



AP 7400 Employee Travel

References:

2 Code of Federal Regulations Part
200.474 ORS 244.040

INTRODUCTION

College staff are responsible for understanding, accurately reporting, and properly documenting all expenses incurred on behalf of Rogue Community College District (RCC/College). It is essential that all employees familiarize themselves with the College's expense and travel policies to ensure compliance and avoid any issues with reimbursement or financial reporting. Proper adherence to these guidelines helps maintain transparency and accountability in managing College funds.

These procedures apply to reimbursements from **all College funding sources**. Only more restrictive policies mandated by grants or programs will take precedence over RCC procedures.

The College reserves the right to amend or revise the travel procedures at any time. Changes will be communicated throughout the College and considered effective on the date of issuance. Whenever possible, sufficient notice will be given before the change in procedure.

RCC categorizes travel expenses into two main categories: Travel between destinations other than College locations (out-of-District) and travel between College locations (In-District). Please read carefully, as procedures differ between these categories.

For travel involving students, please see AP4300 Field Trips and Excursions.

OREGON ETHICS LAWS

Oregon State Statute 244.040 prohibits public employees from obtaining financial gain from their employment beyond their salary. This includes any travel or meal expenses paid by entities other than the College, which are subject to Oregon Ethics Law (ORS 244).

Any financial benefit a public employee accepts from a credit card company resulting from using a personal credit card for College purchases would violate ORS 244.040 unless such benefits are formally adopted as part of the employee's official compensation package. This includes frequent flyer miles, rebates, discounts, and other financial incentives.

The College does NOT consider these benefits part of employee compensation packages.

Consequently, employees should not accept personal benefits for College-related purchases when using a personal credit card or membership. However, benefits are allowable under ORS 244 if the following conditions are met:

- The account is dedicated to business travel.
- The account is linked to your employee email address to ensure benefits are linked to College-related activities.
- Any benefits accrued, such as frequent flyer miles or discounts, must be used exclusively for future work-related travel and purchases.

AUTHORIZATION/APPROVAL

Travel requests, whether verbal or written, must be approved by a dean, vice president, or the College president before making reservation or travel arrangements. Employees should follow their unit's process for approvals. Each dean or vice president may designate one or more individuals from the Management, Administrative and Confidential (MAC) group to approve on their behalf. Approval certifies:

- Availability of funding.
- Least expensive means of travel requested.
- Compliance with funding agency regulations.
- Compliance with College reimbursement policy.
- Appropriateness of travel expenses.
- Completeness of documentation and accuracy of accounting.

INTERNAL REVENUE SERVICE REQUIREMENTS

To exclude travel advances and reimbursements from taxable income, the College's travel practices must meet the IRS definition of an "accountable plan", which includes the following:

- Advances and reimbursements must be for business expenses only and must be reasonable and necessary.
- Travelers must submit an electronic travel request in Etrieve substantiating the amount, time, and business purpose of expenses **within ten working days after the expenses are incurred**. Receipts must be forwarded to the Business Office at accountspayable@roquecc.edu . If employees are unable to access Etrieve, please seek assistance from an administrative assistant in the employee's unit.
- Employees must return any advanced amount over substantiated expenses within ten (10) working days after the completion of the trip.

DOCUMENTATION REQUIREMENTS

IRS requirements are met by proper completion of the travel request. Clearly state the overall, specific business purpose of the trip in the request. Send receipts and supporting documentation to the accountspayable@roquecc.edu. Appropriate receipts/documentation include:

Business Purpose: Written explanation and/or conference schedule of events

Air: The e-ticket receipt with the date purchased, the dates and points of departure and arrival, the travel “class,” and the total amount paid.

Rail: The e-ticket receipt with the date purchased, the dates and points of departure and arrival, the travel “class,” and the total amount paid.

Rental Car: The rental agreement receipt showing proof of payment.

Ground: The bus, shuttle, or taxi receipt showing proof of payment.

Hotel: The itemized receipt showing proof of payment.

Conference Fees: Conference registration form and payment.

Other: Receipt or invoice showing service or items purchased and proof of payment.

GENERAL TRAVEL GUIDELINES

In order to optimize cost savings, travel arrangements should be made fourteen (14) or more days in advance of domestic travel and thirty (30) or more days in advance for international travel. All international travel must be pre-approved through the Etrieve system by the College President.

Travel to the event is expected on the day, provided it is reasonable. Reasonable travel means the traveler can arrive at the destination without taking an overnight flight, and with enough time to arrive at the venue comfortably before the event starts.

Return travel should be scheduled on the final day of an event if it is reasonable to safely return that day and not overall less expensive when total costs are considered. Considerations for total cost would include, flights, additional hotel and meals and any other expenses related to travel. Approvals to stay an additional day would need to be approved by a dean or VP documenting the reason.

TRAVELING BY AIR

In order to optimize cost savings, employees should make travel arrangements for fourteen (14) or more days in advance of domestic travel and thirty (30) or more days in advance for international travel. Trip insurance is not eligible for reimbursement. Tickets should only be purchased if the traveler is certain of their availability. Travel insurance will not be reimbursed.

Airline tickets should be purchased at the premium economy rate, which will allow the traveler to pick a seat, change flights, bring a carry-on, and have additional legroom. Flight upgrades to business or first class are at the expense of the traveler and should not be charged to a College credit card or reimbursed. Flights over \$800 must be preapproved by the traveler's Dean/Vice President prior to purchasing. The traveler must provide an explanation/justification for the costs as well as the name of the approver. Any ticket in excess of \$1,000

will be denied unless preapproved by the Vice President of Operations and Finance.

While some restrictions or penalties may apply, advanced reservations typically secure the lowest fares. In many cases, hundreds of dollars are saved by purchasing tickets on special or promotional flights that may require advanced booking, entail one or more stops, or depart and/or arrive at times slightly less convenient. The traveler is expected to select the cheapest airfare, regardless of personal preference. For instance, if there is a 5 AM and a 9 AM departure flight, despite the undesirability of such an early flight, the 5 AM flight should be selected if it is less expensive.

Email airline receipts to the Business Office at accountspayable@roguecc.edu. The e-ticket must include the date purchased, the dates and points of departure and arrival, the travel "class," and the total amount paid.

Canceling/changing reservations – when the traveler changes or cancels an airfare reservation due to personal preference, the traveler will incur the additional fees associated with the change.

Example 1: a traveler purchases airfare for a conference that will take place in four(4) weeks. Two weeks before the event, the traveler changes their airline reservation to attend a family event. The traveler is responsible for the cost of changing the airline reservation.

Example 2: a traveler purchases airfare for a conference that will take place in four (4) weeks. The day before departure, the traveler becomes too sick to fly and cancels their reservation. The College is responsible for the cost of the canceled flight and any change fees associated with using the airline credit in the future.

RENTAL VEHICLES

Travelers are encouraged to rent vehicles when less expensive than a mileage reimbursement (consider time loss to pick up/drop off the car, gas, and the number of days the car rental needs to be rented in the calculation). [Enterprise Rent a Car](#) is the College's preferred vendor for car rentals.

Do NOT purchase a Loss Damage Waiver (LDW) and Liability Insurance Supplement (LIS) from the rental agency when renting a vehicle in the continental U.S. in the College's name. The College's general liability insurance covers the loss and damage of rental cars.

Always rent vehicles at the lowest possible cost. Reimbursement will be made for the intermediate-size car rate when there are three or fewer College Travelers. Reimbursement will be made for larger vehicles when four or more College travelers are in one car or equipment is transported.

Rental cars paid for with College funds may not be used to carry anyone unrelated to the College business. If the family is traveling along, the traveler should rent the car themselves, and request reimbursement for the business-related portions of the trip. Some personal business, such as traveling to a restaurant while on a trip, is a legitimate use of a College-

rented car.

Email the receipt to the Business Office at accountspayable@roquecc.edu . The receipt must clearly indicate the date paid, the dates and points of departure and arrival, the car “class,” and the total amount paid.

If an accident occurs, notify the automobile rental agency and immediately contact the Risk Management Office at (541) 956-7061.

USE OF PRIVATE VEHICLES

Travelers will be reimbursed at a rate set by the College or collective bargaining agreement for mileage, typically the IRS-approved rate. Mileage reimbursement covers fuel, maintenance, insurance, transportation, and operating costs. Tolls and reasonable parking charges may be reimbursed in addition to the mileage allowance for travel to non-College locations only.

Note that fuel costs are included in the per-mile reimbursement rate. If the traveler requests mileage reimbursement, the traveler will not be reimbursed separately for fuel costs.

The College does not assume liability for damage to personal automobiles used on College business and does not assume liability for deductibles or any other uninsured loss to the vehicle. Expenses for repairs, whether or not they result from the traveler’s act, are not reimbursable. Under no circumstances will RCC reimburse parking fines or moving violations.

Mileage Reimbursement to a Non-College Location - Standard: The College will reimburse employees at the rate set by the College or collective bargaining agreement for mileage.

If a personal vehicle is used primarily for the convenience of the traveler and the approved travel is to a location more than 200 miles beyond the point of origin, reimbursement will not exceed the lesser of the following: 1) the cost of per-mile reimbursement plus parking and tolls; or, 2) the round-trip airfare between the nearest commercial airport serving the origin and destination cities plus transfer costs to and from the airport; or, 3) the cost of a rental vehicle plus the cost of fuel, parking and tolls.

When calculating reimbursement, please use the location the traveler is starting and ending, not the College location the traveler is assigned. details on reimbursement. Please include your calculation as an attachment to the Etrieve form.

Exceptions Regarding Mileage Reimbursement to a Non-College Location – Employees Assigned to a high school: The high school is considered a College location for employees assigned to work in the high school. Faculty assigned to a practicum site.

Mileage Reimbursement for Travel Between College Locations – Standard: Employees, except as noted below, shall be eligible for mileage reimbursement (not an advance) for travel that is necessary for the job and takes place between the employee’s assigned College location and the final destination before returning home. Mileage between an employee’s home and a College location is considered a commuting expense and is not reimbursable.

Exceptions regarding Mileage Reimbursement for Travel Between College Locations:

Adjunct Faculty: Adjunct faculty will not receive mileage reimbursement for travel between College locations to perform work for multiple assignments. This includes administering tests, class orientations, proctoring assignments, and practicum site visits. Suppose an adjunct faculty member is expected to attend meetings or other special events away from their assigned worksite(s), and attendance has been pre-approved by the Department Chair or Dean. In that case, mileage will be reimbursed according to the standard mileage reimbursement as stated above.

Employees with Home Offices: An employee who is working from home will not receive mileage reimbursement for travel between the employee's home and the first College location visited that day.

Examples:

An employee works from home on Mondays. The employee travels to a College location for a meeting on Monday. Mileage to and from the campus is not reimbursable.

An employee works from home on Wednesdays. The employee travels to TRC for a meeting and then to RVC for a meeting on Wednesday. Mileage from home to TRC is not reimbursable. Mileage from TRC to RVC to the employee's home (or back to TRC if fewer miles) is reimbursable.

An employee works from home on Tuesdays. The employee travels to a conference at the City of Medford on Tuesday. Mileage to and from home to the City of Medford is reimbursable.

OTHER TRANSPORTATION COSTS

Travelers will be reimbursed for shuttle service, taxi, Lyft, or Uber fares to and from airports and railroad stations, plus reasonable tips (customary tips are calculated at 15-20% for transportation services) when such service is not included in air and rail fares and where public transportation is not practical. This policy includes transportation between hotels, railroad stations, airports, restaurants, or meetings. The traveler shall use the least expensive method to travel between these locations. This will typically be a shuttle van service, Lyft, or Uber instead of a taxi or limo.

Document the origin and destination of all shuttle services, Uber, Lyft, or taxi trips in the travel request, and forward receipts to the Business Office.

Airport/rail station parking fees at the "home" airport/rail station are reimbursable for the time associated with business travel.

COST OF MEALS WHILE TRAVELING

The College will reimburse personal meal expenses incurred while traveling on behalf of the

College on a per diem basis **only**. The College credit card should **not be used** for these expenses. The full daily amount for a single calendar day when that day is neither the first nor last day of travel is \$80. The amount received on the first and last day of travel equals 60% of the meal per diem.

COST OF MEALS WHILE TRAVELING BETWEEN COLLEGE LOCATIONS

The cost of meals while traveling between College locations is not reimbursable.

LODGING

Hotel Accommodations: Select a standard room at a non-luxury/moderately priced hotel/motel at the conference of government rate. Standard room rates over \$225 per night (including taxes and fees) must be preapproved by the traveler's Dean/Vice President prior to purchasing. The traveler must provide an explanation/ justification for the costs as well as the name of the approver. Reservations over \$225 made before approval do not qualify for reimbursement. Room rates in excess of \$400 will be denied unless preapproved by the Vice President of Operations and Finance.

When traveling for a conference, staying at the hotel hosting the conference is appropriate as long as it is under \$400 a night. When staying at a conference hotel, check the government rate; at times, this will be less expensive than the conference rate. Travelers staying at the conference hotel must be pre-approved by their Dean/Vice President before purchase. Conference hotel accommodation exceeding \$400 purchased before approval do not qualify for reimbursement. Typically, a traveler staying at the conference hotel will not be approved to rent a car. If a special circumstance arises where a rental car is needed while staying at a conference hotel (outside of driving from home to the conference), please contact the Vice President of Operations and Finance via email for preapproval.

Lodging may be shared with non-business guests. Lodging costs of non-business guests are not reimbursable and may not be paid with a College credit card. Accommodations such as different room types, extra rooms, and other special amenities for personal guests should be arranged by the traveler and paid directly to the hotel via a personal credit card upon checkout. The College will reimburse the amount equal to the room cost for the traveler. In some cases, the room costs for additional occupancy remain the same. The traveler should provide documentation of the rate to the Business Office.

Forward an itemized hotel receipt showing proof of payment (not just a credit card receipt) to the Business Office at accountspayable@roquecc.edu.

Lodging in vacation rental: Travelers may select a vacation rental, Bed and Breakfast, timeshare or RV site as long the cost is less than the hotel accommodations and all added fees (cleaning, resort fee, parking, etc.).

Lodging in Private Residence: Travelers who stay in a private residence with relatives or friends while traveling on business may not be reimbursed for lodging.

Room service and Honor Bar charges will NOT be reimbursed. Please see the cost of meals while traveling section at the end of this document for more details on per diem rates.

Cancelling/changing reservations – Hotel reservations should be canceled early to avoid cancellation fees. When an employee changes or cancels a hotel reservation due to personal preference, the employee will incur the additional fees associated with the change.

Personal and Business Travel Combined: When personal travel extends a business trip, use the following guidelines in determining what is reimbursable:

Personal travel preceding a business trip:

- **Air Fare:** Reimbursable at the lesser of the actual airfare or the amount it would have cost if personal travel was not involved. **Documentation time stamped and dated the same for both scenarios is required to receive reimbursement.**
- **Vehicle Rental:** Reimbursable for the percentage of the business-related trip calculated using the intermediate car size rate based upon the College's contracted rate with [Enterprise](#). **The car should not be rented in the College's name.**
- **Accommodations:** The night before the conference is reimbursable as long as the hotel stay was necessary due to the time required to travel to the destination. Documentation is required for reimbursement.
- **Meals:** Meals on the day(s) of travel are reimbursable at the standard calculations.

Personal travel following a business trip:

- **Air Fare:** Reimbursable at the lesser of the actual airfare or the amount it would have cost if personal travel was not involved. **Documentation time stamped and dated the same for both scenarios is required to receive reimbursement.**
- **Vehicle Rental:** Reimbursable for the percentage of the trip that is business-related calculated using the intermediate car size rate based upon the College's contracted rate with [Enterprise](#). **The car should not be rented in the College's name.**
- **Accommodations:** Generally, staff are expected to travel home the same day of the event if it is reasonable to safely return home. If the event ends after 12:00 PM and is more than 300 miles from the district, a Dean or Vice President may approve an additional night. The approval should be documented with justification and the name of the approver. Reimbursement requests without an approval will be denied.
- **Meals:** Meals on the day(s) of travel are reimbursable at the standard calculations.

MISCELLANEOUS EXPENSES

Reimbursable expenses include:

- Standard baggage handling and storage expenses for one bag (does **not** include oversized or overweight fees)
- Business expenses (copy services, postage, etc.)
- Business-related phone calls and faxes, including those necessary to obtain

- transportation and hotel reservations
- Conference fees (forward registration to Business Office)
- Currency conversion fees
- Gratuities to porters, bellhops, and other service personnel
- Ground transportation (taxi, bus, subway, Uber, Lyft, etc.)
- Parking and tolls
- Internet connectivity in the hotel and on flights when used for business
- Electronic toll payment options for rental cars

Non-reimbursable expenses include:

- Out-of-pocket expenses submitted more than 30 days after they were incurred
- Airline club membership dues
- Travel insurance
- Air phone usage
- Auto repairs
- Baggage fees for oversized or overweight bags or more than one bag
- Baby-sitting
- Barbers and hairdressers
- Clothing or toiletry items
- Commuting between home and first campus assignment
- Credit card late fees
- Country club dues
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Helicopter services
- Laundry or cleaning expenses
- Loss or theft of cash advance money
- Loss or theft of personal funds or property
- Lost baggage
- Luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Mini-bar refreshments
- Movies
- "No show" charges for hotel or car service, except in circumstances beyond travelers control
- Parking tickets or traffic violations
- Personal entertainment
- Personal telephone calls
- Pet care
- Recreational expenses
- Sauna, Massages
- Shoeshines
- Souvenirs or personal gifts
- Spouse's or dependents' transportation, lodging, and meal expenses

- U.S. traveler's check fees

TIMING OF TRAVEL REQUESTS AND RECEIPT SUBMISSION

The timely submission of credit card charges and out-of-pocket expenses is required. This includes submitting the travel request in Softdocs Forms and delivering itemized receipts to Accounts Payable.

Travel Between Non-Campus Locations

Employees utilizing department funds with verbal or written approval for out-of-district travel must submit the travel request in Softdocs Forms and receipts within ten days after it is incurred; submission of a travel request in Softdocs Forms before the trip is highly encouraged. Employees utilizing professional growth funds must submit a travel request before the trip. Out-of-pocket expenses submitted that have incurred more than 30 days are not considered reimbursable.

Travel Between Campus Locations

Employees traveling in the district must submit the travel request and receipts at least every 30 days, but not more than once a week; submission of travel requests for in-district travel before the travel is prohibited. Travel requests for in-district travel submitted more than 60 days after they were incurred are not considered reimbursable.

BUSINESS MEALS/MEETINGS

Faculty, staff, students, and board members may be reimbursed for approved, necessary, and reasonable local business meal expenses. An attempt should be made to keep business meal expenses, excluding tips, within the College's per diem rates of \$80 per day per person.

Business meals are those taken with guests, colleagues, or donors, during which focused business discussions take place. Business meals are also those taken with other employees when, to ensure confidentiality, business must be conducted off campus. When authorized by a department, business meals may also be taken with other employees for reward, recognition, or other appropriate business purposes. Business meals with vague, unfocused purposes (such as "to foster collaboration between departments") are not reimbursed.

The focused purpose of a business meal (such as "to plan activities for orientation"), the type of meal (breakfast, lunch, or dinner), and a list of attendees (or a number, if there are more than ten names) must be clearly documented on the reimbursement request.

Forward itemized restaurant/store/caterer meal receipts to the Business Office accountspayable@roquecc.edu .

The College will reimburse expenses for department retreats for the purpose of improving employee morale and/or establishing goals and objectives.

Civic and professional club membership fees are reimbursable when the College need for the memberships can be demonstrated. The club's membership criteria must be consistent with

the College's non-discrimination policy: the College prohibits reimbursement of expenses for meetings or entertainment in clubs where membership or admission is restricted on the basis of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender identity, marital status, veteran status, disability, age, pregnancy or any other status protected under applicable federal, state or local laws.

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