

# **GUAM COMMUNITY COLLEGE**

**- KULEHON KUMUNIDAT GUAHAN -**

## **TRAVEL**

**- POLICY & PROCEDURES -**

APPROVED BY BOARD OF TRUSTEES

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### **APPENDICES**

<b>APPENDIX 1</b>	Travel Request/Authorization Checklist
<b>APPENDIX 2</b>	(GCC Form TA) Travel Request/Authorization Form
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## TRAVEL POLICY

It is the policy of the Board of Trustees that all college travel must be performed either for the direct benefit of Guam Community College or to fulfill a real and legitimate obligation of the College. With this in mind, departments shall exercise prudence in sponsoring all travel. This especially includes travel for temporary, probationary, or retiring employees.

Off island travel of faculty, staff, administrators, and students is to be approved by the President **prior** to the travel. Travel of the Board of Trustees and the President is approved by the Board. A narrative justification or other pertinent information (such as conference or workshop agendas) of the travel must accompany the request. For special reasons, the President **may** approve more than one person traveling for the same purpose. After any off island travel, a trip report of the benefits gained from the trip, a copy of the ticket, original boarding passes, and/or required receipts must be turned in to the Business Office for reimbursement and close out processes within **10** days after travel ends.

Student group travel can be an important part of the educational experience. Within the limits of funds available, Guam Community College encourages such student travel. Plans for such travel should be approved in advance with appropriate funding identified.

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Gina Y. Ramos  
Chairperson Board of Trustees

ATTESTED BY:

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Secretary

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## TRAVEL PROCEDURES

### *- OFF ISLAND TRAVEL -*

#### SUMMARY OF OFF ISLAND TRAVEL PROCEDURES

Approval of travel is done through a travel authorization form (TA). Travelers normally utilize the most economical means of transportation. After return from a trip, the traveler is to file a trip report and a travel reimbursement form (TR). A traveler may be reimbursed for travel on a flat per diem basis or on an actual expenditure basis, depending on the duration of travel. Travelers claiming actual expenditure reimbursement must receive PRIOR approval.

#### TRAVEL AUTHORIZATION

Off island travel is initiated at GCC by preparation of a travel authorization request at the departmental level. This should then be approved by the appropriate Dean or Vice President. Final approval is given by the President. The request should be prepared to allow at least **fourteen days** ticketing prior to the time scheduled for the travel. This should take into consideration the processing and approval time required. (See **Appendix 2**) Exceptions can be made only in an emergency.

The traveler shall fill out the Travel Authorization Checklist (see **Appendix 1**) and the Travel Authorization form and ensure that all required information is attached. The traveler will attach the **actual** itinerary to the travel authorization and a list of anticipated expenditures. Ticket arrangements are required to be made from the list of authorized travel agents and one quote may come from the airline directly. (Note that United allows for a 14 day reservation if the local office is called). Three price quotations for three different routes, must accompany all travel authorizations.

It may be appropriate for the College to send a traveler to more than one conference. If there are open days between conferences, the traveler and the person authorizing the travel should discuss and agree upon, in writing, whether the days in between will be considered annual leave or workdays, and whether they will be considered travel days for the purpose of per diem. The decisions on such a matter should be recorded on the travel authorization or a separate memo.

A copy of the standard travel authorization form (TA) is included in the **Appendix 2**.

Travel authorization is required for all travel related activities. This includes travel paid by the College or by a third party. Whether it is leave without pay, administrative leave or personal leave.

## **TYPES OF TRAVEL AUTHORIZATION**

The following types of travel are authorized as indicated:

### **Travel on Official College Business**

The Chairperson of the Board of Trustees shall authorize such travel for members of the Board and the President. The President shall authorize this type of travel for all other employees. Any requests not duly authorized via an approved travel authorization **prior** to the commencement of travel will be charged to the individual traveler.

### **Travel with side trip**

The travel policy states that travel be performed for the direct benefit of the College. However, travelers who want to include a side trip into their travel must pay the cost of the additional trip and any other costs. The College will pay the lowest travel cost, based on determination of the total trip cost. Travelers must obtain at a minimum 4 price quotations to include the following when including a side trip:

- a. 3 price/route quotations with extended dates
- b. 1 price/route quotations with extended dates inclusive of side trip.

### **Travel of Employees hired from Off-Island**

This travel is approved by the President and is covered by the employment contract. A person whose education has been covered by payment from the GovGuam Student Financial Assistance Fund within twelve months of the first workday at the College is not entitled to recruitment travel funds as an off island hire.

### **Student Group Travel**

Groups traveling (consisting of student, faculty and GCC employee chaperones) shall be allowed to make travel arrangements directly with airlines. This will allow for group discounts to be obtained and flexibility in travel changes. Documentation of the discount and savings must be noted. Additionally, student group travel for off-island competitions may require the group to arrive at the location additional days before the competition. The request for the extended days with any supporting documentation must be submitted and attached to the TA. This will be reviewed by the Vice President of Business and Finance on a case by case basis.

For student group travel, the actual method will be utilized for lodging and transportation, and meals will be paid on the per diem basis.

## FINANCING OF TRAVEL

Travel costs will be paid by GCC per the approved travel authorization. Travelers will have their airline ticket and registration fees paid for with institutional funds, via the GCC corporate credit card. Lodging may be requested to be paid via the College corporate credit card. Travelers may also apply for a travel advance of 80% of the authorized per diem. Per diem advances may be picked up **two** business day in advance of the trip. Travelers will be required to sign the Advance Per Diem Agreement (**Appendix 8**) An earlier advance may be authorized by the Vice President of Finance and Administration. The President may authorize travel without completion of a travel authorization. This will be done **only** in emergencies.

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The traveler must make a written request for the advance per diem, (As noted on the Form TA) at least three days prior to departure. Additionally, the traveler is responsible for ensuring that the request for GCC corporate card is made to purchase the airline ticket, within the advance purchase requirements.

## COST-SHARING

The traveler and the person authorizing the travel may make a cost-sharing agreement about travel costs. These agreements outline a percentage to be paid by the College. They could also agree to the College paying a flat amount and the traveler paying the remainder, or a combination of the two methods such as 50% with a maximum of \$600. They could agree to share the types of costs such as the traveler paying for transportation and the College paying for meals and lodgings.

The Guam Community College may make cost-sharing agreements with other institutions. If a cost-sharing agreement is made, the traveler must submit documentation of the costs to be paid by the College – prior to the travel.

**Example:** There is only \$700 budgeted for travel in a grant. The traveler may agree to cost-share by submitting documentation to support at least \$700 in expenses.

## ALLOWABLE EXPENDITURES AND REIMBURSEMENT

At Guam Community College there are two options for seeking reimbursement for travel expenses. The first option is to seek per diem. Under the per diem method, a standard daily amount is available. This amount is expected to cover standard travel expenditures (see Table 1). The traveler still remains free to seek reimbursement for additional reasonable expenditures for items not covered by the per diem (see Table 2). Such additional expenditures must be documented as required and approved prior to travel. Documentation of standard per diem expenses is not required when seeking reimbursement under the per diem option. If conference fees include meals, the traveler will reduce their per diem for these meals.

The second option is to seek reimbursement for all reasonable expenditures, also called the Actual Method. Reasonable expenditures include all expenditures covered by per diem plus other directly related travel expenditures. In this option, additional appropriate documentation is required and the traveler must fill out and attach the Trip Reimbursement Detail Form (**Appendix 5**).

**However, travel in excess of seven (7) calendar days will be required to use the actual method for lodging. The per diem method will be allowed only for meals.** Only 1 option may be chosen, not a combination of both options, except for travel in excess of 7 calendar days, and requests must be made prior to actual travel. For travelers who use the actual method, lodging costs should not exceed the standard daily lodging rate. If traveler requests for lodging costs in excess, the request must be made in advance with proper justification.

**Example:** The conference is being held at a hotel whose cost is \$150 per day, but standard lodging is \$100 per day. It is beneficial to the traveler to stay in the same hotel as the conference site.

At Guam Community College almost all travelers utilize the per diem method. This usually provides the greatest efficiency for the traveler and the college.

Standard expenditures covered by per diem:

**TABLE 1**

1.	Meals
2.	Lodging. The term "lodging" does not include transportation related accommodations on airplanes, ships, or trains.
3.	Tips to waiters, porters, bellboys, hotel maids, dining room stewards.
4.	Laundry, cleaning and pressing of clothing. (Limited to \$20 per day)
5.	Excess baggage charges.
6.	Telephone, fax or other communication service.
7.	Currency exchange or passport fees and airport departure taxes
8.	Transportation to and from the airport and parking fees as well as taxis and other local transportation at the destination.
9.	Miscellaneous Travel related expenses.

The following are examples of other travel related costs for which a person may seek reimbursement even if the per diem method is used. Major expenses of this type should be approved at the time of the travel authorization.

**TABLE 2**

1.	Conference or meeting fees.
2.	Long distance calls directly related to the purpose of the travel. Include information on the number called and the business purpose of the expense.
3.	Excess baggage or shipping related to carrying materials to/from a conference or meeting. This includes storage and transfers of such materials.
4.	Justified Business Center services.
5.	Rental of internet access computers or other necessary equipment.
6.	Clerical assistance.
7.	Guides and interpreters.
8.	Packers.
9.	Drivers of vehicles or boats.
10.	Storage of Property.
11.	Hire of a meeting or presentation room or space.
12.	Entertainment expenses.
13.	Small supplies.
14.	Two ten minute long distance calls home.
15.	Rental cars and local transportation.
16.	Necessary storage of baggage.
17.	Other justified expenses directly related to the travel.
18.	Checked luggage fee <u>for the first bag if there is a fee and (for the first 2 standard sized bags, based on airline requirements). Justification for second bag must be business related.</u>

The following are examples of costs that are not allowable:

1. Flight insurance (exception, GDOE students).
2. Repairs to home while traveling.
3. Reading materials unrelated to official business.
4. Video or cable charges.
5. Clothing.
6. Alcoholic beverages.
7. Athletic room fees.
8. ATM Fees.
9. Non-justified travel or conference related expenses.

#### **PER DIEM**

A person may request the per diem rate times the travel days without submitting documentation of the costs for meals and lodging for the travel period.

**Example:** A traveler travels six days to Chicago. This includes one day of travel to



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Chicago, a four day conference and one day for return. The traveler may request per diem for 6 days. The traveler does not have to submit any receipts. If the traveler incurred other allowable expenses such as conference fees, reimbursement may be claimed for the additional allowable expenses.

A traveler may use only one method (per diem or actual method, except for travel over 7 calendar days) for the entire trip.

**Example:** A traveler travels four days to Chicago. This includes one day of travel to Chicago, a two day conference and one day for return. The traveler may request per diem for 4 days. If the traveler chooses the actual method (prior to travel) then the traveler would be required to submit receipts. If the Chicago hotel costs more than the allowable lodging per diem rate, the traveler must provide documentation justifying the hotel chosen.

The per diem rates are based on the per diem rate authorized by law. Currently, the rate is available on the following website:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

The traveler is entitled to the per diem rate for each travel day of official travel. No more than one day of per diem or expenses may be claimed before the beginning of official business and one day claimed for the return. Exceptions may only be made with prior approval and documentation on the TA.

To determine the number of travel days in a trip, one counts the number of midnights that the traveler is on travel status. Travel status begins one hour before scheduled takeoff at the airport and ends one hour after return. All time is counted as Guam time.

**Example:** A person leaves Guam at 6:00 a.m. on March 1 and returns to Guam at 6:00 p.m. on March 5. The trip has four travel days: March 1, 2, 3, and 4.

The following **standard calculation** can be applied for counting travel days:

Trip to the US Mainland:

The traveler may claim a travel day going and a travel day for return.

Trip to Hawaii:

The traveler may claim one travel day.

Trip to any of the Micronesian Islands, Japan and Philippines:

The traveler may claim one travel day. If the airline schedule does not allow a direct return, required stay over days may be claimed. However, documentation must be provided indicating flight availability.

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If a traveler goes on annual leave during the trip, the travel days end at the time of the end of business. The traveler may be entitled to per diem or actual hotel and meal expense during a layover on the travel back to Guam.

If a trip is less than one day, the traveler is entitled to all **actual** allowable expenditures. However, the traveler is not entitled to per diem.

**Example:** A traveler goes to Saipan in the morning and returns that evening. The traveler is entitled to actual allowable expenditures but not to per diem.

If a person begins travel without a confirmed return flight and is not able to return as planned, the travel status ends on the date of expected return. Exceptions must be authorized in advance.

**Example:** A traveler begins travel on Sunday while on stand-by to return home on Friday. If the traveler is not able to get on the Friday flight, the traveler is not on travel status while waiting for the next available flight.

Members of the Board of Trustees, the President and the Vice Presidents may receive 125% of the standard per diem rates.

### **SALARY AND USE OF LEAVE WHILE TRAVELING**

The traveler shall be on administrative leave and will receive a regular salary during the authorized travel time. In general, a traveler will be eligible for one day of administrative leave for each day of authorized travel time. No advances of an employee's salary may be made except in case of emergency. Travelers must attach their Leave Application with the TA as noted in the TA Checklist.

If the traveler becomes sick during a trip or uses other types of leave while on travel status, the traveler must attach a copy of the approved leave form to the travel reimbursement (TR) request.

Upon returning to Guam, the traveler must show the hour of departure and return to duty.

When a traveler takes sick leave because of illness or injury not due to personal misconduct, the prescribed reimbursement will be authorized for a period not to exceed ten days. The approved leave form shall accompany the travel reimbursement request.

### **REIMBURSEMENT OF EXPENDITURES AND TRAVEL REPORT**

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The traveler must file a trip report (see **Appendix 4**) and request for reimbursement through the Trip Reimbursement form within **10** business days of return from travel. The trip report should be addressed to the person who authorized the travel. A copy of the approved trip report should be attached to the request for reimbursement. A traveler who is only claiming per diem need only file a copy of the travel authorization and backup, the ticket or (e-ticket) and original boarding passes, and the trip report. Only original documents will be accepted. If a traveler, claiming per diem is also asking reimbursement of additional expenses, supporting documentation on the additional expenses must be included.

If the traveler claims actual expenses and any advance exceeds the amount claimed in the travel reimbursement request, the traveler shall refund the excess at the time the travel reimbursement is submitted.

In the event of cancellation or indefinite postponement of authorized travel, the traveler shall notify the Business Office and return any advances that may have been made. If any advance is not returned within 10 days, the Business Office may initiate recovery of any outstanding advances not fully recovered by deductions from travel reimbursement or voluntary refunds by the traveler. Such recovery may be by set-off of salary due, retirement credit, or other financial charges. This may be sought from the person to who advanced or the estate by such legal method of recovery as may be necessary. The traveler will be responsible for any attorney or collection fees paid to collect balances owed.

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When actual expenditures are claimed, receipts must support all expenditures. Reimbursement of meals will not exceed the standard authorized rate. Items in a travel reimbursement not properly supported by receipts, where required, will not be reimbursed.

Persons traveling in foreign countries should report their expenditure by item, in the foreign currency. The total expenditure in foreign currency should be converted into United States dollars at the rate or rates at which the foreign currency was obtained. Every time money is converted, the traveler should obtain a receipt of the commission charged and exchange rate.

All claims for entertainment expense, including those incurred while on travel status, must be justified in writing. Such expenses are reimbursable only when directly connected with the official business of the college. The justification will state:

1. The date of entertainment.
2. The specific purpose of entertainment or the nature of business benefit.
3. The specific names and occupations of the persons entertained.
4. The name and address of the facility used for entertainment.
5. Appropriate receipts.
6. The business purpose of the entertainment and what business was discussed.

A copy of a request for reimbursement form (TR) is included in **Appendix 3**.

#### **TRAVELER'S TRANSPORTATION**

All travelers will travel by economy class with the lowest fare airline. The Chairperson of the Board or the President may allow a different class of travel for official business reasons or health reasons. The Vice President of Finance and Administration may allow other than the lowest fare airline to significantly reduce travel time.

Travel arrangements will be made from the list of approved travel agencies and one quote may come from an online airline/website. A traveler must make arrangements early enough to take advantage of the 14 day advance ticket purchase and available discounts. After arrangements are made, payment will be made by the Business Office.

All travel must be by a usually-traveled route. Traveling to the U.S. mainland by going through Japan is considered a usually-traveled route. Travel by other routes is allowable only if the Vice President of Finance and Administration specifically permits such a route.

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A person traveling by an indirect route for personal convenience will bear the extra expense; reimbursement for expenses will cover only such charges as would have been incurred on a usually-traveled route.

If specifically justified and approved in **advance**, the expenses of a car rental may be reimbursed to an employee also claiming per diem. Such approval is given only if there is a business need for such a car. Upon claiming this expense, the traveler must attach a copy of the car rental agreement with supporting receipts.

### SPECIAL QUESTIONS

#### Extension of Travel Time

The extension of official travel for GCC requires prior approval by the person authorizing the travel. Exceptions may be made for emergency situations.

#### Frequent Flyer Programs

College personnel enrolled in any frequent traveler program while traveling for the College may utilize benefits for their own travel.

#### Payback Obligation

Guam Community College has a "payback" policy. Administrative Directive 2007-03. This means that if a person travels off island for training and then leaves the College within twelve months, the person may be liable to pay back the costs of the training. At a minimum, the dates and percentages in Table 3 below will be used to calculate the payback costs for all travel related costs. An employee traveling off island will need to sign the *Early Departure Fund Return Obligations Payback form or the Payback Policy Agreement* form prior to leaving on their trip. See **Appendix 7** for these forms.

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**TABLE 3**

Time Worked After Funding (months)	Percentage of payback	Amount
0	100.0%	
1		Less \$200 from entire travel and trip expense on TA
2		Less \$400 from entire travel and trip expense on TA
3	90.0%	Of Net Balance
4	80.0%	Of Net Balance
5	70.0%	Of Net Balance
6	60.0%	Of Net Balance
7	50.0%	Of Net Balance
8	40.0%	Of Net Balance
9	30.0%	Of Net Balance
10	20.0%	Of Net Balance
11	10.0%	Of Net Balance
12	0.0%	

*The following are additional programs that should be reviewed to ensure compliance with those applicable policies and procedures payback provisions:*

Faculty - The Professional Development Review Committee policy and procedures

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Staff – The Staff Development Program policy and procedures

Administrators - The Staff Development Program policy and procedures and Administrative Directive 2007-03

## TRAVEL PROCEDURES

### *- ON ISLAND TRAVEL -*

Guam Community College makes college automobiles available when an employee must travel on college activities. The most common case of this is when an employee must travel to another site for business or to conduct a class. In general, employees should utilize college transportation for such purposes. In special circumstances where there is a significant inconvenience in utilizing a college vehicle, an employee may be authorized to utilize their personal transportation for college purposes. Such travel must be authorized ahead of time. Before the initial use of the vehicle, the traveler must provide documentation:

1. Valid Guam driver's license.
2. Valid registration and insurance

Such authorization must be granted by the appropriate Vice President or Dean. The authorization must be in writing and must be for a limited period of time, not to exceed the time of one semester.

At the time of reimbursement, the employee should supply a copy of the documentation, a log listing the day and time of each trip, the beginning and ending mileage and the net mileage. See **Appendix 6** for the Mileage Reimbursement Log.

Requests for mileage reimbursement will be at the standard IRS rates, which can be viewed at the Internal Revenue Service website, [www.irs.gov](http://www.irs.gov).

