EvCC2065P: TRAVEL PROCEDURE
Original Date: October 5, 1998
Revision Date: February 1, 2016
Policy Contact: Executive Director of Finance

Travel by state employees for work-related travel is regulated by the State of Washington. Individual travelers are responsible for understanding and abiding by the rules of the State of Washington as found in Chapter 10 of the State Administrative and Accounting Manual (SAAM).

These procedures describe the activities required by Everett Community College for approvals and payments relating to the work-related travel of its employees.

Travel procedures for job applicants (not current employees) are found at EvCC2060P.

REQUIRED FORMS

1. Travel Authorization Form (TA)
   a) Complete the TA before travel UNLESS
      a. travel is less than 50 miles from the college AND
      b. travel is completed in one day
   b) Estimate all travel expenses
   c) Indicate whether a travel advance is requested
   d) Obtain pre-approval for all work-related travel
   e) Additionally, obtain President’s pre-approval for all travel outside Washington
   f) TA must be completed before making any travel arrangements

2. Travel Expense Voucher (TEV)
   a) Complete the TEV immediately after travel, including travel within 50 miles of the college
   b) Document mileage driven, including ferry miles, measured by the most direct route
   c) Document all expenses and include receipts for each transaction
      a. If no receipt is available include a written explanation, signed by the traveler, of the reasons for failing to provide a receipt
      b. Review all claimed expenditures for compliance with state rules

QUALIFYING TRAVEL

1. “Travel status” is the official status of a traveler when the traveler is away from both the official residence and the official work station, excluding the commute between the traveler’s official work site and home, on state-related business.
2. An employee must be in travel status three or more hours before, after, or any combination thereof, beyond an employee's normal work day to qualify for meals and/or lodging reimbursement.
3. “Local area” is defined as day trips within fifty (50) miles of Community College as measured by MapQuest or other mapping source (rather than by miles driven) including ferry miles.
4. Overnight stays are reimbursable when a traveler is required to stay overnight more than fifty (50) miles beyond the traveler’s home or official work site, whichever is closer, as measured by MapQuest or other mapping source, with three exceptions:
   a. The overnight stay avoids having an employee drive back and forth for back-to-back late night/early morning official state business
      i. This exception requires written pre-approval which must be attached to the TEV for reimbursement.
b. Or; when the health and safety of travelers is of concern;
   i. Supervisor notice (not approval) is required for this exception. Document the general condition on the TEV and provide the name of the supervisor and the date and time of notification.

c. Or; when an agency can demonstrate that staying overnight is more economical to the state.
   i. This exception requires written pre-approval which must be attached to the TEV for reimbursement.

TRAVEL ADVANCES

1. Prepayment of registrations
   a. Purchase Requisitions will be used in those instances when a check is required for prepayment of lodging, conferences, etc.

2. Check to cover anticipated expenses
   a. Use the TA to indicate a travel advance is requested.
   b. Allow two weeks for processing the travel advance check.
   c. The traveler must return any portion of the travel advance not expended immediately at the close of the authorized travel period.
      i. The traveler is to submit the payment with a properly completed TEV
      ii. Payments may be made by check or cash payable to the cashier’s office.
   d. Travel advance checks are generally available at the Human Resources office up to a week before the date of travel.

TRAVEL REIMBURSEMENTS

1. Per Diem
   a) Per diem expenses cover both lodging expenses and meal costs while in travel status.
   b) Per diem rates generally are adjusted in October.
   c) Refer to the websites referenced below for detailed rates:
      a. Washington State
      b. United States
      c. International

2. Allowable Reimbursements
   a) Vehicles / Mileage
      1) Personal vehicle
         i. Employees may use their personal vehicles for work-related travel.
         ii. Employees should be sure to eliminate unnecessary travel, and whenever feasible, carpool with other staff members attending the same function.
         iii. If carpooling with another Everett Community College employee(s), indicate the intention to carpool on the TA.
         iv. When work-related travel begins from or ends at home, mileage is to be calculated using the traveler’s home address or the official work site address, whichever is closer to the destination.
         v. Commuting costs from home to official work site are not reimbursable.
         vi. If travelling to a location with regular commercial air service, private car mileage is reimbursed at either the current mileage rate or at the lowest regular airfare to the destination, whichever is lower.
         vii. The state will not provide excess liability protection to any unauthorized traveler in the event of an accident.
2) **Rental vehicle**
   i. **Pickup/drop off at Everett Community College**
      1. Contact the motor pool coordinator at 425-388-9514 to arrange vehicle rental.
      2. Travelers must comply with the [Motor Pool Policy](#).
      3. The state will not provide excess liability protection to any unauthorized traveler in the event of an accident.
   ii. **Pickup/drop off elsewhere**
      1. Enterprise Rental Car is the exclusive vendor for the state. You must use Enterprise.
         a. Book online at [www.enterprise.com](http://www.enterprise.com) or call 1-800-261-7331
         b. Use the corporate account: 45WA424 and 3 digit code: WAS
      2. The state contract includes full insurance coverage.
      3. Travelers should decline any added insurance unless the traveler will personally pay for the added insurance.
      4. The state will not provide excess liability protection to any unauthorized traveler in the event of an accident.

b) **Airfare**
   1) Contact the travel accountant at 425-388-9029 or contact an approved travel agent (listed below) to make preliminary, unconfirmed travel arrangements which will determine the estimated cost included in the TA.
   2) The travel accountant will authorize the travel agency to charge the corporate travel account and issue the tickets.
      i. Send the approved TA to the travel accountant to start the authorization process.
      ii. After the authorization process is completed, a confirmation of your ticket(s) will be emailed to you.
   3) The College will not reimburse any employee for airline tickets purchased with personal funds or personal credit card.

c) **Hotel**
   1) Ask for a government rate, and be sure the government rate is lower than the regular rate.
   2) Travelers will need an original, detailed hotel receipt showing that full payment has been made, with a zero balance.
   3) Hotel costs must be at or below the maximum allowable per diem rate for the location, with the following exceptions:
      i. When an employee is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
      ii. When costs in the area have escalated for a brief period of time either during special events or disasters.
      iii. When lodging accommodations in the area are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.
      iv. The employee attends a meeting, conference, convention, or training session where the employee is expected to have business interaction with other participants in addition to scheduled events and it is anticipated that maximum benefit will be achieved by authorizing the employee to stay at the lodging facility where the meeting, conference, convention, or training session is held.
v. To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.

vi. When meeting room facilities are necessary and it is more economical for the employee to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.

4) Indicate on the TA if an exception as described above applies to a hotel stay.
5) Only lodging provided in a commercial lodging facility, evidenced by a paid receipt, may be reimbursed.
   i. A property officially listed with Airbnb is considered a ‘commercial lodging’.
   ii. No reimbursement may be made for accommodations at a private residence.

d) Meals
   1) Meal costs are paid as per diem when the employee is in travel status as defined by the three hour rule and in travel status for the entire meal time period as described below:
      i. Breakfast: 6:00 am – 8:00 am (in travel status before 6AM)
      ii. Lunch: 11:00 am – 1:00 pm (in travel status before 11AM)
      iii. Dinner: 5:00 pm – 7:00 pm (in travel status before 5PM or end travel status after 7PM)
   2) A traveler is entitled to the meal per diem regardless of the actual amount spent on meals.
   3) No receipts are required to be submitted with the TEV.
   4) Travelers are not eligible for meal costs away from the official work station for one-day meetings unless the 3-Hour Rule applies. Exceptions to the 3-Hour Rule require prior written approval by the president or president’s authorized designee before being in travel status.
   5) Reimbursement for meal expenses is not allowed when meals are furnished by the host or as part of the meeting or conference.

e) Incidentals
   1) Employees are reimbursed for incidentals including but not limited to extra bag fees, taxi or bus fare, shuttle fees, parking fees, ferry and bridge tolls

3. UNALLOWABLE REIMBURSEMENTS
   a) Alcohol
   b) Fees and tips given to porters, baggage carriers, bellhops, hotel maids, flight attendants or stewards
   c) Fees and tips for other for personal services
   d) Valet services, entertainment expenses, video rental, headphone rental and other items of a similar nature
   e) Transportation costs to or from places of entertainment and other similar facilities.
   f) Commuting costs of transportation between an employee's home and official work site.
   g) Costs of personal trip insurance, medical and hospital services.
   h) Personal telephone calls, except for a brief call home upon reaching your destination.
   i) Out-of-pocket charges for vehicle service call caused by the negligence of the traveler such as retrieval of keys from locked vehicles, delivery of fuel, or jump-starting vehicles when the lights have been left on, etc.

CANCELLATIONS
It is the responsibility of the person making the reservations to cancel the reservations if plans change.

EXTENDING TRAVEL FOR PERSONAL REASONS
It is the responsibility of the traveler to pay for all extra costs associated with extending the travel for personal reasons. The hotel may charge a rate other than government rate for the extended days.
AUTHORIZED TRAVEL AGENTS

Travel Time of Everett, Inc.
Phone: 360-474-9192
1-888-283-7904

Bellingham Travel
Phone: 360-733-1270
1-800-869-7065

RELEVANT LAWS AND OTHER RELATED INFORMATION
State Administrative and Accounting Manual (SAAM) Chapter 10
General Services Administration (GSA) per diem travel rate

REVISION HISTORY:
Original Date: October 5, 1998
Revision Date: February 1, 2016
Last Review Date: February 1, 2016

APPROVED BY
President’s Staff