**Number: FIN-243**

**Policy Number (if applicable):** N/A

**Office of Primary Responsibility:** Fiscal

**Title of Procedure:** Travel Request Procedure

**Effective Date:** March 31, 2022

**Revised Date:** March 31, 2022

**Reviewed Date:** March 31, 2022

**Purpose**

**Hocking College encourages the professional development of its employees and the promotion of the College to others. To assist these objectives, the College has established a procedure to allow for travel which is relevant and beneficial to the College. This procedure provides a framework for employees to request travel.**

**Step 1: Request Approval**

**Complete the pre-travel sections of the Travel Request Form and submit to your Budget Manager for review and signoff. Once reviewed by the Budget Manager, the request will need submitted to the President's Office for review. If the travel request is approved, you may proceed to the next steps. Travel requests should be submitted for approval as soon as possible but no less than 3 business days prior to travel. For trips that can be planned ahead, travel approval should occur no less than 30 days prior to travel.**

**Step 2: Make Travel Arrangements**

**Travel arrangements may be made with the following considerations in mind:**

* **All airfare arrangements should be made through the Executive Assistant to the Vice Presidents.**
* **Hotel arrangements should be made via the office manager in your area, keep in mind that arrangements must be made for less than or equal to the rate approved (including all taxes, fees, etc.). If hotel arrangements cannot be made at the approved rate, a new Travel Request Form will need to be submitted. ASK FOR THE "STATE RATE" when booking a hotel, often a discount will be available.**
* **Registration fees may be paid either via p-card with the Approved Travel Form as the approval document, or via requisition.**
* **If cancelation of the trip is needed, it is the traveler’s responsibility to ensure that all arrangements are cancelled.**
* **If traveling via car, a request for a fleet vehicle is required. If a fleet vehicle request is not made, mileage will be reimbursed at a discounted rate. If a fleet vehicle request is made but a fleet vehicle is unavailable, the College will reimburse at the IRS standard mileage rate.**

**Step 3: Travel**

**Approximately 2 business days prior to departing, please make arrangements with the Fiscal Office to coordinate a p-card checkout for your travel. The Approved Travel Request Form will be the checkout document for the p-card. While traveling, keep the following in mind:**

* **If p-card is used, the receipt must be kept and turned in to your office manager for inclusion in p-card reconcilement. *All p-card receipts must be kept and turned in.***
* **P-cards may be used for the following: tolls, parking, business meals, student meals, taxi services, and college-owned vehicle emergencies (if it's your car, DO NOT use the pcard for any vehicle repairs, gas, etc.)**
* **P-cards MAY NOT be used for the following: personal meals, personal entertainment, putting gas in your personal vehicle, alcohol, non-emergency expenditures that were not approved on the Travel Form.**

**Step 4: Complete Remaining Sections of Travel Form & Submit for Reimbursement**

**Upon completion of travel, all remaining sections of the travel form should be completed and submitted to your Budget Manager for review and signoff. Once reviewed by the Budget Manager:**

* **If all costs are within pre-approved amounts, form goes to Fiscal Office.**
* **If any costs are over pre-approved amounts, form goes to President's Office for review.**

**Once the Fiscal Office receives the completed Travel Form and all appropriate documentation, a check will be issued for per diem, mileage, and any other relevant expenditures not placed on the P-Card.**

**Step 5: Provide a Report / Presentation**

**Anytime that an employee goes to a training, seminar, conference, etc., it is important that they bring back what they learned for not only themselves but others at the institution. Coordinate with your manager to determine the appropriate audience and plan to provide a presentation. Potential venues may include: department meetings, the communications meeting, start week, etc.**

**Per Diem Information**

**College provides a per diem to cover meals and incidental expenses. A per diem is issued regardless of whether the hotel includes breakfast, conference provides lunch, etc. Rates are as follows:**

**Breakfast = $6**

**Lunch = $8**

**Dinner = $16**

**Full Day = $30**

**ONE DAY TRIP:**

**Leave before 8am, return before 12pm - Breakfast**

**Leave before 8am, return after 2pm - Breakfast & Lunch**

**Leave before 8am, return after 6pm - Breakfast, Lunch, & Dinner**

**Leave before 12pm, return after 6pm - Lunch & Dinner**

**MULTI DAY TRIP:**

**Departure Day --**

**Leave before 8am -- Breakfast, Lunch, Dinner**

**Leave before 12pm -- Lunch, Dinner**

**Return Day --**

**Return before 12pm -- Breakfast**

**Return after 2pm -- Breakfast & Lunch**

**Return after 6pm -- Breakfast, Lunch, & Dinner**