

HERKIMER COUNTY COMMUNITY COLLEGE

BOARD POLICY

TITLE: Travel Policy

POLICY #: FA 25-29

DATE OF BOARD OF TRUSTEES APPROVAL:

RESOLUTION #: 25-29

POLICY STATEMENT: Herkimer County Community College requires all official College travel to be pre-approved, reasonable, necessary, cost-effective, and properly documented. Travel expenses must comply with this policy, the College's Purchasing Policy, applicable funding source requirements, and all related institutional procedures. Expenses incurred without proper authorization or documentation may be denied and may become the personal responsibility of the traveler or employee who incurred the expense.

Purpose

The purpose of this policy is to establish consistent guidelines for authorizing, arranging, paying, and reimbursing official travel conducted on behalf of Herkimer County Community College. This policy is intended to ensure responsible stewardship of College funds, proper internal controls, compliance with applicable regulations, and clear expectations for travelers and approving authorities.

All travelers and approving authorities are responsible for adherence to this policy. The College reserves the right to take appropriate corrective action as necessary.

Scope

This policy applies to all employees, faculty, staff, students, and other authorized representatives traveling on official College business using College-administered funds, including unrestricted, grant, auxiliary, and other funding sources, unless a more restrictive funding source requirement applies.

All travel must:

- Serve a legitimate business purpose aligned with the institution's mission
- Be pre-approved by the area supervisor and Purchasing Agent, at minimum
- Be conducted in a cost-effective and reasonable manner
- Comply with applicable federal, state, and institutional regulations

Travel Authorization

All requests for travel must be submitted via the Off-Campus Activity & Travel Request Form to the Purchasing Agent.

The following information must be included on the form for authorization:

- Name
- Date of request
- Date(s) of travel
- Departure/return times
- Location traveling to
- Purpose of travel
- Selection of preferred transportation method
- Estimated total cost
- Department budget codes (FOAP)
- All required signatures
- Indication of any required prepayments (lodging, transportation, registrations)
- Lodging, transportation, or registration information (if applicable)

Out-of-state travel and travel estimated to cost more than \$1,000.00 requires the approval of the College President.

Club travel must be approved by the Director of Student Activities as well as the Purchasing Agent.

*Travel is not considered authorized until approved by the Purchasing Agent.

Travel Expenses

College funds cannot be committed until the request for travel has been authorized. Expenses that do not comply may be denied or require reimbursement to the College. Repeated or intentional violations may result in revocation of traveling privileges and/or disciplinary action.

Travelers are responsible for initiating requests with sufficient lead time to allow for the proper review, approval, and planning of the trip.

Requests submitted with insufficient notice may not be processed in time for travel arrangements and applicable payments to be made. The College is not obligated to issue expedited payments or arrange last-minute travel plans due to lack of planning.

Conferences

Employees are required to pay conference-related expenses upfront and seek reimbursement in accordance with College procedures. Only pre-authorized expenses will be reimbursed. These expenses may include, but are not limited to, lodging, registration fees, meals, mileage, transportation, and other approved incidentals.

Reimbursement will only be made for expenses that were approved in advance, are reasonable and necessary for official College business, are properly documented, and remain within applicable reimbursement limits.

Exceptions to this requirement must be approved in advance by the appropriate approving authority and the Business Office.

All reimbursable lodging, meal, and incidental expenses must remain within applicable GSA per diem rates unless otherwise approved in advance or required by a more restrictive funding source. Per diem rates will be provided by the Purchasing Agent upon authorization of the travel request.

Tax-Exempt

As a governmental entity, the College is tax-exempt in the State of New York. The Purchasing Agent can provide all travelers with the necessary tax-exempt documents prior to travel.

Hotels require the College to provide the ST-129 Exemption Certificate for Occupancy by Government Employees to remove all applicable tax charges. This form can be obtained from the Business Office.

If a traveler pays tax while traveling on College business, it is up to the traveler to contact the appropriate vendor and request a refund on the tax.

Reconciliation Process

Travel Expense Vouchers must be completed for all travel that incurs credit card or reimbursement expenses. Travel Expense Vouchers can be found in MyHerkimer, in Docs & Forms, located in the Budget & Travel folder.

Completed Travel Expense Vouchers, along with all itemized receipts, must be submitted to the Purchasing Agent within 10 days of the traveler's return to campus.

Transportation

Travelers must select the most reasonable and cost-effective mode of transportation based on the purpose, distance, schedule, and total cost of travel. Transportation may include College fleet vehicle, rental vehicle, personal vehicle, train, bus, air travel, taxi, rideshare, or other approved transportation.

Use of a College fleet vehicle is preferred when available and practical. Rental vehicles, airfare, and other transportation arrangements must be approved in advance and arranged in accordance with College Purchasing policy.

Travelers are expected to use economy or standard fare options.

Mileage Reimbursement Policy

Mileage reimbursement for the use of a personal vehicle for College business travel is only authorized when a College fleet vehicle is not available for the requested date(s) of travel, and the cost of a rental vehicle exceeds the estimated total mileage reimbursement amount.

Commuting miles are not reimbursable. This includes mileage from driver's home to primary work location (usually HCCC Campus).

Mileage reimbursement will be paid at the standard business mileage rate established by the Internal Revenue Service in effect on the date of travel, unless otherwise required by a grant,

contract, or other funding source.

The following additional criteria must be met in order for mileage reimbursement to be authorized:

- Off-Campus Activity Travel Request is completed in entirety, signed by driver's supervisor, and approved by the Purchasing Agent prior to the requested date of travel.
- Proof of odometer reading (starting mileage and ending mileage) submitted to the Purchasing Agent via Off-Campus Activity Travel Request Form.
- Mileage must be documented using Google Maps, MapQuest, or another comparable mileage mapping tool. The mileage documentation must show the starting location, destination, total miles, and route used, and must be submitted with the Travel Expense Voucher

Travelers using a personal vehicle for College business are responsible for maintaining a valid driver's license, vehicle registration, inspection, and automobile insurance as required by law. The College is not responsible for normal wear and tear, damage, theft, insurance deductibles, repairs, maintenance, or other costs related to the traveler's personal vehicle.

Financial Responsibility

Employees who commit College funds without proper authorization may be held personally responsible for the associated costs. The existence of an invoice, receipt of goods or services, or completion of an event does not constitute approval and does not guarantee payment by the College.

Related Policies

College business travel must comply with all applicable College policies. This includes, but is not limited to, the following:

- The Vehicle Use Policy, which governs the use of all College-owned, leased or rented fleet vehicles
- The Credit Card Policy, which governs the use of College-issued credit cards
- The Purchasing Policy, which governs procurement compliance in accordance with state, federal, and institutional regulations

Expenses or engagements that do not comply with these related policies may be deemed unallowable and may not be approved or paid.

Responsibility and Enforcement

All employees are responsible for understanding and complying with this policy. The Business Office provides oversight, enforces adherence to these procedures, and ensures compliance with all applicable laws, regulations, and institutional requirements. Failure to comply with this policy may result in denial of payment for unauthorized purchases, personal financial responsibility for obligations incurred without proper authorization, and/or disciplinary action in accordance with College policies and procedures.

Repeated or habitual violations of this policy may result in denial of payment, escalation to senior leadership, suspension or revocation of purchasing privileges, and/or the implementation of additional oversight or internal controls within the department.

Appendices

- 1 Off-Campus Activity & Travel Request Form
- 2 Travel Expense Voucher
- 3 ST-129 Exemption Certificate for Occupancy by Government Employees