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ADMINISTRATIVE RULE

Rule Number/Name:	060.001.000 – Travel and Transportation
Responsible Department:	Business Office
Authority:	Chief Financial Officer

Overview

Columbia Gorge Community College (“CGCC”) seeks to ensure that the rules and procedures related to travel and transportation are documented, communicated, clearly understood, and consistently applied. All college reimbursed travel requires an authorized travel request form completed and approved 15 days prior to travel. The purpose of travel is for the accomplishment of college business which cannot be accomplished by remote access or correspondence. Such travel is to be accomplished at the lowest possible cost to the college.

Applicability

The following persons are eligible for travel-expense reimbursement:

Employees: CGCC employees may be reimbursed for expenses incurred in connection with official travel. This may include employees under contract with CGCC.

Board of Education Members: Board of Education members may be reimbursed for actual and reasonable expenses, including all travel-related expenses listed in this administrative rule.

Students: Students who travel as employees or officially designated representatives of CGCC may be reimbursed for travel expenses.

This administrative rule applies to all CGCC employees, Board of Education members, and those seeking reimbursement from CGCC for travel.

Administrative Rule Statement

CGCC will reimburse employees, Board of Education members, and students for expenses incurred while traveling on official CGCC business. Such reimbursement is subject to all applicable statutes, regulations, bargaining agreements, contracts, administrative rules, procedures, and budget availability.



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A travel advance may be requested by a traveler who is planning to take a specific trip or attend a meeting authorized by CGCC. An advance payment may be requested if estimated out-of-pocket expenses are over \$100.

Any travel-related allowable expenses prepaid by travelers (by cash or credit card) can be claimed as reimbursement at the conclusion of the trip, or included as a part of a travel advance. The purpose of a travel expense advance is to defray some costs the traveler may incur while traveling on official business. The advance is to be used for authorized reimbursable expenses only. The Travel Advance is not a loan. The Travel Advance is not to pay for airfare, car rentals or for use of privately-owned vehicles. The Travel Advance is not to pay expenses for others.

Other Sections Specific to the Administrative Rule

Local/Same-Day Travel

Local travel reimbursements are limited to mileage and direct costs such as registration fees and public transportation. Mileage is reimbursed according to the current IRS rate, which is automatically updated as necessary in CNF. The cost of meals for local travel will not be reimbursed unless certain requirements are met as set forth below:

Private Vehicle Mileage

Private vehicle mileage reimbursement is allowed for travel on official CGCC business based on the most direct route.

Private vehicle mileage reimbursement requires the traveler to have a current driver's license and auto insurance. The private vehicle expenses such as gas, oil, repairs, tires, insurance, registration fees, licenses, and depreciation (or lease payments) attributable to the portion of the total miles driven will not be reimbursed.

Travel between campuses is reimbursable if the employee must leave his/her primary work location to travel to the alternative campus within the workday. **Commuting mileage is not included.**

For more information, see Appendix A – Mileage Reference Chart.

In addition, a traveler acting in the official capacity of a CGCC representative may be reimbursed for a meal when the following criteria are met:



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1. The traveler is attending a conference, seminar, convention, board meeting, or committee meeting as a representative of CGCC;
2. A meal is not served as part of the meeting; AND
3. The meeting is not a social or fund-raising function.

Or:

1. The cost of a meal served during a meeting or event is not included in the registration fee; AND
2. The menu and cost are arranged by the event organizers and are beyond the control of the traveler.

Miscellaneous Business-Related Expenses for Same-Day Travel

Miscellaneous business-related expenses are reimbursable. Personal expenses are not reimbursable. All miscellaneous business-related expenses must be itemized. These expenses are subject to approval by CGCC.

The following same-day expenses will not be reimbursed:

- Home-to-office travel
- Deviations from the most direct and usually traveled route
- Expenses incurred because the traveler is accompanied by a spouse/partner or family members
- Travel expenses associated with personal travel
- Cost of alcoholic beverages

Expenses for Overnight Travel

Lodging

Lodging expenses are reimbursed at the actual cost of lodging, including room rate, tax, and other direct lodging expenses. Receipts are required for reimbursement. Whenever possible, a traveler should obtain a discounted group/government rate.

Meals

Per Diem



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Reimbursement is based on the current per diem rate, and no receipts are required for reimbursement. Per diem includes incidental costs such as gratuities, and these types of expenses cannot be listed or reimbursed separately. Applicable meal and incidental expense per diem may not be claimed if a meal is provided at a hosted function (e.g., a conference registration fee includes a meal). **The first and last day of travel are reimbursed at a 75% rate.** The per diem rate for a full day's meal and incidental expenses is apportioned as follows:

- Breakfast: 25%
- Lunch: 25%
- Dinner: 50%

For more information, see GSA Per Diem Resource - <https://www.gsa.gov/travel-resources>

No allowance is provided for lunch during local/same-day travel unless the traveler is attending an official business meeting and the meal is either not included as part of the meeting or in the registration fee, and the meeting is not a social or fundraising function (see "Actuals" below).

Actuals

When the actual cost of meals and incidental expenses exceeds the per diem rate for the traveler's destination, receipts for actual expenses may be submitted for reimbursement (including gratuities up to 15 percent). Reimbursement for actual meal expenses is subject to approval by CGCC.

These meals are considered working meals and are not taxable to the employee. Proof of payment and a copy of the meeting announcement that shows a clear business purpose and the meal as part of the agenda are required for reimbursement. **The cost of alcoholic beverages will not be reimbursed.**

Mileage

Private vehicle mileage reimbursement is allowed for travel on official CGCC business based on the most direct route as follows:

- Mileage to and from the overnight destination
- Mileage to and from the air terminal that would normally be used for departure (if applicable)
- Vicinity mileage from hotel to official business sites



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Commuting mileage should be deducted where appropriate. **A copy of an internet trip search validating the travel route is required for reimbursement outside of the approved travel distance.** For more information, see Appendix A – Mileage Reference Chart.

Private vehicle mileage reimbursement is allowed for travel on official CGCC business based on the most direct route.

Other Transportation

CGCC recognizes that a traveler may utilize various modes of transportation during a single trip. The traveler is responsible for selecting the most cost-effective and efficient transportation method possible. Cost-effective and efficient includes carpooling when more than one individual attends the same event or meeting.

Airfare

A traveler is to fly coach / economy class. Airfare may be booked online. A receipt are required for reimbursement. The traveler is expected to make appropriate travel decisions based on the start and end times of events/meetings that he/she is attending.

Baggage and luggage fees are a reimbursable expense, although the traveler should consider extra fees charged by the airline before making travel arrangements and plan accordingly. Receipts are required for reimbursement.

Airport shuttle or transportation to/from the airport is considered a reimbursable expense. Receipts are required for reimbursement, and the traveler should strive to use the most cost-efficient method of transportation available.

Vehicle Rental

Vehicle rental expenses may be reimbursed when renting a vehicle is the most efficient means of transportation available. Receipts are required for reimbursement of vehicle rental expenses. The traveler will be reimbursed for the cost of the rental and fuel, but will not be reimbursed for mileage.

The rental of SUVs and luxury vehicles is not allowed. If a traveler receives an upgrade because other vehicles are not available, the rental car agency must make note of this on the invoice.

Other Forms of Transportation



A traveler may be reimbursed for the costs of other modes of transportation to and from appropriate business sites, including taxi, Uber, Lift, Metro, bus, etc. Parking and garage fees are also considered reimbursable expenses. Receipts are required for reimbursement, and the traveler's destination should be noted on each receipt.

Travelers are expected to share transportation whenever possible, and are expected to utilize the most economical and efficient method of transportation available. Multiple employee mileage reimbursement for the same event require prior Vice-Presidential approval and will not be reimbursed without prior approval.

International Travel

International travel for official CGCC business purposes may be approved on a case-by-case basis by the President. Visa and passport expenses may be reimbursed.

Miscellaneous Business-Related Expenses for Overnight Travel

Miscellaneous business-related expenses are reimbursable. Personal expenses are not reimbursed. All miscellaneous business-related expenses must be itemized. These expenses are subject to approval by CGCC.

The following overnight expenses will not be reimbursed:

- Home-to-office travel
- Deviations from the most direct and usually traveled route
- Expenses incurred because the traveler is accompanied by a spouse/partner or family members
- Travel expenses associated with personal travel
- Cost of alcoholic beverages

Travel and Transportation Reimbursement

Requests for reimbursement should be created within 30 days after the trip has been completed. **Requests submitted outside the close of the fiscal year in which the travel occurred will not be reimbursed.** Filing reimbursement requests in CNF beyond the reasonable period may result in the reimbursement payment being taxable as wages to the employee and/or being denied.



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When receipts are required, they should show itemization of expenses. Original, itemized receipts should be provided to the Business Office and attached to the request in the Travel and Expense system in CNF.

Definitions

1. Commuting mileage: Travelers standard commute from your home to campus.
2. Miscellaneous Business-Related Expenses: expenses that include but are not limited to:
 - Fax
 - Internet / WiFi
 - Postage
 - Materials and supplies purchased to meet an immediate business need
 - Visa and passport expenses
 - Tolls
3. Per Diem: the daily reimbursement rate for meals and incidental expenses (including tips) established by the U.S. General Services Administration.
4. CNF (Reimbursement and Purchasing System): The Reimbursement and Purchasing System (CNF) Travel and Expense module is used to process purchase order and travel request forms. CNF user accounts are set based on the departments and funds each user supports.
5. Travelers: employees and Board of Education members traveling on official CGCC business, and students who travel as employees or officially designated representatives of CGCC.
6. Travel Expenses: transportation, mileage, per diem, lodging, registration fees, and parking.

Interpretation of Administrative Rule

The President and Chief Financial Officer maintain authority of interpretation of this administrative rule.

Cross Reference to Related Administrative Rules



Not Applicable

Further Information

Accounting Specialist III- Accounts Payable
Email: accountspayable@cgcc.edu (541) 506-6053

Appendix

1. Appendix A – Mileage Reference Chart
2. Travel Request Form