

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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EMPLOYEE TRAVEL AND REIMBURSEMENT

Effective December 20, 2023

Procedure 9-06 (A)

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(1) General:

- (a) All college required or business-related travel outside of the College's four-county service district (Franklin, Delaware, Union, and Madison) requiring an overnight stay or with expenses beyond mileage must be pre-approved minimally by the cost center manager and the Division Vice President or President's designee.
- (b) The traveler is obligated to select the most cost-effective travel arrangements, taking into consideration the cost of time en route, transportation, lodging and related expenses.
- (c) The headquarters of an employee traveler is generally that college office address at which the primary work assignment is made. For telecommuters, the headquarters may be the traveler's home address or other designated alternative work location, if approved in writing by the Division Vice President.

Employees are not reimbursed for mileage for their normal commute. Travel expenses between an employee's home and the primary work assignment (headquarters) are the traveler's responsibility. For telecommuters, travel between the employees' approved telecommuting location (headquarters) and the normal college report-in location if the employee was not telecommuting is the traveler's responsibility.

- (d) Reimbursement shall be provided for lodging based on one or more of the following circumstances:
  - (i) Overnight stay is required, and/or
  - (ii) Overnight stay is included in a conference package, and/or
  - (iii) Traveler is traveling more than sixty (60) miles from their residence or headquarters.
- (e) The College may authorize reimbursement of travel, lodging, meal and miscellaneous expenses incurred by consultants, speakers or lecturers, etc. Reimbursement shall be made at rates that do not exceed those specified herein unless otherwise pre-approved by the Division Vice President or President's designee. The consultant, speaker or lecturer, etc., shall provide an itemized statement with all related receipts.
- (f) Unforeseeable and unavoidable situations may arise causing travelers to incur extraordinary expenses not covered in these procedures. Exceptions to these procedures may be made with written documentation on a case-by-case basis, with the approval of the Division Vice President or President's designee. The College will not reimburse for loss (e.g., lost luggage or theft of personal items) due to the intentional

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acts or negligence of a third party. Travelers are responsible for expenses associated with these types of occurrences.

- (g) International travel requires the approval of the traveler's immediate supervisor and the Division Vice President or President's designee.
- (h) Employees who receive honoraria or other compensation for attending conferences, seminars or other business-related forums are encouraged to clear potential conflicts of interest with the Ohio Ethics Commission. Such circumstances must have approval of the Division Vice President or President's designee prior to departure.

(2) Request To Travel:

- (a) Travelers will request permission to attend meetings, conferences, seminars and conventions outside of the four (4) county service district via the College's primary Enterprise Resource Planning (ERP) system. Travel requests should be pre-approved by the Cost Center Manager and the Division Vice President or President's designee, if required.
- (b) Registration-only requests can be made via the College's primary ERP system.
- (c) Travel arrangement options are as follows:
  - (i) Self-Arrangement – Travelers may make their own travel arrangements. A spend authorization located in the College's primary ERP system, with appropriate pre-approvals, must be received by the Travel Office five (5) days before the traveler's departure date.
  - (ii) Travel Office – Upon request, the Travel Office may provide assistance in making flight and hotel arrangements. The travel office also may provide assistance in registration after an approved spend authorization is received in the College's primary ERP system. At least twenty-one (21) days advance notice is requested.
  - (iii) Job Candidate Travel Arrangement – Travel arrangements for candidates interviewing for a position at the College will be made directly by the Human Resources Department and approved by the Vice President of Administration or designee.

Reasonable expenses incurred by interviewees will be reimbursed at actual costs provided there are receipts accompanying the reimbursement request.

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- (iv) Travel expenses of guests of the college may be reimbursed. Travel arrangements can be made by the guest or by the Travel Office. Guest travel should be approved by the Division Vice President or President's designee that is hosting the guest and be supported by appropriate receipts or other specified documentation.

(3) Mode of transportation:

Travel may include one or more of the following modes of transportation:

(a) Commercial Carrier

- (i) The College will purchase or reimburse for the purchase of "Economy Class or Main Cabin" tickets only. A reasonable effort must be made to find an appropriate low-fare or "discounted" ticket. Travelers are not expected to purchase tickets that do not have a confirmed seat assignment. Seat assignment can be selected by the traveler as long as there is no additional fee (or fee is paid by traveler and not reimbursed).
- (ii) The Travel Office will reserve, confirm and pre-pay airline tickets only for commercial carriers booked through the Travel Office. In the College's primary ERP system, travelers must provide their legal name as it appears on a driver's license, state identification or other picture ID, for the purpose of booking airfare.
- (iii) If travelers make their own business travel arrangements, travelers are personally responsible for pre-payment of such arrangements until such time as the travel is completed and the travel reimbursement is requested.
- (iv) The College will not reimburse for any extra airline charges, such as priority boarding or "comfort plus" type with the exception of baggage fees. The College will pay for Wi-Fi access if it is required for business purposes and approved by the Division Vice President or President's designee.
- (v) The College will not reimburse travel agent service fees for hotels or domestic flights unless it is required for group travel or other exception approved by the Division Vice President or President's designee.
- (vi) Airline credits can only be used on official college business. Airline tickets cannot be transferred to other travelers and expire twelve (12) months from the original purchase date or according to the terms of the airline.

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- (vii) Consistent with an Ohio Ethics Commission ruling (for complete text, see: <http://ethics.ohio.gov>), employees may not accumulate frequent flyer miles or other reward points resulting from business travel. Employees are expected to take an active role in preventing the posting of frequent flyer miles or other rewards points to their account.

(b) Personal Transportation

- (i) All reimbursable mileage is calculated at the current rate determined by the Internal Revenue Service (IRS) for the shortest practicable route authorized. The determination about driving versus flying should be made by the Division Vice President or President's designee, taking cost and other factors into consideration.
- (ii) For all grant-funded mileage reimbursement, if the sponsor's rate of reimbursement is lower than the current federal rate the sponsor's rate shall be the rate used. (Employee should check with their grant accountant for current sponsor rate.)
- (iii) When two or more employees travel in the same vehicle, mileage is payable to only one employee. When practical, employees are encouraged to carpool. If carpooling, the employee requesting mileage reimbursement must show the names of all persons traveling together in the same vehicle.
- (iv) Travelers will be reimbursed for business travel incurred in a day. Business miles do not include commute miles employees would normally travel between their homes and work headquarters in their daily commute. For telecommuters, business miles do not include commute miles employees would travel between the employees' approved telecommuting location (headquarters) and the normal college report-in location if the employee was not telecommuting. Daily commute miles (roundtrip, if appropriate), as described above, should be subtracted out of mileage leaving from home or telecommuting headquarters to a destination and/or returning from a destination to their home or telecommuting headquarters for all employees.

(c) Ground Transportation

- (i) Receipts for shuttle, taxi or other ground transportation must be uploaded in the College's primary ERP system when a request for reimbursement is entered for approval. Maximum tips reimbursable for ground transportation is 18% but must be documented on a receipt. Without a

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receipt, tips for ground transportation are considered part of daily tips allowed in Section (6)(c) below.

(d) Rental Car

- (i) Use of a rental car, including estimated cost of related parking, fuel or tolls, etc., must be pre-approved by the Division Vice President or President's designee.

(4) Meals:

- (a) Meal reimbursement is calculated in the College's primary ERP system using The U.S. General Services Administration (GSA) published per diem rates. Per diem rates include gratuities. Rates are based on state, city and time of day. Meal reimbursement may be for a full or partial day. When meals are included in a conference or other registration fees, meals must be excluded in the traveler's reimbursement request.
- (b) Consideration will be made for travel and wait-time spent at a transportation terminal.
- (c) Per IRS regulations, meals are only reimbursable for travel that requires an overnight stay.

(5) Lodging:

- (a) Reimbursement for lodging is based upon actual reasonable costs.
- (b) No reimbursement shall be made for lodging on the way to or from a conference/seminar. The only exceptions to this procedure are (1) if a flight en route has been canceled/diverted and the traveler has no other appropriate option but to stay overnight in order to continue with the travel plans; (2) if staying overnight, i.e., Saturday night, saves money on airline tickets to significantly offset the cost of related hotel and meal expenses; (3) if the meeting/conference start time prohibits early arrival; or (4) if the meeting/conference end time prohibits same-day departure. These exceptions should also be considered in evaluating the overall cost of travel if the travel is by car versus flight.
- (c) Travelers are responsible for securing hotel reservations and paying lodging fees. Lodging will be reimbursed after travel has occurred via the College's primary ERP system. In all instances, traveler should request a government rate. For hotels within the State of Ohio, the traveler should inquire about state tax exemption due to the tax-exempt status of the College.

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(6) Other Expenses:

- (a) No advance payment of personal travel expenses will be issued prior to travel with the exception of conference pre-registration fees.
- (b) Other reimbursable expenses may include reasonable airport parking fees, registration fees, business telephone calls and other travel-related expenses that are documented by receipts. Airport parking fees will be reimbursed at the current uncovered “blue lot” rate at John Glenn International Airport.
- (c) Reasonable and customary tips for expenses such as bellhops, housekeeping, shuttle drivers, other ground transportation and other travel-related tips will be reimbursed without receipt in amounts not to exceed a combined total of \$7 per day. Tips for ground transportation with receipts is discussed above.
- (d) For additional clarification, information or assistance in applying policy and procedures, contact the Purchasing, Accounts Payable and Travel Office.

(7) Travel Reimbursement Submission Deadline:

- (a) Travel reimbursements must be completed in the College’s primary ERP system within thirty (30) days upon return from travel and be paid from funds allocated in the fiscal year that the travel occurred. Approval of travel reimbursements must be made by the Cost Center Manager and Vice President or President’s designee.

Last Effective Dates:

CLH/February 1, 2013

September 1, 2008

April 18, 2005

February 1, 2002