

COLLEGE FACULTY/STAFF TRAVEL

- I. Reimbursement for approved College faculty and staff travel will be computed on the following schedule for each trip.
 - A. Travel reimbursement is designed to cover appropriate expenses and will be paid based on actual itemized receipts.
 - B. Employees should use a motor pool vehicle if available and economical. If a motor pool vehicle is available and economical, and an employee chooses to use their personal automobile for College travel, reimbursement will be paid at 80% of the Federal mileage rate. College reimbursement for all other mileage incurred while on college business will be paid at the Federal mileage rate. This rate is available from the Business Office. If an employee utilizes commercial airlines for travel, reimbursement will be made for the actual receipted charges. No charter flights are permitted without presidential approval. Reimbursement will be for actual receipted charges if approval is secured.
 - C. A traveler shall be allowed reimbursement for the actual cost of meals and incidentals not to exceed the Federal per diem allowance rates. These rates are available from the Business Office. A traveler may not claim more than three meals in any single calendar day or reimbursement for any meals that are part of a conference registration fee or on a complimentary basis by the facility at which the traveler is lodged. Snacks are not reimbursable unless taken in lieu of a meal. A traveler shall be entitled to reimbursement for breakfast if they leave before 7 am and for dinner if they return after 7 pm. Detailed receipts are required for all meals.
- II. All travel requests and vouchers must be approved in advance by the employee's immediate supervisor. All out of state travel must be approved by the Vice President for Administrative Services/CFO. Detailed processes and forms are available from the Business Office and on the College Portal.

General Instructions

1. This form has four tabs - Instructions, District Policies, Travel Authorization/Travel Advance & Expense Report
2. Travel with student groups, athletic groups or by recruiters are exempt from these forms.

Instructions for the Travel Authorization

Pre-Approval

1. This form must be completed for all out-of-state travel and also for in-state travel if you are requesting a travel advance.
2. This form requires approval of the CFO at least 6 weeks in advance, before any reservations are made.
This form is required for all grant funded travel regardless of the destination and requires approval by the Grants Coordinator prior to submitting to the CFO.
3. Effective with all travel after December 1, 2015, air travel must start/end with either the Sheridan or Gillette airports.
4. Complete this form in Excel. Many of the cells are formulas to make the math easier for you.
Save this form to your desktop to complete the Travel Expense Report after your trip. Some of the cells are pre-populated from the Travel Authorization Form.
5. No hand written forms will be accepted, however you must print the form to sign it.
Submit the completed form to Jana Clements for CFO approval. You will be notified of approval within 3 business days, at which time you can make your reservations.
6. If your travel is grant funded give a copy of the approved form to the Grants Coordinator.
7. If you have any questions about how to complete this form, please contact the Controller.

Post-Approval

11. Once your travel is approved, you are responsible for making you hotel and airline reservations. You must also make any registrations.
Airfare should be booked through Latitudes Travel. Hotels reservations can be made and paid with the Business Office credit card. The hotel will need to send a "Credit Card Authorization Form to the college.
12. After making your reservations/registration, give the confirmations or other documentation to the Business Office for payment.

Post-Travel

14. Within ten (10) days of the completion of your travel, complete a Travel Expense Report detailing ALL expenses incurred related to that travel.
15. Give the completed Travel Expense Report and receipts to the Business Office.
16. If the travel was grant funded, make a copy for the Grants Coordinator.

How to Complete the Authorization

1. Visit <http://www.gsa.gov/portal/content/104877> to determine the per diem rates for your travel destination.
Per Diem rates are per day. On travel days, you cannot exceed the total of the meals for which you are eligible - please refer to paragraph 1C of the Travel Policy. On non-travel days, you cannot exceed the total amount for all meals. Incidental expenses are tips for taxis, bell hops, etc.
2. Estimated Cost of Trip - For each type of cost, enter the estimated amount under the column heading that best explains how that cost will be paid. For example, registration, airfare and lodging are generally paid prior to the trip. If these expenses are paid by a PO then list them under that column. For costs incurred during the travel, you would use either your College MasterCard, Travel Advance funds, or your personal funds for which you will seek reimbursement.
3. Funding Sources - Enter your department name(s) that will be charged for these expenses.
Funding Sources - Enter the account number(s) that will be charged for these expenses. The totals for all account the numbers should equal the total of all the estimated costs.

Instructions for a Travel Advance

Pre-Approval

1. Travel advances are for employees only.
2. You may only have one outstanding travel advance at a time.
3. If you have a college MasterCard, you are not eligible for a travel advance.
4. Travel advances are to be used for incidental travel expenses that cannot be pre-paid by PO.
5. Visit <http://www.gsa.gov/portal/content/104877> to determine the per diem rates for your travel destination. Per Diem rates are per day. On travel days, you cannot exceed the total of the meals for which you are eligible - please refer to paragraph 1C of the Travel Policy. On non-travel days, you cannot exceed the total amount for all meals. Incidental expenses are tips for taxis, bell hops, etc.
7. The requested amount will be charged to your personal college account and you will be responsible for the entire amount.
8. If you have any questions about how to complete this form, please contact the Controller.

Post-Approval

9. Your travel advance will be available from the Business Office two days prior to your trip.
Direct deposit is the preferred method of providing a travel advance. If you've not already done so, please complete an Accounts Payable ACH Authorization form found on the Business Office portal page.
- 10.

Post-Travel

11. Within ten (10) days of the completion of your travel, complete a Travel Expense Report detailing ALL expenses incurred related to that travel.
Give the completed Travel Expense Report to the Business Office. Include any receipts from your trip and any unused travel advance funds.
- 12.

How to Complete the Travel Advance

1. Enter the amount of travel advance the you want.
2. Your advance must be between \$50 and the total amount of estimated costs that you entered for travel advance funds.

Instructions for the Travel Expense Report

1. This form must be completed for all out-of-state travel and also for in-state travel if you received a travel advance. This form must include all the expenses related to this trip, including pre-paid items like registration, lodging and airfare.
2. Complete this form in Excel. Many of the cells are formulas to make the math easier for you.
3. No hand written forms will be accepted, however you must print the form to sign it.
4. Tape receipts to the back of this form. Use other paper if needed.
5. If you have any questions about how to complete this form, please contact the Controller.

How to Complete the Travel Expense Report

1. Some cells are pre-populated from the Authorization/Advance tab. If these cells need to be changed, change them on that tab.
2. List each receipt on a separate line in the appropriate expense column.
3. Include expenses that may have been pre-paid, such as registration, lodging and airfare.
Enter the payment method for each receipt - PO=College Purchase Order, CC=College MasterCard, TA=Travel Advance, PF=Personal Funds. These codes will be used for later calculations.
4. If you took your own vehicle and are eligible for the higher reimbursement rate, you'll need to change the formula in column 5b to reflect that.
5. Enter the total amount to be charged to each GL#. The total of all of these must equal the total of all expenses entered.
6. If the amount pre-populated for your travel advance is incorrect, change the amount of your request on the Authorization/Advance tab.
- 7.

Northern Wyoming Community College District
 Out-of-State Travel Authorization
 State & Out-of-State Request for Travel Advance

In-

Important:
 The purpose of this form is to request approval for an out-of-state trip.
 This form is also required for ANY travel advance requested, regardless of destination.
The authorization requires CFO approval at least 6 weeks prior to the date of travel.
 This form is formula driven. No hand written forms will be accepted.
 Print the form for signature.

Employee Name		Employee #	
Destination		Departure Date	Time
		Return Date	Time

Visit <http://www.gsa.gov/portal/content/104877> to determine the per diem rate for your travel destination.

Total Rate	Breakfast	Lunch	Dinner	Incidental Expenses
55	13	14	23	5

Purpose of Travel: I am traveling to Houston, Texas to attend the National Council of Teachers of English (NCTE) conference.

Grants Only: Goal/Strategy Supported: _____
 Justification for Funding: _____

Estimated Cost of Trip

	College PO	College MasterCard	Travel Advance	Personal Funds	Total
Registration Fees					-
Airfare					-
Lodging					-
Mileage/Fuel Costs					-
Rental Car/Taxi/Shuttle/Parking					-
Meals					-
Other					-
Total Estimated Cost of Trip	-	-	-	-	-

Funding Source(s)

Department Name _____

	Account #	Amount
Registration	-9312	
Travel	-9330	
Motorpool	-9140	

Funding Source(s)

Department Name _____

	Account #	Amount
Registration	-9312	
Travel	-9330	

Funding Source(s)

Department Name _____

	Account #	Amount
Registration	-9312	
Travel	-9330	

Total of all Funding Sources (must equal total estimated cost of trip, which is) \$ -

In-State & Out-of-State Request for Travel Advance

If you want a travel advance it has to be more than \$50 but less than **You have not estimated any costs**
 Travel advances must be submitted one week in advance to have your check available two days before your trip.
 How much would you like for your travel advance? \$ - Your approved travel advance is \$ -

I request authorization to travel as indicated above in accordance with the travel regulations of NWCCD. _____ Initial
 I agree to complete a Travel Expense Report and submit with receipts within ten (10) days of the completion of travel. _____
 I also agree to make repayment of excess Travel Advance funds within that same time period. _____

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

CFO's Signature _____ Date _____

Original: CFO's Office
 CC: Grants' Office (if grant funded)

For Office Use Only

Voucher # _____ Amount _____

