

**BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION**

4.3501R

1. TITLE OF REGULATION

Travel, Mileage, and other Reimbursable Expenses

2. OBJECT OF REGULATION

To set forth regulations by which reimbursement of expenses is made to persons incurring such expenses in the normal course of College business.

3. AUTHORITY

N.J.S. 18A:64A-12, BOARD POLICY 4.3000

4. REGULATION STATEMENT

It is the policy of the College to reimburse its employees and other non-college personnel for certain expenses incurred in conjunction with Regulations as are necessary to properly delineate and control such expenses.

a. DEFINITIONS

1. College staff is defined as personnel who receive regular and continuous compensation from the College.
2. Non-College personnel are defined as members of the Board of Trustees, visitors and guests of the College, consultants, advisors, and other non-college employees who incur expenses as a result of work performed for the College.

The following will prevail:

A. GENERAL

1. This regulation will govern all Board Members, Administrative Officers, and other personnel employed by the College; it will also govern any other travel vouchers submitted to the College for reimbursement.
2. Compliance with this regulation is the responsibility of the individual and his/her supervisor. The College reserves the right to review and authorize the payment of all travel claims.
3. Persons traveling on official business are expected to exercise the same care while incurring expenses that a prudent person would exercise if traveling on personal business.

4. All travel incurred in the normal execution of one's job description will be authorized by the employee's supervisor prior to its execution. **Additionally, all requests for overnight travel must be approved by the President prior to the trip.** Sufficient budgeted funds must be available and the **Request for Travel Approval**, Form #FI-04, must be used to obtain Presidential approval.
5. The use of credit cards issued in the name of the College will be authorized only by the President. Detailed sales slips from other credit cards are accepted as evidence of payment by the individual if supported by the College approved travel and expense forms. Credit card receipts will not be considered as valid support for lodging expenses.
6. Charge accounts in the College name at local restaurants or other business establishments will be authorized only by the President. The President will designate individuals authorized to sign for charges to be billed to the College.
7. The rates established herein for travel represent the maximum allowable, not the minimum.

B. NON-COLLEGE PERSONNEL

1. Actual travel expenses of non-college personnel who are called upon to contribute time and services may be authorized by the appropriate Vice Presidents. Standard College forms are required to claim reimbursement and receipts must be furnished as required by this regulation, or payment will not be allocated for that expense. Non-college personnel are not eligible for travel advances.
2. Board members should refer to *Conference and Associated Travel Procedures for Board of Trustees*.

C. REQUEST FOR CASH ADVANCE

1. Normally, all travelers on official College business are expected to provide for themselves funds to cover their expenses.
2. A **Request for Travel Approval**, Form #FI-04, is required of all College employees even if advance funds are not requested.
3. Requests for transportation (excluding personal vehicle expenses) and registration expenses will be advanced at 100%, while daily lodging and meal allowances will be limited to 75%. Sufficient budget funds must be available in order to receive approval. Upon traveler's return, a final accounting of the actual expenses incurred, plus required receipts, will be submitted to the accounting department on a "**Travel Expense Report**." Travel expense reports are due in Accounting within 10 working days after the return date.
4. Any persons requesting an advance must submit a **Request for Travel Approval** at least 15 working days prior to departure date. All cash advances must be approved by the employee's supervisor.

D. USE OF TRAVEL EXPENSE REPORT

1. The expenses of a traveler will be reported and claimed on the “**Travel Expense Report**.” Only one traveler’s expenses will be accepted per form. This form must be completed by all individuals that receive an advance or are requesting reimbursement for expenses incurred.
2. One report will not cover more than one trip, and must be submitted no later than 10 days after return date.
 - a. This report must be signed by the traveler, the traveler’s supervisor, and the person responsible for the budget being charged. These signatures certify accuracy and legitimacy of all claims on the report and indicate that the traveler is in total compliance with this regulation.
 - b. Supporting receipts must be attached to the report for all items of expense where required by this regulation. Failure to supply receipts will result in the denial of reimbursement.

E. TRANSPORTATION

- a. Employees are expected to use transportation to or from the airport or train station at their destination in the following order unless doing so would result in undue delay or additional expense: (1) courtesy transportation; (2) shuttle bus; (3) subway or light rail; (4) taxi; (5) rental car in extraordinary circumstances.

2. PUBLIC CARRIER

- a. If travel is to be by public carrier, the traveler should make necessary arrangements through the appropriate Vice President's office.
- b. The expense of traveling by public carrier (rail, bus, airplane or boat) is allowed on the basis of actual cost. All travelers are expected to travel the most economical mode of transportation where practical. If air transportation is required, the traveler is expected to use coach or tourist fares unless such accommodations are not available.

3. PRIVATE AUTOMOBILE

- a. If the traveler intends to travel by private automobile, the allowance for use of the automobile will be computed at the mileage allowance rate as indicated by Internal Revenue Service regulations.
- b. Mileage claimed should be based on an Official Highway Map as issued by the Monmouth County Road Commission, the State of N.J. Highway

Department or a current AAA map or other appropriate sources such as Mapquest.

- c. All travel must be by a usually traveled route from the employee's official station or point of departure, whichever is less. If a person travels by an indirect route for his/her own convenience, any extra cost incurred will not be reimbursed.
- d. The rate to be reimbursed for use of private automobile should not exceed the cost of a public carrier.
- e. Upon arrival, additional mileage accumulated at the point of destination for work specific purposes (driving from the hotel to the conference, etc.) may be reimbursed as necessary.

4. COLLEGE OWNED VEHICLES

- a. When available, College owned vehicles will be used for in-state travel and official College business.
- b. On occasion, College vehicles may be assigned to employees. Employees must be registered with the College Risk Manager as Authorized Drivers. Gasoline credit cards in the College name may or may not be authorized as indicated previously in this regulation. While using College vehicles for personal use, mileage will be assigned a value at year-end and added to the employee's W-2 as a fringe benefit and be taxed accordingly.

F. LODGING

1. Lodging will only be provided when the travel mileage exceeds 60 miles one way, or the function begins prior to 8am or ends after 7pm.
2. The traveler should make the necessary arrangements for lodging through the appropriate Vice President's office.
3. Only the actual daily expenses will be allowed.
4. The hotel or motel bill supporting lodging expenses must accompany the **Travel Expense Report**. Only the itemized bill will be considered a valid receipt for lodging.
5. When a traveler shares lodging with a non-college traveler (spouse, family members, friends, etc.) and one receipt is provided, the traveler should have the receipt certified by the hotel as to the rate of single occupancy. If no certification is indicated, the allowable expense will be computed by dividing the numbers of persons into the total daily rate as indicated on the bill.

G. MEALS

1. If meals are included in conference fees, no reimbursement will be made for alternate meals.
2. Optional programs, which include meals made available as part of a conference program, may be reimbursed provided official receipts are furnished.
3. The amount of meal allowances authorized on the days of departure or return from authorized College business trips will be determined by the time of departure or return.
 - a. Breakfast will be allowed when travel commences prior to 8 am on the day of departure or extends beyond 9 am on the day of return.
 - b. Lunch is permitted when travel commences prior to 11am on the day of departure or extends beyond 2 pm on the day of return.
 - c. Dinner is permitted when travel commences prior to 7 pm on the day of departure on extends beyond 7 pm on the day of return.
4. The maximum daily meal allowance for official College travel is \$75, including gratuities. If meal costs exceed the official rate and reimbursement is claimed, proof of reasonability is required for reimbursement. When individual meals are obtained, they will be reimbursed on an actual cost basis within the daily maximum allowances. Itemized restaurant receipts are required for reimbursement. Where an individual does not qualify for all three meals, they will be reimbursed on an actual cost subject to a maximum of \$10 for breakfast, \$20 for lunch, and \$45 for dinner. The traveler will not be reimbursed for non-college travelers (spouse, family members, friends, etc.).
5. Where expenses for guest meals are claimed, a statement will be required indicating the name and position of the guests and the nature of the College business which necessitated the expenditure, as well as receipts.

6. Alcoholic beverages will not be reimbursed at any time.

H. MISCELLANEOUS EXPENSES

Certain miscellaneous expenses incidental to official College business will be allowed as follows:

1. Car Service, Taxicabs, and Automobile Rentals

The lowest cost method of transportation must be used. In most cases, the traveler will be expected to use car services, shuttles and taxicabs for local transportation at the point of his destination. In rare cases, a rental automobile may be authorized in advance by the Vice President authorizing the travel and arrangements will be made by the Vice President's Office. Sales slips are required to support payment for rental vehicles. Sales slips must be obtained for car service and taxicab expenses.

2. Telephone and Facsimiles

Charges are allowed for necessary and/or official College business. The most economical rate available for a telephone call should be used. All hotel bills must have an individual breakdown of all calls and associated costs.

3. Parking Fees, Toll Roads, and Toll Bridges

Expenses will be allowed for parking, toll roads and toll bridges when the traveler is using an automobile for transportation. Receipts must support such expenses, or reimbursement will be denied.

4. Incidental Expenses

- a. Tips for meals, baggage and maid service are considered reimbursable expenses when reasonable.
- b. Necessary expenses that are job related, such as copying costs, faxes or costs of related materials, are reimbursable with receipts.
- c. All requests for entertainment expense must be itemized. Receipts with the names of attendees and purpose of the meeting, must accompany request in order to receive reimbursement.

5. Registration Fees

Enrollment or registration fees for conventions and meetings of associations or organizations are allowed for individuals attending as official representatives of the College. Receipts are required to receive full reimbursement.

6. Memberships and Dues to Organizations

Only the President will authorize such expenses. When included in the enrollment or registration fee for a convention, such authorization will be considered to have been given by approval of the Vice President's office to attend the convention.

I. MILEAGE AND LOCAL TRAVEL

1. All one-day travel on official College business, where the staff member uses his own automobile will be reported on the "**Monthly Mileage and Expense Report**". This report must be approved by the employee's supervisor and turned in no later than 10 days following the end of each calendar month. Reimbursement will be made on a regularly scheduled monthly basis. The College reserves the right to refuse payment to any individual who does not comply with the guideline of this regulation.

2. Mileage claimed should be based on the Official Highway Map as issued by the Monmouth County Road Commission, the State of N.J. Highway Department or a current AAA Map.
3. The mileage rate for the use of a privately owned automobile while on College business is to be equivalent to the Internal Revenue Service mileage rates.
4. Reimbursement for parking charges is allowable as are toll roads and toll bridges. Receipts must be attached to receive full reimbursement.
5. The College will not reimburse employees for any parking or traffic violations.
6. It is expected that College travelers on official College business, driving personally owned automobiles, are properly licensed by the State of New Jersey and are adequately protected by personal liability and property damage insurance at their own expense.

J. **Responsibility for Implementation**

Vice President for Administrative Services/Treasurer

Approved: President
5/20/77
Revised: 6/11/2004
Effective: 6/11/2004