



SENM
TRAVEL & EXPENSE
PROCEDURE

Table of Contents

1.	Introduction	3
1.1	Applicability.....	3
2.	Procedure Overview	3
3.	Process	4
4.	Employee/Supervisor Responsibilities	5
4.1	Employee Responsibilities	5
4.2	Supervisors Responsibilities.....	5
5.	P- Card	6
6.	Reporting of Expenses.....	6
6.1	Consequences of Failure to Report Expenses on a Timely Basis.....	6
6.2	Expense Report Approvals	6
6.3	Receipts Required	6
7.	Travel Services.....	6
7.1	Companion Travel.....	6
7.2	Air Travel.....	7
7.2.2	Early Ticket Purchasing	7
7.2.3	Pre-Trip Notification/Approval	7
7.2.4	Unused Tickets	7
7.2.5	Airline Club/Lounge Memberships.....	7
7.2.6	Frequent Flyer Programs	8
8.	Ground Transportation (auto, rental, other).....	8
8.1	SEnMC College Cars.....	8
8.2	Rental Car	8
8.3	Public Transportation.....	8
8.4	Taxi/Car Service.....	9
8.5	Personal Auto	9
8.6	Mileage Reimbursement	9
8.7	Insurance	9
8.8	Gasoline	9
8.9	Parking	10
8.10	Tolls, Ferry Charges, etc.....	10
9	Lodging & Meals	10
9.1	Lodging.....	10
9.2	Meals	10
10	Tips	11
11	Memberships	11
12	Non-Reimbursable Expenses	11
13	Expense Report Monitoring	11
14	Exceptions	11
	Appendix A: Non-reimbursable Expenses.....	12

1. Introduction

This document (the Procedure) describes the Southeast New Mexico College (SENMC) Travel and Expense (T&E) Procedure and applies to all SENMC Full-time Employees. It includes travel requirements for Employees on business travel and reimbursement of business-related travel expenses.

The primary purpose of this Procedure is to provide Employees with the information they need to:

- Properly manage business travel
- Accurately report expenses
- Control costs

1.1 Applicability

This procedure applies to the following categories of expenses:

- All business-related travel expenses such as airfare, hotel, meals, etc.

The procedure does not apply to the following categories of expenses:

- Accounts Payable expenses
- Alcohol is prohibited to be on any receipt turned in for reimbursement.
- Invoices for general business expenses (Advertising, marketing, office supplies, etc.)

2. Procedure Overview

SENMC provides \$3,000 each fiscal year for each full-time employee for travel in support of his or her professional development. The traveler will be responsible for any amount over \$3,000 if it is not covered by Grant Funding or if the VP of Business and Finance or President approves an exception. The above allotted funds are subject to change based on the yearly budget.

SENMC can request employees to travel for the purpose of college necessity however, the cost of this travel will not be charged against the above \$3,000.

Traditionally, travel is within the contiguous United States. Financial support for travel internationally must be approved by the President and VPs. Additional forms are necessary when traveling internationally. International travel must be requested for approval a minimum of 30 days in advance however, some processes can take up to two months to complete, therefore, plan accordingly.

SENMC will reimburse reasonable and necessary travel expenses incurred by Employees in the conduct of College business.

In order to receive reimbursement, Employees must show that their expenses were incurred for legitimate business purposes and must provide all required documentation, including relevant receipts.

SENMC Employees are required to comply with this Procedure. If an Employee violates this Procedure, SENMC may take one or more of the following actions:

- Delay or deny reimbursement
- Impose disciplinary action
- Facilitate taxation of reimbursements

3. Process

- The travel process begins with submitting the Travel Authorization Form to your department supervisor/chair and to the appropriate VP/President. The forms or any questions can be emailed to travel@senmc.edu. Travel arrangements cannot be made until the travel request form is fully approved.
- If Grants Services is paying for all or a portion of your travel, the HSI Grants Services Travel Agreement Form must be submitted as an attachment with your Authorization Form. Approval from Grants Services Administration must be prior to travel.
- Once approved, you will be able to fill out the Travel Request form and submit all documents to the Business Office. Please attach as much information as you can provide about the trip (conference flyer or agenda, estimate lodging, estimate airfare, etc.)
- The Business Office will enter the estimates for a Travel Advance up to 90% of meals and lodging if requested. A travel advance must be requested 30 days prior to the trip. The traveler is responsible for lodging reservations and will be reimbursed upon return with receipts.
- There are P-Cards available to make airfare and registration payments or you can pay on your own and submit receipts for reimbursement however, the reimbursements will not be issued until the return of the trip. Please email all P-Card receipts to travel@senmc.edu. Do not use Pcard for hotel reservations or flight upgrades or insurance. These expenses are not allowed on a Pcard.
- Within three business days of returning from the trip, the employee MUST inform the Business Office travel staff of the departure and return times, provide all necessary receipts, and report any meals or expenses paid for by someone else. Meals included in the conference must be reported for staff to calculate applicable meal per diem.

- Employees will be notified by email and/or telephone when his/her reimbursement voucher is ready for signature.
- Once the employee signs the reimbursement it will be signed off by the appropriate VP/President. A reimbursement check will be processed. Please allow three weeks from the date of the last signature for a check to be issued. You will receive an email or phone call when your check is ready for pickup in the Business Office. At this time direct deposit is not available.

4. Employee/Supervisor Responsibilities

4.1 Employee Responsibilities

Each Employee is required to:

- Read, understand, and comply with all aspects of this Procedure
- Determine if there is a way to meet business objectives without traveling (Teleconferencing or videoconferencing may meet business needs and result in less cost and less time away from home and work)
- Proactively manage how SENMC's funds are spent and provide details as to the business reasons for those expenses through the expense reporting process
- Ensure that all expenses incurred are in compliance with all policies and guidelines that govern appropriate business and ethical conduct
- Take proper precautions to ensure personal safety and to prevent theft or loss of SENMC property (e.g., cash, tickets, computers) by keeping valuable property close at hand or locked in a secure location
- Minimize expenses by selecting the lowest fares, taking advantage of advance booking fares wherever available, using SENMC preferred suppliers and choosing the method of transportation that is most cost effective whenever possible
- Obtain all required approvals prior to travel or incurring costs
- Submit required expense reports and required receipts in a timely basis and ensure they accurately reflect actual costs incurred

4.2 Supervisors Responsibilities

Supervisors are required to:

- Ensure that Employees understand the SENMC Travel Procedure
- Monitor Employee's travel expenditures to ensure they are reasonable and consistent with business requirements
- Review and approve (or reject) expense reports and/or other requests that require approval in a timely manner

5.P- Card

Employees are responsible for ensuring that all charges are accurate and reasonable for business travel. P-cards must be returned immediately once the purchase is complete along with receipts. Do not save the pcard information in your computer.

6. Reporting of Expenses

All business travel expenses, regardless of type or amount, must be submitted as part of an expense report through the designated expense reporting process. Employees shall report all travel expenses within 3 business days after returning from travel.

6.1 Consequences of Failure to Report Expenses on a Timely Basis

- Cash expenses that are not filed within 120 days of when the expense was incurred may not be reimbursed.

6.2 Expense Report Approvals

- Expense reports with exceptions to the rules and guidelines contained in this Procedure and/or with expenses greater than certain threshold amounts will require approval by the President and VP of Business and Finance prior to processing.

6.3 Receipts Required

- Receipts are required for all expenses greater than US\$25. In the event a receipt is lost, a missing receipt form must be completed.

7. Travel Services

7.1 Companion Travel

Spousal/companion travel costs will not be reimbursed by SENMC. Employees should not use SENMC travel services for personal travel arrangements for themselves or others, or to provide information regarding personal travel plans, such as SENMC negotiated rates or phone numbers for hotels.

In certain situations, Personal/vacation travel may be combined with business travel

provided there is no additional cost incurred by SENMC.

SENMC will not reimburse any vacation-related expenses such as sightseeing, bus tours, rental cars, ground transportation, souvenirs, and personal expenses.

Generally, where Business Travel and Personal/Vacation Travel are combined, the Employee will be responsible for the difference between the business-related costs and the total cost of the trip. Individual exceptions to the above should be pre-approved by the President and VP of Business and Finance on a case-by-case basis.

7.2 Air Travel

7.2.1 Lowest Fare Requirements

Employees are expected to take the lowest fare offered when making flight reservations, unless there is a valid business reason to take an alternate flight (e.g., unavoidable schedule constraints). Preferred seating and flight insurance is not allowed on SENMC Pcards and is not reimbursed. Exceptions will be flagged and require justification.

7.2.2 Early Ticket Purchasing

Employees are expected to purchase tickets at least 14 days in advance whenever possible. Exceptions may be flagged and require justification.

While advance ticket purchasing may require tickets to be non-refundable, purchasing tickets in advance is encouraged for Employees who frequent a particular destination and may be able to use the ticket on a future trip, in the event the current trip is cancelled.

7.2.3 Pre-Trip Notification/Approval

- Supervisors must be notified of all travel plans. It is the Employee's responsibility to make sure his/her supervisor is aware of and approves of the Employee's plans.
- All international travel requires pre-approval of the President and VP of Business and Finance.

7.2.4 Unused Tickets

It is the Employee's responsibility to make use of unused tickets for future travel prior to their expiration.

7.2.5 Airline Club/Lounge Memberships/Add-ons

In general, SENMC will not pay for airline club, lounge memberships, preferred seating, first class, second baggage fees, or any other add-ons.

7.2.6 Frequent Flyer Programs

Employees may participate in frequent flyer programs while traveling on SENMC business, provided there is no additional cost to SENMC. If an employee uses their frequent flyer miles, they will not be reimbursed for the miles used at the equivalent exchange rate.

8. Ground Transportation (auto, rental, other)

Employees should use the most cost-effective ground transportation option.

8.1 SENMC College Cars

Employees should:

- Use a SENMC college car whenever possible. Every employee must complete a defensive driving course to drive SENMC cars. Please contact the Business Office to register for online course.

8.2 Rental Car

Employees should:

- a. Use a SENMC preferred rental car vendor Enterprise.
 - Select an Economy/Midsize car, unless three or more Employees are traveling together and renting a larger vehicle would avoid additional vehicle rentals
 - Share rental vehicles whenever possible
 - Ensure that vehicles are only driven by SENMC Employees
 - Return rental cars on time to avoid late charges
 - Decline the collision insurance offered
 - Avoid costly surcharges by refueling rental vehicles before returning them. Gasoline refueling expenses for rental cars are reimbursable.
 - Rental car agencies often charge costly surcharges for cars with onboard navigation systems. Renting of luxury cars and limousines are prohibited in most situations.

8.3 Public Transportation

Public transportation should be used when it is a reasonable, cost-effective method of

travel that does not present safety concerns for travelers.

8.4 Taxi/Car Service

Taxis or car services should be used where they are the most cost-effective ground transportation option, when public transportation is not a reasonable option, or to ensure traveler safety where alternative ground transportation methods are cause for concern.

8.5 Personal Auto

Use of a Personal Automobile is generally not recommended for business trips unless it is pre-approved with justification reasons.

8.6 Mileage Reimbursement

SENMC will reimburse Employees only for mileage that qualifies as business mileage under the U.S. Internal Revenue Code or applicable tax code. Mileage incurred on SENMC business will be reimbursed at the rate listed by the IRS for the relevant year. This reimbursement is intended to cover gasoline, operating expenses, repairs/ maintenance, depreciation and insurance. Commuting mileage between an Employee's home and regular business location is not reimbursable

8.7 Insurance

Employees who use a personal vehicle on SENMC business are required to carry the minimum automobile liability (per person and per accident) insurance required by law.

Generally, Employees should avoid use of personal cars while traveling for business purposes.

8.8 Gasoline

Gasoline purchased while using a SENMC car should be paid for with our WEX cards. Gasoline purchased while using a rental car is reimbursable. Gasoline purchases for personal car use are not reimbursable because the cost of gasoline is covered in the reimbursement for mileage rate for business use of personal vehicles.

8.9 Parking

Necessary parking expenses incurred when traveling on SENMC business are reimbursable. Long-term parking is strongly encouraged for trips over 24 hours.

No reimbursement is permitted for parking at or near the Employee's residence or other personal destination. Parking fines and traffic tickets are not reimbursable expenses.

8.10 Tolls, Ferry Charges, etc.

Bridge, tunnel and ferry tolls/fees incurred as part of valid business travel are reimbursable.

9 Lodging & Meals

9.1 Lodging

- b. Lower Rates – It is always best practice to ask if there is a lower rate at the hotel at check-in. Hotels run specials that may not be loaded into travel reservation systems but can be secured simply by asking.
- c. Cancellation of Reservations – It is the Employee's responsibility to be sure that guaranteed hotel reservations are canceled if they will not be used. Itineraries should be checked for the required cancellation time.
- d. Personal Charges – Personal Expenses such as spa fees, in-room services, minibar, or merchandise are not reimbursable.
- e. For any college-sponsored travel that requires an overnight stay, each employee will have individual lodging arrangements paid for by the college.

9.2 Meals

Meals will be reimbursed at per diem rate for the city travel to based on the GSA current rates. The first and last day will be reimbursed at 75% of the rate. Meals that are included in conferences will be excluded from the per diem rate and must be reported when submitting final receipts. Meals included at conferences are reduced by the following percents: Breakfast 20%, Lunch 30% and Dinner 50% of the per diem rate.

Alcohol purchased during meals will not be reimbursed and should not be included on the receipt.

10 Tips

Gratuities to waiters and taxi drivers should be included in the cost of meals and taxis and should not be separated as tips. SENMC practice is to tip 15%-20% for meals and service unless not customary to do so. In cases where receipts are required, tips should be noted on receipts.

11 Memberships

Initiation fees, assessments and dues for membership in professional, business related organizations should be paid with a Pcard or by Accounts Payable.

12 Non-Reimbursable Expenses

See Appendix A for a list of Non-Reimbursable Expenses.

13 Expense Report Monitoring

Expense reports will be audited for the following:

- e. Compliance with this Procedure
- f. Appropriate approval documentation as required by this Procedure
- g. Adequate explanations for charges require descriptions
- h. Appropriateness of the expenditures to ensure that amounts are not excessive or improper
- i. Supporting documentation (receipts, agendas, etc.)

Discrepancies will be addressed directly with the Employee.

14 Exceptions

All procedure exceptions can only be approved by the President and VP of Business and Finance.

Appendix A: Non-reimbursable Expenses

Non-reimbursable expenses generally include the following:

- j. Membership fees for airline, hotel, rental vehicle and frequent flyer clubs
- k. Alcohol purchases
- l. Tickets bought outside the Travel Policy
- m. Incremental costs of double-occupancy over single-occupancy rates for a spouse/guest unless in connection with a SENMC event where SENMC has agreed to pay guest-related travel expenses
- n. Hotel charges associated with cancellation, where reasonably prudent actions were not taken to avoid such charges
- o. Flight and other travel insurance (SENMC provides insurance for Employees)
- p. Parking tickets/traffic violations
- q. Personal credit card fees
- r. Personal entertainment or recreation items (e.g., magazines, books, movies)
- s. Personal expenses incurred in Employee's absence (e.g., lawn care, snow removal)
- t. Membership in health clubs and associated fees (except for fees charged by hotels for use of fitness center by hotel guests)
- u. Lost airline ticket application fees
- v. In-room movies during hotel stays or charges for in-flight movies on airlines
- w. Charges for barbershops, beauty salons, massages, shoeshine or similar items
- x. Purchase of clothing, toiletries or medicines
- y. Adult entertainment
- z. Charities and contributions to political organizations
- aa. Pet Boarding Fees