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Title: Travel Regulations

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Authority: FTCC Finance and  
Administration Office

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**PURPOSE:**

To define the rules and regulations as they relate to reimbursed travel for College business.

**STATUTORY REFERENCE:**

Travel rules and regulations for Fletcher Technical Community College follow Policy Procedure and Memorandum 49 (PPM#49), issued by the Division of Administration – “Office of State Travel.”

**DEFINITIONS:**

For the purposes of this policy statement, the following words have the meaning indicated.

**Blanket Authorizations**

- travel authorizations that are used for routine in-state travel. This authorization covers travel to meetings and functions that are part of the regular duties of an employee. These authorizations are valid for one year but in no case do they extend past June 30<sup>th</sup> of the fiscal year.

**Conference/Convention**

- a meeting for a specific purpose and/or objective and requires payment of a registration fee. Documentation required is a formal agenda and/or program. Exception for the registration fee requirement can be approved by the department head on a case-by-case basis. Participation as an exhibiting vendor in an exhibit /trade show also qualifies as a conference.

**In-State Travel**

- all travel within the borders of Louisiana or travel through adjacent states between points within Louisiana when such is the most efficient route.

### **International Travel**

- all travel to destinations outside the 50 United States, District of Columbia, Puerto Rico and the Virgin Islands.

### **Official Domicile**

- except where fixed by law, official domicile of an officer or employee assigned to the College shall be, at a minimum, the city limits in which the College is located. The Chancellor or his designee can determine the extent of any surrounding area to be included, such as parish or region. As a guideline, a radius of at least 30 miles is recommended.

### **Out-of-State Travel**

- travel to any of the other 49 states plus District of Columbia, Puerto Rico and the Virgin Islands.

## **GENERAL POLICY/PROCEDURE:**

Fletcher Technical Community College (FTCC) follows the travel guidelines of the Office of the State Travel which are updated on an annual basis. Employees who travel on College business should become familiar with these guidelines, as well as the State's lodging, meal and travel expense reimbursement rates, which are available on the Office of State Travel's website at <http://www.doa.louisiana.gov/osp/travel/TravelGuide/docs/TravelGuide.pdf>, before making travel arrangements. A pocket guide to travel will be distributed each year to all employees.

Employees traveling on College business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess cost, unnecessary routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of College business are not acceptable and should be avoided.

The FTCC travel policy applies to all employees and officials of Fletcher Technical Community College regardless of the source of funds used to reimburse the employee for his/her travel.

### **A. General Travel Provisions**

1. It is the employee's responsibility to consult the Louisiana Travel Guide to familiarize themselves with the official state travel regulations and what items are reimbursable prior to the beginning of travel.
2. Employees traveling on official business will provide themselves with sufficient funds to cover routine travel expenses. Employees are encouraged to apply for a VISA Corporate Card to help cover travel expenses as travel advances are only granted under extraordinary circumstances.
3. Travel must be for the proper execution of official FTCC business or implementation of college objectives. Meetings and conferences attended must

be of a professional nature that relates to the attending individual's current job duties.

4. All FTCC staff and officials wishing to travel on College business must complete and submit an Authorization to Travel form in advance of travel. The form must be approved by his or her supervisor and the department head of the departmental budget to which the travel costs will be charged. Non-employee individuals who are requesting reimbursement from FTCC must also submit a travel authorization before their travel has begun. The department head and Vice Chancellor for Finance and Administration must approve all non-employee travel authorizations in advance of travel.
5. FTCC employees who are required to frequently travel in the performance of their official duties may obtain approval for a Blanket Travel Authorization. The employee's supervisor must approve their blanket authorization to travel before they are submitted to the Vice Chancellor for Finance and Administration for approval. Blanket authorizations are valid for one year but in no case do they extend past June 30th of the fiscal year.
6. Out of state travel must have a separate authorization to travel approved by the supervisor and department head. International travel must be approved by the Chancellor and the Division of Administration.
7. Conference travel must have a separate authorization to travel approved by the supervisor and Chancellor with budgetary approval from the finance office. In-state conference travel is not covered by a blanket travel authorization.
8. Upon completion of the authorized travel, the Travel Expense Account Form must be submitted for reimbursement and approved by the traveler's appropriate supervisor and budget department head.
9. All air travel arrangements **MUST** be made through a State-authorized travel agency. Employees will not be reimbursed for any air travel that is not made through the State-authorized travel agency unless written approval has been obtained from the State Travel Office. Employees should contact Nicol Blanchard, Tech Prep Coordinator to make air travel arrangements.
10. Personally-owned vehicles may be used for official College business if prior approval has been granted and the employee has been authorized to drive on behalf of the College and has taken the FTCC Defensive Driving Class.
11. Only air fare and registration/dues will be pre-paid directly by the College. The traveler must have an approved authorization to travel and appropriate documentation which provides the basis for the amount requested. If an employee does purchase airline travel from an agency other than the State travel

agency without written approval from the Division of Administration, the college **will not** reimburse the employee for that travel.

12. An employee must obtain Chancellor approval to use their personal vehicle for out-of-state travel instead of air travel. The employee will be reimbursed mileage only on the basis of the current state approved mileage rate. The total cost of the mileage may not exceed the cost of travel by using the lesser of 1) State Contract airfare or 2) lowest logical airfare obtained at least 14 days prior to the trip departure date. The employee will not be reimbursed for meals and lodging for days added as a result of driving instead of flying to the destination.
13. Lodging, meals and other travel-related expenses are the initial responsibility of the traveler. These expenses will be reimbursed in accordance with the Office of State Travel's reimbursement rates after travel has been completed.
14. In accordance with the College's leave policy, no compensatory time is granted for travel to and from conferences.

**B. Corporate Credit Cards**

The office of State Travel has made available to State employees a Visa Corporate Credit Card that reduces the need for employees to use personal credit or funds for the purpose of traveling on behalf of the College. The use of an individual corporate credit card is encouraged but not required by the College. **All purchases on the corporate credit card are the sole responsibility of the employee; the College has no liability for charges made on such corporate credit cards.**

**C. Reimbursement for Travel Expenses**

Refer to Business Office Procedure (BOP) # 10 for the procedure for requesting reimbursement for travel expenses.