



Travel Reimbursement Policies & Procedures
Requesting Authorization & Reimbursement
Effective Date: April 18, 2019
Board Approval: April 18, 2019

1. Purpose

- 1.1. To provide policy and procedures for employees at the Tooele Tech to obtain approval for college related travel and to detail how the employee will be reimbursed for authorized expense.

2. Policy

2.1. Authorization Procedure

- 2.1.1. In the event college business requires an employee to travel (local, in-state or out-of-state) the employee must follow the procedures outlined in the policy to assure proper employee conduct, compensation and/or expense reimbursement.
- 2.1.2. All absences from the college campus by employees must be coordinated with supervisors
- 2.1.3. Local travel not exceeding 50 miles one-way does not require advance approval for mileage reimbursement; however, the employee must still coordinate being away from the college during normal business hours with their supervisor.
- 2.1.4. In-state business travel exceeding 50 miles one-way requires verbal or written pre-approval by the employee's supervisor for mileage reimbursement. Such requests may necessitate the employee supplying the supervisor with documentation about the purpose of the trip
- 2.1.5. All travel outside of the state requires approval from the President.
- 2.1.6. Budgets will be considered before approving any employee travel which will require reimbursement of travel expenses.

2.2. Reimbursement

- 2.2.1. To be reimbursed for travel expenses, the employee must fill out a travel reimbursement form and attached all pertinent documentation and deliver the completed form to the fiscal department.
- 2.2.2. Employees are not to be reimbursed for entertainment or other personal expenses not related to the purpose of the trip.

2.3. Tooele Tech Vehicle

- 2.3.1. Employees are encouraged to use a Tooele Tech Vehicle when possible.
- 2.3.2. Only employees of Tooele Tech with approved driving records and who have completed the safe driving course are authorized to drive college vehicles. Employees are required to provide a copy of their current driver's license to the individual assigned to record fleet data.
- 2.3.3. The employee is responsible for obtaining the vehicle key from Student Services, completing the key log, ensuring the gas card is in the vehicle, completing the Vehicle Log, returning the keys to the proper place, and returning the car clean and ready to be used by the next person.

- 2.3.4. Gas cards will be used to purchase petroleum products and other vehicle supplies as outlined on the card. Gas cards may not be used to purchase products or supplies for personal vehicles.
- 2.3.5. The driver is responsible to ensure that all passengers fasten seatbelts and observe all other safety procedures. All traffic laws must be observed. Deliberate or inadvertent violation of the law could constitute negligence on the part of the driver.
- 2.3.6. College vehicles are not to be used for personal use except for incidental use appropriate to the situation or for commuting to and from employee's residence.
- 2.3.7. Any knowledge of needed repairs, malfunctions, accidents or damage to vehicle must be reported immediately.

3. Travel Allowance

- 3.1. Tooele Tech will reimburse employees (or Board members) for travel, meals and out-of-pocket expenses as follows:

3.2. Lodging Expense

- 3.2.1. Employees will be reimbursed in full for lodging expenses with the exception of incidental personal items billed by hotels such as meals, phone calls, and entertainment.
- 3.2.2. When it is necessary to pre-approve lodging expenses, arrangement can be made with Accounts Payable in Fiscal Services and the employee's supervisor.

- 3.3. Car rental must be approved in advance and be secured through a vendor approved by the fiscal office.

3.4. Meals

- 3.4.1. Unless the employee has requested to be reimbursed for the actual cost of meals, reimbursement for meals and incidentals will be computed on a per diem basis.
- 3.4.2. The current state travel per diem rates will be available in the fiscal office.
- 3.4.3. Unless special circumstances are communicated to the fiscal office, employees are not normally reimbursed for breakfast when the employee leave after 7:00 am, the event provides meals, or for dinner when the employee returns home before 6:00 pm.
- 3.4.4. Employees authorized in advance by the President may pay for meals with college p-cards when such meals serve a business purpose or while attending a college or civic function.

3.5. Mileage Reimbursement

- 3.5.1. Tooele Tech will reimburse an employee who uses their personal vehicle for travel done in behalf of the College based upon the published federal standard mileage rate. To qualify for reimbursement, the employee must receive prior authorization from their supervisor.
- 3.5.2. Mileage reimbursement, city to city, will be determined by:
 - 3.5.2.1. Actual miles traveled and documented on the travel reimbursement form
 - 3.5.2.2. Mileage outlined using any reputable online GPS service; or

- 3.5.2.3. By using a pre-determined mileage form of frequently traveled placed as prepared and approved by the Vice President of Finance.
- 3.6. Tooele Tech will reimburse for parking, taxi and other incidental expenditures, upon paid receipt. The College will not reimburse for any personal telephone calls or entertainment.