

PROCEDURE 748

TITLE: Travel on College Business
NUMBER: 748
AUTHORIZED BY PRESIDENT: 9/5/2017
AMENDED BY PRESIDENT: N/A

A. EMPLOYEE TRAVEL

1. Prior Approval

- a. Travel requests for college business must be approved by the appropriate authorities (see A.1.b) prior to the date of the travel. The employees requesting travel approval must:
 - i. Complete a Travel Authorization Form by filling in the anticipated travel/itinerary information.
 - ii. Sign it.
 - iii. Obtain appropriate authorizing signature(s) including budget approval (see A.1.b).
 - iv. Submit original to the Business Office prior to booking travel arrangements/accommodations and before traveling for college-related purposes.
- b. Requests for travel require various levels of approval on the Travel Authorization Form depending on the type and length of travel.
 - i. Day trips require approval signatures by the supervisor and the budget authority.
 - ii. Overnight trips within the State of Washington require approval signatures by the supervisor, budget authority and respective vice president.
 - iii. All of out-of-state travel requires approval signatures by the supervisor, budget authority, vice president, and president.

2. Group Travel

- a. For the purpose of this procedure, group travel is defined as a group of employees and/or students traveling together in a college-owned 12-plus passenger van, 12-plus passenger van rental, chartered shuttle, bus or similar mode of transportation.
- b. For all group travel, on the day of the travel, a Vehicle Manifest Form must be completed indicating the names and signatures of all travelers/participants who physically board the van or a chartered vehicle. This manifest shall be either physically placed in the exterior mailbox on the back side of Syre Student Center next to the college-owned van parking and/or digitally sent (i.e. scan, photo) to safety@whatcom.edu prior to travel commencing.

3. Reimbursement

- a. Upon return from travel status, an employee must complete a Travel Expense Voucher Form. To complete the form, employees requesting reimbursement must:
 - i. Fill in travel information, including traveler name, employee ID number, and trip itinerary.
 - ii. Attach receipts for commercial facility, rental car, credit card, and any other expenses incurred related to the approved travel.
 - iii. Obtain authorizing signature(s).
 - iv. Submit original travel expense voucher to the Business Office for processing. A completed and approved Travel Authorization Form must be on file in the Business Office before a travel expense voucher will be processed.

- b. Forms are processed by the Business Office and employees are notified when reimbursement checks are available for pickup at the cashier's station. Reimbursements which are to be mailed directly to employee should be so noted on the Travel Expense Voucher Form.
 - c. The Business Office may makes payments directly to commercial carriers, state approved vehicle rental agencies, and travel agencies as arranged.
 - d. Reimbursement rates for subsistence, lodging, and mileage are listed in office of financial management (OFM) regulations.
 - i. Lodging is reimbursed at actual cost up to allowable per diem. A receipt is required for reimbursement. Employees make their own lodging arrangements and reservations.
 - ii. For lodging rates that exceed the maximum per diem amount, traveler must complete the Exceeding Maximum Lodging Per Diem Form prior to approval. Exceptions to the maximum allowable lodging rates are outlined in [SAAM Chapter 10.30.20](#), as well as on the back of the form.
 - iii. Per diem rate information can be found at <http://ofm.wa.gov/resources/travel.asp> and the U.S. General Services Administration website at www.gsa.gov.
 - iv. For air travel, rental car or train reservations contact the Business Office for current procedure.
4. Cancellations
- a. Employees shall notify the Business Office as soon as possible when an approved travel arrangement is cancelled.
5. Meals
- a. For overnight travel assignments, the agency-determined meal periods (see A.4.c) are used to determine when a traveler is entitled to a meal.
 - b. For non-overnight travel assignments, the following two criteria must be met to receive a meal allowance:
 - i. Three Hour Rule: A traveler may be reimbursed for meal expenses only when the traveler is in travel status for the traveler's entire regularly scheduled working hours plus an additional three hours. The three hours may consist of hours occurring before, after, or a combination of both before and after the traveler's regularly scheduled working hours for the day.
 - ii. In travel status during the entire meal period: Travelers must be in travel status during the entire agency-determined meal period(s) in order to qualify to collect meal payments for meal(s).
 - c. Established meal periods for WCC employees are:
 - i. Breakfast: 6:30 a.m. to 7:30 a.m.
 - ii. Lunch: 11:30 a.m. to 1:00 p.m.
 - iii. Dinner: 5:30 p.m. to 6:30 p.m.

B. STUDENT TRAVEL

Student funds may be used to pay travel expenses of individuals who officially represent the associated students in an activity which is generally related to the entire student body. Students are required to travel with an instructor/advisor.

1. Prior Approval

- a. Travel requests for college business must be approved by the appropriate authorities (see A.1.b) prior to the date of the travel. The employee(s) requesting travel approval on behalf of a student or students must:
 - i. Complete a Travel Authorization Form by filling in the anticipated travel/itinerary information.
 - ii. Complete page two of the Travel Authorization Form with the anticipated names of the students and/or employees participating in the trip.
 - iii. Sign it.
 - iv. Obtain appropriate authorizing signature(s) including budget approval (see A.1.b).
 - v. Submit original to the Business Office prior to booking travel arrangements/accommodations and before traveling for college-related purposes.

- vi. A copy of the completed/approved Travel Authorization Form will be sent to Conference & Event Services by the Business Office if utilizing college-owned vans for travel. Use of college-owned vans also requires completion of the Van Request Form. See section D for additional requirements for use of 12-plus passengers vans, either college-owned or rented.
2. Student travel consent, risk waiver, and liability forms must be completed by students participating in approved college travel and retained by the employee coordinating the travel or appropriate department.
3. Employees and students traveling for student-related activities shall also comply with travel expectations as defined by the Office of Student Life and Development.
4. Please see section A.2 for reimbursement rules and procedures.
5. Students choosing not to ride in the scheduled college-owned/rented vehicle do so at their own risk and expense, as outlined on student consent forms.

C. DRIVER REQUIREMENTS

1. Must be an employee of the State of Washington.
2. Must hold a valid Washington State driver's license.
3. Must be 18 years of age.
4. Must have at least two years of driving experience.
5. Must have personal auto liability insurance.
6. Must complete and pass van driver safety training if driving a college-owned or rented 12-plus passenger van.

D. 12-PLUS PASSENGER VANS

Drivers of college-owned and/or rented 12-plus passenger vans are required to comply with the requirements in section C. In addition, drivers must complete and pass the van driver safety course as administered through the WCC Safety & Security Office.

1. Requests for use of college-owned vans can be made using the Van Request Form. Once submitted, a completed Travel Authorization Form must be submitted to the Business Office within two weeks of making a college-owned van reservation.
2. Use of college-owned vans requires completion of the Van Use Agreement as administered by Conference & Event Services. This form includes information such as vehicle mileage and condition.
3. On the day of the travel, a Vehicle Manifest Form must be completed indicating the names and signatures of all travelers/participants who physically board the van or a chartered bus. This manifest shall be either physically placed in the exterior mailbox on the back side of Syre Student Center next to the college-owned van parking and/or digitally sent (i.e. scan, photo) to safety@whatcom.edu prior to travel commencing.

E. USE OF STATE VEHICLES

1. State vehicles may only be used for authorized college business.
2. Vehicles purchased or leased with either college or ASWCC funds are considered to be state-owned and the responsibility of the college.
3. To be authorized to use college-owned vehicles, employees and students must furnish a copy of their valid driver's license (appropriate to the vehicle being driven) with a state ID number, the name of their insurance company, and the policy number showing proof of state-required liability insurance. In addition, it is strongly encouraged that all drivers have "driver of other car" coverage on their personal vehicle liability policy.
4. Responsibility for the use and control of a college-owned vehicle shall remain with the employee from the time and date the vehicle is picked up until the vehicle is returned.

F. INSURANCE

Washington Self-Insurance Liability Program (SILP) is used to pay tort claim judgments and settlements arising from general liability and vehicle liability for which the state is found to be wholly or partially negligent.

The SILP provides coverage for state agencies, including Whatcom Community College. The SILP provides auto liability coverage for state owned and rented vehicles driven on state business in the United States and Canada.

The state of Washington may, under certain circumstances consistent with OFM policy, attempt to first collect any claims arising from the operation of the college vehicle from the driver's private insurance carrier.

G. RELATED DOCUMENTS

1. Travel Authorization Form
2. Van Request Form
3. Van Use Agreement
4. Vehicle Manifest Form
5. Exceeding Maximum Lodging Per Diem Request Form
6. Student Consent and Risk Waiver Liability Form
7. Travel Expense Voucher (for reimbursement of travel-related expenses)

H. RESOURCES

1. Office of Financial Management – [SAAM Policy Chapter 10: Travel](#)
2. Washington State Department of Enterprise Services – [Enterprise Wide Transportation Policy](#)