



College Policy Guidelines/Procedures

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Policy Title: Travel Expenses Policy Guidelines

Guidelines/Procedures:

Travel expenses must be in compliance with external regulations, including *Wisconsin Administrative Code TCS 6.0* and tax regulations under the Internal Revenue Code. This policy was developed to comply with those regulations. Travelers are responsible for understanding this policy and procedure before planning any travel on behalf of the District.

General Limits

[Wisconsin Administrative Code TCS 6.04 (2 & 3)]

- Out-of-state travel cannot occur without an approved spend authorization.
- Any travel to an international destination that uses District funds is subject to additional preauthorization including Center for International Education, Provost and President and requires formal notification of the District board as public record. [Appendix: International Travel Guidelines](#) provides additional guidance for international travel.
- Travel expenses for individuals not on official District business (spouse, family member, friend, etc.) are not reimbursable.
- Travel on a non-commercial airline is not reimbursable unless the cost is less than the lowest cost commercial rate.
- Expenditures for alcohol are not reimbursable.

Travel Documentation/Reimbursement Request

Travel payment/reimbursement is in accordance with the [Appendix: Travel Payment Methods](#). Travelers must provide adequate documentation to substantiate the travel, and must submit travel reimbursement requests within 60 days of the expense. For travel on sponsored projects, travelers must submit travel reimbursement requests within 60 days of the expense or before the end date of the grant, depending on which deadline is sooner. Regardless of funding source, travelers must process expenses incurred near the end of the fiscal year in accordance with the year-end accounting calendar to ensure reporting in the correct accounting period.

In general, receipts are required for expenses over \$25, if that expense is not a meal or incidental (See [Meals and Incidentals](#) below). In the case of lodging, detailed itemization of expenses if required.

Departments, campuses, and units may receive requests not meeting the requirements for documenting and requesting reimbursements in a timely manner. Travel and expense reimbursement requests which are not adequately documented in accordance with this policy, or are not submitted within 60 days, will be denied. Any prepaid expenses (e.g. paid with a Travel Card or "T-Card") will be collected from the employee as described in the [Repayment of Unsubstantiated/Unallowable Expenses](#) section. Exceptions due to legitimate extenuating circumstances may be allowed. Exceptions must be approved by the Controller or vice presidential unit. The reimbursement request must include the rationale for determining that the circumstances warranted approving the request.

Currency Exchange (International Travel)

When charges in foreign currencies, travelers must:

- Submit foreign expenses in U.S. dollars using the exchange rate in effect during the dates of travel;
- Include documentation indicating the exchange rates used to make the conversions; and
- For purchases made with a credit card, use the exchange rates provided by the credit card company for purchases made with a credit card. (The [OANDA](#) website provides current exchange rates and can be used for all other out-of-pocket expenses.)

Repayment of Unsubstantiated/Unallowable Expenses

In cases where the District pays for travel expenses (either through TCard purchases, advances, or otherwise) that are not allowable according to this travel policy, sponsored project requirements, or are not appropriately substantiated, the funds will be recovered by one of the following methods:

- The traveler pays the District via personal check or money order (not cash). The traveler must include the payment with the related Expense Report or TCard transaction documentation and justification. All payments and documentation due to their department must be submitted immediately after the determination that the expenses are unallowable or when submitting TCard documentation in accordance with processing guidelines.
- In cases where the employee does not submit payment as required above, the employee and the District will establish a payment plan or will suspend other non-payroll payments.
- For amounts deemed uncollectable (i.e., the traveler is no longer a District employee), the District may seek legal remedies against individuals who do not repay improper charges and reimbursements, and/or report the amount due to Payroll as taxable compensation to the individual.

Situations resulting in the traveler owing the District should be avoided and not recurring.

Reimbursable/Payable Expenses

The following sections detail reimbursable/payable expenses for transportation, including mileage; lodging; meals and incidentals; and other expenses (such as passports and parking).

Note: This procedure is not all encompassing. If employees incur legitimate additional expenses due to conditions outside the employee's control (e.g. inclement weather) or unmentioned types of expenses are incurred (e.g. camping instead of using a hotel), the College will reimburse those additional expenditures in accordance with the guidelines set forth in this section.

Transportation

Travel should be by the most direct and cost effective route. Employees who are going to the same destination (such as for the same meeting) are encouraged to car pool. Any Madison College staff driving on District business using their personal vehicle is required to be an "Authorized Driver" of the District, have a valid driver's license, and carry the required amount of insurance. The Driver Authorization Application form is located in the forms database on the Madison College website. This form must be completed and approved in advance of the individual driving for the District. The traveler's manager is responsible for ensuring the individual is authorized to drive. The driver authorization form should be submitted according to the directions on the form and should not be attached to the expense report.

- Privately-owned vehicles/Mileage Reimbursement –
 - Allowable travel in privately-owned vehicles will be reimbursed at the IRS rates in place at the time of travel.
 - In general, any mileage reimbursement request related to same day business travel should not include travel from home to your assigned workplace. Further information with sample scenarios about mileage reimbursement is available in Appendix: [Mileage Reimbursement](#).
 - When using a privately owned vehicle in lieu of air transportation, reimbursement is limited to the lesser of the cost of lowest airfare available or mileage reimbursement. Use of a personal vehicle in lieu of airfare must be approved by the manager in advance of the travel.
 - Traffic citations and/or parking tickets are the employee's responsibility.
- Taxi/Shuttle: Taxis or shuttles to and/or from activities that are not related to District business (e.g. personal meals at restaurants or non-work related entertainment) are not reimbursable.
- Vehicle Rental: The District allows rental of a car only where any of the following apply:
 - The traveler needs to visit multiple sites
 - The traveler must transport non-personal bulky equipment or material
 - Public transportation is not available or the cost of public transportation exceeds the cost of car rental and all expenses related to car rental
 - The cost of car rental and all expenses related to car rental is less expensive than cost of mileage reimbursement
 - More than one District employee is traveling and cost of public transportation for all travelers exceeds the cost of car rental and all expenses related to car rental

Employees must rent the smallest vehicle that meets business and medical needs. In most cases, the vehicle rented will be an economy car. Madison College receives contracted rates from Enterprise-Rent-A-Car, but more affordable rates may be found with other vendors.

Optional insurance or features offered by rental car agencies are not reimbursable. If payment is made by Travel Card, MasterCard travel insurance is included.

- Air Travel
 - Travel is limited to the lowest cost logical fare. If economy fare seats are not available, the employee shall obtain a statement from the carrier representative that a lower cost seat was not available.
 - If travel dates include personal days and/or a personal leg of travel, documentation of the flight cost for just the conference dates and flight cost of dates that include personal days is required. Date of documentation must be the same date you booked your flight.

Traveler will be allowed the lesser of the two amounts. Any extension of the stay for personal travel will not be reimbursed.

- Flight insurance should not be purchased. If Madison College directly pays for the airline ticket via Travel Card or purchase order and flight insurance is purchased, traveler will be asked to reimburse the District for that amount. If traveler receives a refund from such insurance, traveler will be required to give refund minus cost of insurance to the District.
- A charge for additional checked baggage is allowed, provided the checked baggage is not recreational in purpose (i.e. skis, golf clubs, etc.).
- Train/Bus Travel
 - Travel by train or bus shall be limited to coach, if available, unless overnight where accommodations should be limited to roomette.
 - When travel by train or bus is used in lieu of air transportation or vehicle, reimbursement is limited to the lesser of the cost of lowest airfare available or mileage reimbursement. Use of a train/bus in lieu of airfare must be approved by the manager in advance of the travel.

Lodging

Travelers are expected to choose lodging that meets the traveler's schedule and business needs. Receipts are required for all lodging.

Non-Conference/Business Meeting/State-called Meeting – Domestic or International lodging:

Departments will reimburse travelers for actual expenses up to 100% of the lodging nightly rate (before taxes) for the destination city, as referenced on the [US Government General Services Administration \(GSA\)](#) website for domestic lodging and the [U.S. Department of State](#) website for international lodging.

Conference/Business Meeting/State-called Meeting – Domestic or International lodging: The lodging rate limit does not apply to conference travel, where the traveler is paying a pre-negotiated rate offered by the conference. In cases where conference facilities are completely booked, travelers should obtain lodging based on the non-conference guidelines provided above. Documentation must be included that shows the conference hotel (such as a conference brochure). If there are multiple conference hotels, documentation of those hotels must be provided.

Local Lodging: Employees traveling locally (within the District) do not require an overnight stay and that cost will not be paid or reimbursed.

Meals and Incidentals

Travelers in travel status are reimbursed up to the Meals and Incidental Expenses (M&IE) per diem specific for the destination city and time of year of their travel according to the [GSA](#) website for domestic travel or the [U.S. Department of State](#) website for international travel. Travelers do not need to provide receipts (unless required by an external sponsor) for reimbursement of travel meals or incidental expenses included in the daily per diem. Travelers should not use their TCard for meals.

The M&IE rates include:

- Meals, non-alcoholic drinks, tax & tip
- Incidentals – e.g., baggage carries, bellhops and hotel maids. Note: Travelers may request reimbursement for laundry for travel lasting seven (7) or more consecutive days.

Travelers who are not in travel status do not receive any meal reimbursement.

Any portion of the per Diem that covers meals which are also provided as part of the conference fees

will not be reimbursed, unless there is a business or health reason for an alternate meal. An agenda or brochure must be provided when claiming meal reimbursement for a business event. Meal breakdowns are available on GSA's website.

First and last days of travel will be reimbursed up to 75% of the per diem. See the example below for more details. Note that the first day of travel or departure day is the day you leave your home or office. The last day of travel or return day – the day you return to your home or office.

Examples:

Full day of travel (Full per Diem): An employee travels to Washington DC and NO meals are provided during a full day of travel.

Washington DC M&IE = \$69

Calculation: \$16 (breakfast) + \$17 (lunch) + \$31 (dinner) = \$64 + \$5 (Incidentals) = \$69.00/day

First or last day of travel (75% of per Diem): An employee travels to Washington DC and NO meals are provided on a travel departure or return day.

Washington DC M&IE = \$69

Calculation: \$16 (breakfast) + \$17 (lunch) + \$31 (dinner) + \$5 (incidental) = \$69 x 75% = \$51.75.

First day of travel with conference meal included: An employee travels to a conference in Washington DC and lunch is provided on the first day of travel. (Total meal per Diem less the allowable rate for the provided meal multiplied by 75%)

Washington DC M&IE = \$69

Calculation: \$16 (breakfast) + \$31 (dinner) + \$5 (incidental) = \$52 x 75% = \$39.

Other Travel Expenses

Airport Parking: Parking fees at airports or off-airport facilities should not exceed the cost of round trip taxi fare to/from the traveler's home/office.

Combined Business and Personal Travel: Travelers must remove non-business related expenses before submitting a reimbursement request, when they combine personal and business travel. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler and should be documented. Travel expenses for individuals not on official college business (spouse, family member, friend, etc.) are not reimbursable.

Communications during International Travel: Expenses incurred for phone, Internet access or other communications required for District business during international travel may be reimbursed. Employees are expected to use the lowest cost appropriate communications for conducting District business. International cellular data charges can be exorbitant in some locations and should not be used unless other access to Internet is not available.

Downtown Madison Parking: Parking expenses while doing business at the Downtown Education Center will be reimbursed if over \$2.50 per reimbursement request. Any less than \$2.50 is considered de minimus. Reimbursement should be submitted to 100-719-P96850-District.

Flight Insurance: Flight insurance is not reimbursable.

Insurance for International Travel: All District employees participating in authorized international travel are enrolled in an international insurance service that provides medical and emergency services abroad. Insurance enrollment is mandatory and is coordinated by the Center for International Education. The cost of insurance is billed to the traveler's work unit. Contact the Center for International Education for rates and policy information.

Passports: Employees participating in international travel must have a valid passport. Passports are

individualized identity documents and are valid for 10 years. The District does not reimburse the cost of passport acquisition or renewal. Standard Passport application or renewal takes a minimum of 8 weeks. Employees required to participate in international travel with less than 8 weeks' notice by the District may be reimbursed for the costs of expedited passport application processing.

Travel Advances: Travel advances are generally not allowable. Employees should use their TCard if they need to prepay expenses.

Travel Assistance: If you travel over 100 miles from home, you have access to a free [Emergency Travel Assistance](#) program. This is part of our UNUM disability insurance plan for full-time employees. If you need travel assistance, call (800) 872-1414 within the U.S. or +609-986-1234 outside of the U.S. (Reference #: 01-AA-UN-762490). Note: This benefit is available even if you are not traveling on District business.

Travel for Interviewees: The District may reimburse all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews for final round interviews only and shall be paid for by Human Resources. All reimbursements shall be documented in writing and approved, in advance, by the department manager and Human Resources. Reimbursement for travel, meals, and lodging shall be limited as indicated in this document. Managers are encouraged to use Skype or other distance technology for other interviews.

Visas: If a visa is required for authorized District business travel, visa fees and/or expenses related to travel to appropriate embassy for processing may be reimbursed.

APPENDIX: MILEAGE REIMBURSEMENT

Sponsored Projects/Grants: Sponsors may have more restrictive or different policies than stated below. Travelers are responsible for being knowledgeable of and compliant with Sponsor requirements. Travelers are expected to comply with the more restrictive of the policies.

Mileage

Reimbursable mileage is the travel an employee incurs beyond normal commute mileage (from home to the office and home again) on a normal workday. The mileage rate includes gas, vehicle maintenance, insurance, and other personal vehicle related costs.

When traveling to another site for work, the mileage claimed should be the total miles traveled less the employee's normal commute to and from home. Three examples are provided below. Many other combinations of travel are possible.

Mileage rates are set by the [IRS](#). When traveling between campuses, the standard mileage listed here should be used. The table is linked from the Expense Report task in Workday.

Mileage Reimbursement Examples

Example 1: An employee lives in Sun Prairie and works at Truax. The employee needs to attend a one day meeting at the West Campus in the middle of the day. The reimbursement mileage would be:

16 miles (Truax to West Campus)

+16 miles (West Campus to Truax)

32 miles

Example 2: The same employee leaves from home in Sun Prairie on a normal workday, goes directly to a one-day meeting at West Campus (28 miles), and returns directly home after the meeting. The reimbursement mileage would be:

28 miles (Home to West Campus)

+28 miles (West Campus to Home)

- 18 miles (Normal Roundtrip Commute)

38 miles

Example #3: The same employee leaves from home in Sun Prairie, goes directly to West Campus, and returns to the office to complete the workday. The reimbursement mileage would be:

28 miles (Home to West Campus)

- 9 miles (Normal One-Way Commute)

+16 miles (West Campus to Truax)

35 miles

APPENDIX: TRAVEL PAYMENT METHODS

All travel paid or reimbursed from college-administered funds must be processed in compliance with the college travel policies and procedures, regardless of the funding source. Employees who travel are expected to exercise good judgment when incurring travel costs. One mechanism for reducing costs is to setup ACH (automatic) payment for expense reports. An employee may be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the provisions herein.

Because of potential liability implications, all Madison College official out-of-state business travel should be authorized and approved by the employee's supervisor in advance of departure through the Workday Spend Authorization Request process. The employee, and the employee's supervisor, along with any other approving authority, is responsible for ensuring the travel is appropriate and necessary to the mission, responsibility or duties of the department and the college.

District employees that have a District Travel Card are not allowed to use their card for expenses for other District employees; see [District Travel Card Manual](#) for further details. The District employee may use the Travel Card for other non-District employees where the expenses are reimbursable (e.g., student club and activity travel or candidates being interviewed for Madison College positions.) The cardholder will be required to provide all required documentation and will be responsible for reimbursing Madison College for any expenses that are not allowable expenses or are over the allowable amount. See the [Travel Documentation/Reimbursement Request](#) section for additional details.

The Expense Reimbursement Report is available on Workday. The Expense Reimbursement Report is a self-service tool used for any employee reimbursable expense. Most expenses must be reimbursed within 60 days; however sometimes the deadline is shorter. See the [Travel Documentation/Reimbursement Request](#) section for additional details.

To facilitate the processing of the Expense Reimbursement Report, please stay within the following guidelines and attach the required documentation. Properly completed and submitted expense forms are normally processed within 10 business days.

Travel Approval Required:

In-State Travel requires approval from your immediate supervisor. You do not need to complete a Spend Authorization Request, unless your manager requires you to do so.

All Out-of-State Travel requires an approved Workday Spend Authorization Request. The Spend Authorization Request must be completed and approved prior to any travel arrangements being made or travel occurs. The Spend Authorization does not generate a payment in Workday. An expense report referencing the Spend Authorization is required for reimbursement. The Spend Authorization Request is available in Workday.

International travel that uses District funds is subject to additional preauthorization including Center for International Education, Provost and President and requires formal notification of the District board as public record. Under no circumstances should any travel arrangements and/or promotion of trip be made prior to obtaining all levels of approval. All international travel is coordinated via the Center for International Education. [Appendix: International Travel Guidelines](#) provides additional requirements for international travel.

Submittal of Expense Reimbursement Reports:

Expense Reports shall be submitted within 60 days of the incurred expense, in most cases. All expense reports should be submitted by the year-end deadline date so expenditures are processed in the proper

fiscal year. If travel occurs near the end of the year, travelers must process expenses incurred near the end of the fiscal year in accordance with the year-end accounting calendar to ensure reporting in the correct accounting period. This may mean back dating an expense report to a date prior to the end of the fiscal year, if travel occurred before fiscal year end. Expense report forms can be backdated by changing the “Expense Report Date” on the first screen in Workday.

Forms received after the year-end deadline date that are not backdated will be charged to your next year’s budget.

Total expenses, including those paid with a Travel Card, need to be included in the body of the Expense Reimbursement Report. All travel card purchases must be verified and included in an Expense Reimbursement Report within 60 days of the expense (See the [Travel Documentation/Reimbursement Request](#) section for additional details), in order to be expensed accurately to the College.

Required Information from Claimant:

1. Completed and approved Workday Spend Authorization attached to Expense Reimbursement Report, if out-of-state travel or if required by your manager.
2. Business Purpose completed. The Business Purpose is Workday’s term for describing the type of travel.
3. Completion of Memo Section on Expense Reimbursement Request, including city, state, and dates of travel, or description of expenses being reported.
4. Worktags entered and modified if necessary.
5. Conference registration information and receipt – attach documentation that shows conference information.
6. If using personal vehicle, total miles driven along with detail on starting and destination points. Please be aware of restrictions on using your home as a point of origin or return. (See [Appendix: Mileage Reimbursement](#)).
7. If you use a vehicle, train, or bus in lieu of airfare and that method was more costly, you should only be reimbursed for the less costly option.
 - a. If you submit under mileage reimbursement, select the actual number of miles, if the mileage is less costly or a number of miles that results in the total cost at or below the cost of airfare, if mileage was more costly.
 - b. If you submit for bus or train fare, the total amount claimed should be the actual amount if below the cost of airfare or the cost of airfare, if the bus or train was more costly.
8. Scanned copies or original receipts. Credit card charge statements are not acceptable as documentation because they lack sufficient detail. If the original receipt is not available, vendors can usually provide receipts upon request. If the receipt cannot be obtained, employees can complete the Receipt Replacement Form linked from the Create Expense Report page in Workday.
 - a. Hotel/motel receipt with charges broken down on a daily basis.
 - b. Receipt of any airline, train, or bus ticket(s). In the case of an electronic ticket, an invoice should be attached to indicate an electronic ticket was issued to the claimant. If airfare cost includes an extra business day stay, personal days or leg, additional documentation is required.
 - c. Receipt for any parking, tolls, taxi, bus, or shuttle when amount is greater than \$25.00.
 - d. Detailed receipt for car rentals. Optional Insurance is NOT reimbursable.
 - e. Detailed billing statement for any business calls placed on home or cellular phone, if requesting reimbursement for phone calls.

APPENDIX: INTERNATIONAL TRAVEL GUIDELINES

The following steps need to be followed once the need for International travel is determined. Under no circumstances should any travel arrangements and/or promotion of travel to prospective participants be made prior to obtaining all levels of approval. Please check with Board schedule to make sure you are meeting the set deadlines.

1. Any employee traveling internationally is required to complete this approval process if you are traveling in an official capacity for the district and/or any of the following apply:
 - a. You are receiving wage compensation (vacation is not being used).
 - b. You are receiving discounted or free travel.
 - c. Any college funds are being applied to the cost of participation in this travel.
2. Study Abroad Travel (or any travel that is organized or coordinated by a college employee and includes student or community participants) requires additional approvals. Contact the Center for International Education (studyabroad@madisoncollege.edu) for additional information on the process for study abroad proposal, training and approval.
3. Each district employee that will be traveling must complete a *Workday Spend Authorization Request*. The following information shall be provided:
 - a. Name of trip.
 - b. Dates of travel.
 - c. Travel destination: All cities and countries being traveled through must be listed. Travel itinerary including all locations and contact information should be attached.
 - d. Detailed breakdown of all anticipated expenses related to travel including, but not limited to:
 - i. Airfare
 - ii. Ground Transportation
 - iii. Lodging
 - iv. Meals (see [international per diem rates](#))
 - v. Conference registration (if applicable)
 - vi. International travel insurance (see below #5)
 - e. A budget Worktag (i.e.: chartfield) to which expenses will be charged must be linked to each anticipated expenditure and will require approval from the associated cost center manager.
 - f. Purpose of travel: A brief (one paragraph) description that identifies the purpose of travel and benefit to the college.
 - g. Once you have submitted the Workday Spend Authorization Request, approval requests are sent to the manager, cost center manager, vice president, and because the travel is international, the request is also routed to the Center for International Education and the Madison College president.
4. Travel arrangements and/or promotion of travel to prospective participants may only be made after the president has approved the travel. If arrangements are made prior to Madison College President's approval, cost of such arrangements will not be reimbursed by the district and will be the responsibility of the traveler. The trip coordinator or traveler will be notified once president's approval is granted and the district board has been informed of the international travel.

5. International travel insurance is required for all employee international travel for security measures and health care. Once approved for international travel, please contact the Center for International Education (cie@madisoncollege.edu) and provide the following information:
 - a. How you can be reached while traveling abroad (ex: email and phone number used while traveling).
 - b. Birthdate.
 - c. An emergency Contact name and number for the traveler.
 - d. Department worktag being used for travel expense.
6. For study abroad programs, once approval has been granted, the Center for International Education will follow up regarding next steps including:
 - a. Leader(s) and participant training
 - b. Participant trip orientation
 - c. Participant waiver form
 - d. Participant emergency contact information
 - e. On-site emergency services
 - f. If travel is with students and a travel advance is needed, a travel requisition and purchase order must be initiated by the appropriate department/functional office.
7. A Workday Expense Report, including scanned copied of receipts for all travel expenditures, must be submitted within 60 days from the date of the expenditure.