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**Travel and Expense Reimbursement  
Policy and Procedures**

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# **Travel and Expense Reimbursement Policy and Procedures**

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## **I. Philosophy and Scope**

Frederick Community College (“FCC” or the “College”) is a public institution which relies on public funding. As such, employees and members of the Board of Trustees are fiscally responsible and accountable for all College expenditures. FCC reimburses authorized travelers for reasonable, necessary, and approved expenses incurred while traveling on official College business. This Policy and Procedures complies with Internal Revenue Service (IRS) Rules.

The College Travel and Expense Reimbursement Policy and Procedures provides guidelines and establishes procedures for all authorized travelers who incur expenses while on official College business and related travel, regardless of funding source. Certain provisions of this Policy and Procedures may not apply to students traveling for College-sponsored activities. Guidelines and procedures are outlined in general terms and may not cover every possible situation. Contact the Vice President for Finance and Human Resources for clarification as needed.

To safeguard the interests of the College, every effort should be made to encourage conservative use of College resources for business and travel related expenses. It is the policy of the College that cash advances are not authorized.

Each employee and member of the Board of Trustees should be familiar with this Policy and Procedures prior to travel to determine allowable expenses and procedures. The authorized traveler is responsible for submitting to Accounts Payable all forms and detailed receipts related to his/her travel.

Supervisors and Senior Leaders are accountable for use of College funds and must verify that all travel is budgeted and expenditures are charged to the proper account(s). They are also the required signatories for the Non-Local Travel with Accommodations Request Form (TARF) and Travel Expense Reimbursement Form (TERF).

The College recognizes three types of travel: (1) local, (2) non-local, and (3) non-local with accommodations.

## **II. Definitions for the Purpose of this Policy and Procedures**

- A. **“Authorized traveler”** means any individual, including members of the Board of Trustees, authorized by the College to travel for a business-related purpose.
- B. **“Local travel”** means any travel within Frederick County.
- C. **“Non-local travel”** means any travel outside of Frederick County.
- D. **“Non-local travel with accommodations”** means any travel outside of Frederick County that requires an overnight stay.
- E. **“Non-Local Travel with Accommodations Request Form (TARF)”** refers to the form used to request pre-approval for non-local travel with accommodations. An individual must obtain approval from their supervisor and Senior Leader prior to making arrangements for non-local travel with accommodations.  
([www.frederick.edu/tarf-form](http://www.frederick.edu/tarf-form))

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- F. **“Senior Leader”** refers to a member of the Senior Leadership Team, the President’s leadership group comprised of the President, the Provost/Vice President for Academic Affairs, the Vice President for Learning Support, the Vice President for Continuing Education and Workforce Development, the Vice President for Finance and Human Resources, the Chief Information Officer, the Special Assistant to the President for Institutional Effectiveness, and the Chief of Operations.
- G. **“Supervisor”** refers to the administrator or faculty member with the designated responsibility of conducting performance appraisals for the employee, with the exception of adjunct faculty who are supervised by Department Chairs.
- H. **“Travel Expense Reimbursement Form (TERF)”** refers to the form used to request reimbursement for expenses for all three types of travel. Itemized receipts must accompany a TERF in order for reimbursement for allowable expenses to occur. ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form))
- I. **“Assigned work site”** refers to either the FCC main campus or the Monroe Center where the employee is primarily assigned.

### **III. Local Travel**

#### A. Pre-Approval

Local travel does not require submission of a Non-Local Travel with Accommodations Request Form (TARF), but does require prior approval from the employee’s supervisor.

#### B. Reimbursement

Itemized receipts are required for all expenses. It is suggested that authorized travelers keep copies of submitted receipts for their own files.

Authorized travelers must submit their reimbursement request on a Travel Expense Reimbursement Form (TERF) ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)), along with itemized receipts, to Accounts Payable within thirty (30) days of completion of travel. A separate TERF must be filed for each traveler, even if joint travel occurred.

The supervisor and Senior Leader for the authorized traveler must approve and sign the TERF in order for reimbursement to take place. The supervisor and Senior Leader are responsible for reviewing the TERF for compliance with College travel procedures and to ensure use of the correct account number and availability of funds. FCC has the right to deny reimbursement, or charge an employee if a College credit card was used, for any unauthorized expenses.

#### C. Allowable Expenses

The following are allowable expenses for local travel:

##### 1. Transportation

- a. **Personal Vehicles:** Use of an employee’s personal vehicle for College business requires the employee to possess a valid driver’s license and to carry personal automobile liability insurance. Personal auto insurance will be

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primary in the event an accident occurs while traveling on College business. Damage to a privately owned vehicle used for College business is covered by the individual's private insurance. The College does not assume responsibility for the cost of repairs to the vehicle or other costs whether they result from the authorized traveler's actions or the actions of others. The College will not reimburse parking or moving violations.

Use of an authorized traveler's personal vehicle may be reimbursed at the current IRS mileage rate. In addition to the mileage rate reimbursement, an employee will be reimbursed for parking and tolls. Mileage reimbursement will be based on the round trip mileage between the employee's assigned work site and the business destination. Each leg of a trip must be itemized on the TERF. If an employee departs from or returns to their home instead of their assigned work site, only the miles in excess of their normal daily commute will be reimbursed. The cost of traveling between the employee's residence and an assigned work site is considered a personal commuting expense and therefore is not reimbursable.

- b. Public or Ground Transportation: Transportation costs with reasonable tips (not to exceed 20%) will be reimbursed with a receipt. Allowable public or ground transportation expenses are transportation to, from, and between places of business and the train or bus station.
2. Conference Registration Fees

Upon supervisor's approval for attendance at a conference, any conference registration fees paid directly by the employee attending the conference are eligible for reimbursement. The expenses can be submitted for reimbursement on the TERF ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)).

### **IV. Non-Local Travel**

#### **A. Pre-Approval**

Non-local travel does not require submission of a Non-Local Travel with Accommodations Request Form (TARF), but does require prior approval from the employee's supervisor. Meals during non-local travel may be allowable in some circumstances with a supervisor's written pre-approval (see Section IV C.3.).

#### **B. Reimbursement**

Itemized receipts are required for all expenses. It is suggested that authorized travelers keep copies of submitted receipts for their own files.

Authorized travelers must submit their reimbursement request on a Travel Expense Reimbursement Form (TERF) ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)), along with itemized receipts and any written pre-approvals for meals, to Accounts Payable within thirty (30) days of completion of travel. A separate TERF must be filed for each traveler, even if joint travel occurred.

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The supervisor and Senior Leader for the authorized traveler must approve and sign the TERF in order for reimbursement to take place. The supervisor and Senior Leader are responsible for reviewing the TERF for compliance with College travel procedures and to ensure use of the correct account number and availability of funds. FCC has the right to deny reimbursement, or charge an employee if a College credit card was used, for any unauthorized expenses.

### **C. Allowable Expenses**

The following are allowable expenses for non-local travel:

#### **1. Transportation**

- a. **Personal Vehicles:** Use of an employee's personal vehicle for College business requires the employee to possess a valid driver's license and to carry personal automobile liability insurance. Personal auto insurance will be primary in the event an accident occurs while traveling on College business. Damage to a privately owned vehicle used for College business is covered by the individual's private insurance. The College does not assume responsibility for the cost of repairs to the vehicle or other costs whether they result from the authorized traveler's actions or the actions of others. The College will not reimburse parking or moving violations.

Use of an authorized traveler's personal vehicle may be reimbursed at the current IRS mileage rate. In addition to the mileage rate reimbursement, an employee will be reimbursed for parking and tolls. Mileage reimbursement will be based on the round trip mileage between the employee's assigned work site and the business destination. Each leg of a trip must be itemized on the TERF. If an employee departs from or returns to their home instead of their assigned work site, only the miles in excess of their normal daily commute will be reimbursed. The cost of traveling between the employee's residence and an assigned work site is considered a personal commuting expense and therefore is not reimbursable.

- b. **Public or Ground Transportation:** Transportation costs with reasonable tips (not to exceed 20%) will be reimbursed with a receipt. Allowable public or ground transportation expenses are transportation to, from, and between places of business and the train or bus station.

#### **2. Conference Registration Fees**

Upon supervisor's approval for attendance at a conference, any conference registration fees paid directly by the employee attending the conference are eligible for reimbursement. The expenses can be submitted for reimbursement on the TERF ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)).

#### **3. Meals**

Meals during non-local travel may be allowable in some circumstances, such as an extended workday, with supervisor written pre-approval (an email is sufficient documentation). Each meal will be reimbursed for the actual cost as evidenced by

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an itemized receipt, up to the following limits for each meal. These limits include taxes and a reasonable gratuity (not to exceed 20%):

Breakfast - \$12

Lunch - \$18

Dinner - \$30

If a meal is included in meeting, event, or conference fees, an employee may not receive reimbursement for that meal.

### **V. Non-Local Travel With Accommodations**

#### **A. Pre-Approval**

Non-local travel with overnight accommodations must be requested and approved through the Non-Local Travel with Accommodations Request Form (TARF) ([www.frederick.edu/tarf-form](http://www.frederick.edu/tarf-form)). The authorized traveler may begin making travel arrangements only after he/she has obtained approval from his/her supervisor and Senior Leader. Authorized travelers are expected to use College funds responsibly and make their travel arrangements accordingly, using the most cost-effective transportation and accommodations available.

International travel must follow the [International Travel Policy and Procedures](#).

#### **B. Reimbursement**

Itemized receipts are required for all expenses. It is suggested that authorized travelers keep copies of submitted receipts for their own files.

Authorized travelers must submit their reimbursement request on a Travel Expense Reimbursement Form (TERF) ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)), along with itemized receipts and a copy of the approved TARF, to Accounts Payable within thirty (30) days of completion of travel. A separate TERF must be filed for each traveler, even if joint travel occurred.

The supervisor and Senior Leader for the authorized traveler must approve and sign the TERF in order for reimbursement to take place. The supervisor and Senior Leader are responsible for reviewing the TERF for compliance with College travel procedures and to ensure use of the correct account number and availability of funds. FCC has the right to deny reimbursement, or charge an employee if a College credit card was used, for any unauthorized expenses.

#### **C. Allowable Expenses**

The following are allowable expenses for Non-Local Travel with Accommodations:

##### **1. Transportation**

- a. **Personal Vehicles:** Use of an employee's personal vehicle for College business requires the employee to possess a valid driver's license and to carry personal automobile liability insurance. Personal auto insurance will be primary in the event an accident occurs while traveling on College business.

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Damage to a privately owned vehicle used for College business is covered by the individual's private insurance. The College does not assume responsibility for the cost of repairs to the vehicle or other costs whether they result from the authorized traveler's actions or the actions of others. The College will not reimburse parking or moving violations.

Use of an authorized traveler's personal vehicle may be reimbursed at the current IRS mileage rate. In addition to the mileage rate reimbursement, an employee will be reimbursed for parking and tolls. Mileage reimbursement will be based on the round trip mileage between the employee's assigned work site and the business destination. Each leg of a trip must be itemized on the TERF. If an employee departs from or returns to their home instead of their assigned work site, only the miles in excess of their normal daily commute will be reimbursed. The cost of traveling between the employee's residence and an assigned work site is considered a personal commuting expense and therefore is not a reimbursable business expense.

- b. **Public or Ground Transportation:** Transportation costs with reasonable tips (not to exceed 20%) will be reimbursed with a receipt. Allowable public or ground transportation expenses are transportation to, from, and between places of business, lodging, and the airport or train or bus station. Public or ground transportation may be used as the primary form of transportation for non-local travel with accommodations when it is the most economical means of transportation available.
- c. **Rental Vehicles:** Automobile rentals will not be used unless it is the most economical means of transportation available and only if approved in advance. The size of the rental car should be the least expensive model consistent with the number of authorized travelers and the business requirements of the trip. In addition to the rental fee, an authorized traveler will be reimbursed for parking, tolls, and gas.

Authorized travelers must decline all additional insurance at the time of rental. In the event of an accident involving the rented/leased vehicle, a copy of the accident report (or other documentation) should be submitted to Finance/Risk Management upon return to the College. The College does not reimburse for lost, damaged, or stolen personal items in a rental car.

- d. **Air Travel:** The authorized traveler must make his/her own air travel reservations unless informed otherwise. Air travel should be the most direct and least costly alternative consistent with the itinerary. Frederick Community College will pay only for coach fare.

### **2. Conference Registration Fees**

Upon supervisor's approval for attendance at a conference, any conference registration fees paid directly by the employee attending the conference are eligible for reimbursement. The expenses can be submitted for reimbursement on the TERF ([www.frederick.edu/terf-form](http://www.frederick.edu/terf-form)).

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### 3. Meals

Meal costs are allowable for non-local travel with accommodations. Each meal will be reimbursed for the actual cost as evidenced by an itemized receipt, up to the following limits for each meal. These limits include taxes and a reasonable gratuity (not to exceed 20%):

Breakfast - \$12

Lunch - \$18

Dinner - \$30

If a meal is included in meeting, event, or conference fees, an employee may not receive reimbursement for that meal.

### 4. Lodging

Pre-approved lodging costs will be reimbursed at the lesser of actual costs or the current federal travel allowance (view the General Services Administration Lodging Rates at: <http://www.gsa.gov/portal/category/21287>). Exceptions may be approved for conference rates which exceed the GSA lodging rate if determined appropriate by the supervisor.

Business-related internet, if needed, is allowable if included and approved on the TARF.

## **VI. Unallowable Expenses**

Non-reimbursable expenses include, but are not limited to, the following:

- A. Alcoholic beverages
- B. Snacks, groceries, beverages, etc. outside of a meal
- C. Any entertainment, including, but not limited to, exercise facilities, movie rental, videos, games, or other non-business related items
- D. Spouse, family member(s), and guest travel costs
- E. Cancellation charges (unless justified)
- F. Lost or stolen cash
- G. Lost, stolen, or damaged personal property
- H. Personal items (e.g., toiletries, luggage, clothing, medications, etc.)
- I. Traffic citations, parking tickets, and other fines
- J. Local transportation charges incurred for personal reasons
- K. Repairs, towing service, etc. for personal vehicle
- L. Meals included in the cost of registration fees and airfare
- M. Gasoline costs if mileage reimbursement is used



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- N. Cost differential on premium and luxury car rentals or first or business class airline tickets
- O. Flight Insurance or other supplemental travel insurance, unless required for international travel and approved by the supervisor
- P. Convenience fees (e.g., early check-in, seat upgrades, TSA pre-check)
- Q. Excess personal baggage fees
- R. Amenities such as movies, health clubs, or in-room bars
- S. Any tips not supported by a receipt
- T. Personal telephone calls
- U. Time share/condominium fees in lieu of hotel expenses
- V. Additional hotel charges for late checkout or early check-in
- W. Child care, baby-sitting, house sitting, or pet sitting costs
- X. Magazines, books, or other reading materials
- Y. Laundry
- Z. Modifications to travel arrangements
- AA. Personal portions of a trip – On those occasions when personal travel is combined with business travel, the College will not reimburse any expenses associated with the personal portions of a trip