.00 minimum threshold amount is obtained or fiscal year closeout occurs.
8. All supporting documentation shall be processed on the payment voucher and include expense item chronology, proper column format and totals. Failure to properly complete related forms will cause a delay in reimbursement of expenses.

9. Certifications: Employee and Approval Authorities
   a. All College employees requesting reimbursement for expenses governed under this procedure shall certify and attest to the accuracy of the reimbursement request and expressly affirm that the reimbursement request is in full compliance with this procedure.
   b. Approval and certification for payment of a Travel Expense Reimbursement Request by a Budget Unit Manager or Provost/Divisional Vice President should be based upon a diligent compliance review of the reimbursement request.

10. Cancellations of Authorization Request for Reception/Travel Form (ARRT)
   a. To cancel an ARRT Form, send a copy of the original ARRT Form, with the cancellation section completed, to the individual designated by the Vice President for Administration and Finance as Travel Officer. Any entries that have been recorded to the financial accounting system should be adjusted accordingly.

H. Impermissible Expenses
   1. Meal costs for one-day trips that do not involve overnight lodging are not reimbursable. In certain cases, the overtime meal allowance applies.
   2. Receptions or other social functions held for or honoring any employee or group of employees of the College (retirement, awards, appointments, etc.), the exception being Employee Recognition Day or an Alumni event approved by the Development Office.
   3. Telephone calls, telegrams, cablegrams, and faxes applying for or inquiring about leave of absence or extension thereof, inquiries as to payment of salary or expense vouchers or, calls concerning any matter of a purely personal nature.
   4. Neither payment nor reimbursements for personal services are allowed, including those appearing on a hotel bill.
   5. Charges for alcoholic beverages.
6. Unless required by contract, no subsistence expenses are allowed an employee at his/her official station, at the place where he resides, or within a radius of ten miles from such station.

7. Reimbursement for meals served as part of transportation accommodations when the cost is included in the transportation charge.

8. Reimbursement for meals served as part of conferences/seminars when the cost is included in the conference/seminar cost.

9. Reimbursement for moving expenses (exception may only be authorized by the Board of Trustees).

10. Reimbursement for traffic violations including overtime parking.

11. Using College equipment or vehicles in a manner which is unsafe or in violation of Federal, State or municipal laws including, motor vehicle laws.

12. Using a College vehicle for any personal obligations or with unauthorized persons.

13. Individuals may not request the use of Stockton vehicles if also requesting air travel, if intention is to park at the airport for the length of the trip.


15. Attending educational, instructional or other conferences which involve out-of-state or out-of-country travel when comparable services are available locally.

I. Exceptions and Interpretations

1. Exceptions to this procedure shall be rare and based upon extraordinary and compelling justifications.

2. The College’s Travel Office shall provide a final determination of permissibility on any question of expenses.

3. The College reserves the right to reject requests and/or impose appropriate disciplinary sanctions as a result of an employee’s impermissible spending in violation of this Procedure and/or violation of any applicable College policy and procedure.
J. Candidate Travel

1. Eligibility
   a. Prospective employees who are invited for College employment interviews are eligible for reimbursement based on the regular Federal per diem rate method Table 2, Maximum Federal Per Diem Rates (www.irs.gov).
   b. College employees may be reimbursed for meals (meal allowances will be given at the standard rate) when accompanying employment candidates either before or after normal duty hours; or pursuant to applicable contractual obligations, but should consult his/her tax advisor as to whether under certain circumstances the amount of such meal allowances is considered taxable income. The employee reimbursement shall require an approved ARRT form for each instance with the name of the candidate and any associated College employees. Only reimbursement for candidates and College employees will be authorized. Original receipts must accompany any request for reimbursement attached to the direct pay. Alcoholic beverages are prohibited.

2. ARRT Forms and Approvals
   a. Reimbursable travel expenses of prospective employees shall require prior approval by the Budget Unit Manager, Provost/Departmental Vice President, and the individual appointed by the Vice President for Administration and Finance as Travel Officer.
   b. Pre-approval, regardless of amount, for prospective employee travel must be requested on an ARRT Form not less than ten (10) business days prior to interview date. “Blanket approvals” may be requested on an ARRT Form for candidates only.

3. Direct Pay Forms and Approvals
   a. Prospective employees, who are authorized to receive travel reimbursement, shall submit a fully completed Direct Pay and Reimbursement Form. Original receipts that substantiate the expenditures for which reimbursement is requested must be attached. The prospective employee’s certification and legal signature must be in ink.
b. The Budget Unit Manager and/or Provost/Divisional Vice President is responsible for the review and approval of a Direct Pay and must forward the form and original receipts to the Accounts Payable Office for reimbursement.

K. Travel Outside the Continental USA: Employees

1. Forms and Approvals

   a. All travel requests for College-authorized travel and reimbursement outside of the Continental United States shall be requested on an ARRT Form and require approval of the employee’s Budget Unit Manager, Provost/Divisional Vice President, the individual designated by the Vice President for Administration and Finance as Travel Officer, and the President.

   b. Approval must be requested not less than twenty (20) business days prior to departure. The request must include a sound justification for approval. Failure to comply with this 20-day lead time requirement may result in denial of request.

   c. Unless approved by the President, no employee should be permitted to travel to areas of the world where the State Department has issued prohibitions on travel or travel warnings. Employees must sign a waiver of liability prior to travel.

2. Employee Responsibilities

   a. It is the sole responsibility of the employee approved for travel outside the Continental USA to ensure that he/she has appropriate insurance coverage; is medically suited for travel, and is fully capable of undertaking this travel.

3. Reimbursement Levels

   a. Reimbursement for foreign travel will be in accordance with the most current IRS Foreign Travel Index (www.irs.gov).

L. Travel Outside the Continental USA: Students

1. A “Request to Transport Students Form” will be prepared by the appropriate Division and approved by the Budget Unit Manager and Travel Officer. All participating students will be listed.
2. Students are to have passports or birth certificates with raised seal.

3. Health insurance policy and medical and emergency evacuation should be examined to ascertain whether coverage is effective (in force) at travel destination. The College’s student health insurance generally is sufficient for most foreign travel.

4. Students must comply with all immunization requirements and immunization records should be on file with the College’s Health Service Office.

5. Each student (parent or guardian if student is under 18 years of age) will sign a Waiver of Liability Form. The form will be kept on file in the Office of Risk Management.

6. The Division of Academic Affairs has prepared a checklist for student travel (including foreign travel). The list is very comprehensive and should be reviewed as a planning tool for student travel.

M. Third Parties: Non-Stockton Persons

1. The College’s Waiver of Liability Form must be signed.

2. As stated previously, health insurance, passports and immunizations are imperative for each traveler.

N. Personally Owned Vehicle (Mileage Basis)

1. Employees may use their private vehicle for official College business if a College-owned vehicle is not available. Mileage at the State of New Jersey Department of the Treasury Office of Management and Budget allowance rate, in lieu of all actual expenses of transportation, is allowed an employee using his/her own automobile on official business away from his/her official station, provided such mode of travel is previously approved by the Budget Unit Manager and/or Provost/Divisional Vice President. In addition to the mileage allowance, parking and toll charges are allowed. Reimbursement for travel to points outside the State by automobile shall be permitted when such arrangements prove to be more efficient and economical than other forms of public transportation. In determining the relative costs of private and public transportation, all associated costs (i.e., tolls, taxicabs, airport, or station transfers, etc.) should be considered.
2. All employees, including student employees, using College-owned or privately-owned vehicles in the performance of their duties for the College or other approved function, must have on file in the Travel Office a copy of his/her valid driver’s license and an insurance identification card.

3. The College insures its vehicles and miscellaneous equipment under a Comprehensive Automobile Liability Policy. This policy contains a blanket non-ownership endorsement, whereby coverage is extended to privately-owned vehicles used in the business of the College to the extent that these limits exceed private liability coverage. The State’s coverage is excess over any valid and collectible insurance.

4. If you are operating your own vehicle and deviate from the course of travel necessary for completing the business purpose trip to handle personal business, you cannot claim a mileage reimbursement for those miles which are attributable to your personal use. If you are using a College vehicle, no deviations for personal use is permitted.

O. Use of Personally-Owned Car for Field Trips

1. Because of the potential liability resulting from the use of a Personally-owned car to transport students on field trips, the College must maintain a record of all such usage.

2. Any employees proposing to use a personally-owned car to transport students must complete a “Statement of Employee Using a Private Automobile to Transport Students” Form and submit it to the designated Travel Officer at least five (5) working days prior to the trip. A copy of the statement must be attached to the Travel Expense Reimbursement Request when claiming reimbursement for mileage or other expenses involved with the trip.

P. Official Station

1. The official station is defined as the College or any of its branch locations or offices. Employees are not entitled to mileage reimbursement from their residence to the official station. The Provost/Divisional Vice President shall designate an employee’s official station. The College follows the IRS regulations with respect to reimbursement for when an employee is assigned to another location or office.
2. If the assignment is infrequent or irregular, reimbursement shall be on the basis of total travel from the employee’s residence to the temporary location, less the normal travel mileage from their residence to the official station. If the assignment is on a recurring regular basis reimbursement shall be on the basis of total travel cost from home to the temporary location or from the official station to the temporary location, whichever is less. Travel on non-scheduled workdays or holidays to anywhere other than the official station is reimbursable from the employee’s home.

Q. College-owned Vehicles

1. The College maintains a central pool of automobiles for use of College employees on official travel within the State and for limited travel outside the State. These vehicles are located at the Office of Plant Management (Building 70). Since the number of available vehicles is not adequate to meet all requirements, they are assigned on a first come, first served basis.

2. Employees must drive College-owned vehicles with care and observe all motor vehicle laws. Students and non-College employees are not permitted in College-owned vehicles unless these passengers have been pre-approved and have signed waivers of liability.

3. College-owned vehicles may not be checked out overnight unless the official travel involves overnight lodging and an ARRT Form for such travel has been approved. Vehicles may not be held more than one (1) night without written justification and authorization. If it is not cost effective for an employee to return to the College to pick up a vehicle, approval must be granted by the designated travel official and a vehicle must be available.

4. Vehicles may be reserved by calling the Office of Plant Management five (5) working days before contemplated travel. Reservations for more than five (5) working days in advance must be in writing on a “Request for College Vehicle” Form. When reserving a vehicle, times of departure and approximate return must be given. The reservation will be canceled if the vehicle is not picked up within one (1) hour of the time scheduled. Vehicles must be returned at designated time since others may be waiting to use them. Persons who continually return vehicles late may be denied future use.
5. The operator of a College-owned vehicle will be provided a credit card, if necessary, for the purchase of gasoline and oil. When the credit card is used, the credit card slip is to be submitted to the Office of Plant Management. The operator must fill out a Vehicle Log Sheet before departure and a Trip Ticket must be completed and turned in when returning the vehicle.

6. Operators of College-owned vehicles are personally responsible for vehicles assigned to or operated by them. If damages result through negligence, misuse, or abuse, the operator shall be charged for such damage and may be subject to suspension.

7. Employees must adequately account for expenses by providing documentary evidence of travel mileage. This evidence must include when applicable, receipts, a statement of expenses, an account book, a diary, or similar records that include each expense at or near the time the expense was incurred.

8. Fines for traffic violations, including overtime parking, shall be paid by the operator of the vehicles responsible for the violation. Fines shall not be reimbursed.

9. Damages to vehicles should be reported to the Office of Plant Management (via completion of the Trip Ticket) and to the Office of Campus Police (Building 71). A vehicle accident report is to be filled out and signed for any accident involving a College vehicle. These forms are available at the Office of Campus Police.

10. Generally, when the number of persons in a group exceeds twenty (20), it is advisable to use a charter bus for the trip, rather than personal or College-owned vehicles.

11. The use of a State vehicle must be noted on all travel approval or payment request documents.

**STAFF TRAINING**

A. Application

1. All regularly scheduled, formal residential or non-residential training functions conducted at a hotel, motel, convention center, residential facility, or at any educational institution or facility. The programs are designed to bring about behavioral change, knowledge, skills, and/or attitudes so that individuals can perform to organization requirements. Upon satisfactory completion of the training, the employee would receive certification in proficiency, CPE credits, or other certificates.
B. Approvals

1. Unless otherwise indicated, the Budget Unit Manager and/or Provost/Divisional Vice President, and the Travel Officer are the approving authorities for Travel and Official Reception expenses that may arise in the course of carrying out staff training functions.

2. Staff training authorization requires the following approvals: Budget Unit Manager and/or Provost/Divisional Vice President, Human Resources and Travel Office.

3. Staff training requests must be submitted for approval not less than twenty (20) business days prior to the proposed staff training function.

C. Forms

1. Requests to engage in staff training require submission of the Staff Training Request form in accordance with the approval process stated above in IV-B.

2. Requests to engage in staff training that contained travel and/or official reception expenses require submission of an ARRT form in accordance with the approval process stated above in IV-B.

D. Account Charged

1. Expenditures for this purpose shall be charged as Faculty/Staff training (or see current Chart of Accounts).

OFFICIAL RECEPTION/ENTERTAINMENT

A. Approvals

1. Requests for approval of College-sponsored Official Reception/Entertainment expenses shall be requested on an ARRT Form and be approved by the Budget Unit Manager and/or Provost/Divisional Vice President and the individual designated by the Vice President of Administration and Finance as Travel Officer. Request for approval must be submitted not less than ten (10) business days prior to the planned and scheduled event.

B. Forms

1. The following information must be supplied and provided on all ARRT forms:
Procedure # 6412
Travel Procedure

a. The name or other identity of group(s) and function(s) (no abbreviations or acronyms);

b. Purpose of the function expressed, insofar as possible, in terms of goal(s) or objective(s) of the College program under which the function is being conducted;

c. Composition of group (i.e., students, faculty, staff, trustees, etc.);

d. Names and titles of all College employees included in group;

e. Other information or justification which demonstrates appropriateness of function and benefit to the College/State of New Jersey.

C. Account Charged

1. Official Reception/Entertainment Expenses should be charged to the Meetings/Conferences/Receptions account.

D. Permissible Expenses

1. Sponsored, all-College programs and activities, such as commencement and orientation program;

2. Official reception costs related to College-sponsored programs involving visiting officials and/or dignitaries from other federal, state or local government jurisdictions.

3. Meal costs for employees involved in official College business activities under conditions which would make them eligible for overtime meal allowance are authorized;

4. Costs of meals and refreshments for all officially scheduled receptions, meetings, or conferences, provided that such expenses can be directly related to the accomplishment of one or more of the officially established goals or objectives.

5. Official reception expenses related to the entertainment of College-sponsored groups, committees, task forces and workshop participants. A list of attendees and an official agenda must accompany the ARRT Form.

CREDIT CARDS

A. “Authorized User” or “Cardholder” means a person (employee) to whom a credit card is issued. Credit cards will be issued to individuals responsible for study tours and/or substantial and regularly ongoing
student travel and recruitment.

B. Responsibilities of Authorized User or Cardholder

1. Those entrusted are required to “use” any credit card issued on behalf of the College, according to the procedures established herein, while consistently applying “best business practices”. All employees utilizing credit cards (of the College) while conducting business are expected to exercise the same fiscal care and caution in incurring expenses that a prudent and reasonable person would exercise in the course of conducting personal business at his/her own expense.

2. All authorized users that have been issued a credit card are responsible for the physical safeguarding of the credit card. It is that cardholders’ sole responsibility to take appropriate action should a credit card be missing.

3. It is the responsibility of each cardholder to review and provide adequate documentation to support all charges to the account. All unsupported charges or those that are determined as not being of business natures will be charged back to the cardholder. Such charges are unacceptable and are in violation of this procedure. Expenditures are reimbursable if they are incurred in accordance with this and all other appropriate College Policies and Procedures. The College reserves the right to impose appropriate disciplinary sanctions as a result of an employee’s impermissible spending in violation of this procedure and/or violation of any applicable College policy and procedure.

4. Upon return from approved travel you may submit your charge-card receipts immediately after making a payment, or, you may wait until you receive the bill. In either case, the travel expenses must be submitted with a travel reimbursement form. All original receipts will need to be sent to the Accounts Payable Department for travel audit. Use of the card for personal expenses is not allowed.

5. It is the responsibility of the cardholder to review and comply with the “Commercial Credit Agreement” enclosed with the original issuance of each credit card. Additional fees incurred may be charged back to the employee unless justification is submitted along with other supporting documentation for payment; e.g. the credit card provider may charge the following fees: over limit fee, copy fee, replacement card fee, etc.