

Seattle Colleges Travel Processes

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Overview

Why do we have travel regulations?

Travel regulations are required by the State Legislature and the Office of Financial Management to protect public funds from fraud, waste, and abuse by selecting travel alternatives that are most economical or most advantageous to the state.

Who must comply with these regulations?

- All employees and volunteers of the Seattle Colleges
- Students and clients of the Seattle Colleges
- Members of Seattle's Board of Trustees
- Personal Service Contractors and Client Service Contractors when travel costs are specifically identified in the contract

What are the traveler's responsibilities?

- **Be aware** that all travel must be pre-approved. Only one exception exists and applies to a very small percentage of travel.
- **Be familiar** with the district's travel regulations before embarking on or paying for travel. Only direct work-related expenses may be reimbursed.
- **Be responsible** and know the deadlines and documentation required.
- **Be sensible** and realize excessive, unnecessary, or unjustified travel expenses usually are not reimbursed.
- **Be accountable** personally for the payment of travel expenses due to personal preference, convenience, or where the travel regulations are not followed.
- **Be prompt** in submitting travel documentation for reimbursement.

What are the Seattle Colleges' Business Offices' responsibilities?

- **Ensure** that any and all travel costs paid by the District are directly work-related; obtained at the most economical price; and are critical and necessary to conduct state business. The personal travel plans of the traveler shall not influence this criterion.
- **Exercise** prudent judgment in approving travel-related costs.
- **Ensure** travelers are not treated differently for like travel.
- **Establish** an effective system for managing travel-related costs.
- **Ensure** accountability for all state travel charge card systems

How is travel initiated?

Any Seattle College District employee, student, or volunteer who will be traveling on District business and wishes to have the District pay for the allowable travel expenses must have the travel approved prior to traveling.

Complete a Travel Authorization Request and submit to your college travel coordinator 15 days prior to the start date of your travel. If the District Budget Office or the Chancellor is required to review the travel request, the request must be submitted to the District Budget Office 10 days prior to the start of travel.

The only time a Travel Authorization Request is not required is for mileage reimbursement only for travel that is in-state and less than 2 nights. (Not claiming meals or lodging.)

If you have any questions, please contact your Travel Coordinator prior to traveling. The Travel Coordinators are:

<i>Central</i>	Rachel Cahan	ext. 6942	2BE4180
<i>North</i>	Hasanah Ysa	ext. 7702	3NC2456
<i>South</i>	Lolita Khachaturova	ext. 5841	4RS203
<i>SVI</i>	Greg Lonergan	ext. 4942	SVI206B
<i>Siegal Center</i>	Maria Tiamzon	ext. 4391	1DO100
<i>Siegal Center</i>	Heather Emlund	ext. 4114	1DO 100

How do I receive reimbursement for travel expenses?

Within 30 days of completion of travel, please submit a Travel Expense Voucher.

What types of expenses are eligible for reimbursement?

- Lodging – the lower of actual costs or maximum rate for the specific area/city.
- Meals – a set dollar amount per meal by locale.
- Transportation – as defined in the district travel regulations.
- Miscellaneous – only those expenses necessary to conduct essential and official state business.
- Exceptions – please refer to the detail regulations for the type of expense.

What types of expenses require receipts?

- Lodging – original receipt only
 - Registration- original receipt only
 - Airfare-original receipt only
 - Charges for checked baggage are reimbursable excluding overweight charges, for up to the first two bags on domestic and international flights.
 - Any miscellaneous expense over \$50 - original receipt only (however, the traveler should still make every attempt to obtain a receipt even for miscellaneous expenses under \$50.)
- If the original receipt is lost prior to submitting to the business office, the traveler must obtain a duplicate of the original from the provider of the service. If this is not possible, the Campus Business Office Vice President must initial the expense on the TEV.

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Anyone traveling on state/district/college business and will request reimbursement or pre-payment for travel expenses (lodging, meals, mileage, registration fees, transportation, etc.) must have the travel **pre-approved** in writing on a Travel Authorization Request (TAR) form **before the travel begins** for the expenditure to be eligible for reimbursement or payment. Approval is not complete until all required signatures are obtained on the form. To receive the reimbursement, a request must be submitted using a Travel Expense Voucher (TEV) when the traveler returns.

It is the traveler's responsibility to know the rates at which they will be reimbursed while in travel status and to plan the trip accordingly. The traveler is also responsible for the completion and submittal of all travel forms and required documentation. In departments where travel documents are completed and submitted by one individual, both the preparer and the traveler assume responsibility.

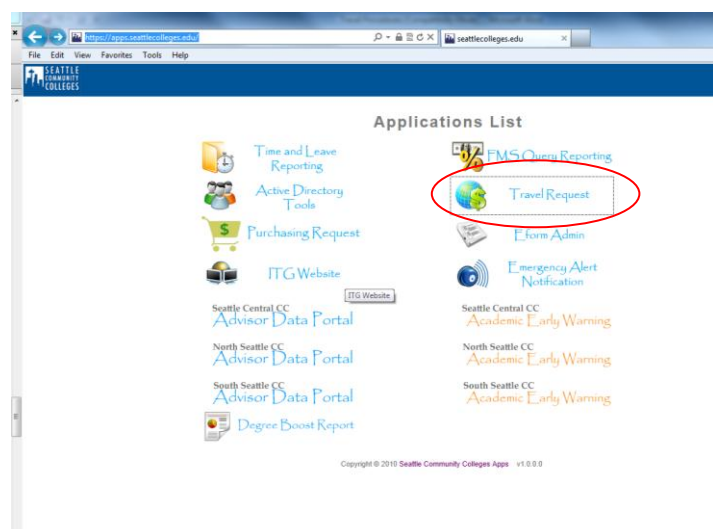
Allowable expenses and reimbursement rates may be found in:

1. The business office at your campus
2. Your campus web page.
3. The District's Intranet Website:
<https://inside.seattlecolleges.com/default.aspx?svc=documentcenter&page=documentcenter>
4. OFM's web site: <http://www.ofm.wa.gov/policy/10.htm>

I. Pre-Approval Form - Travel Authorization Request (TAR)

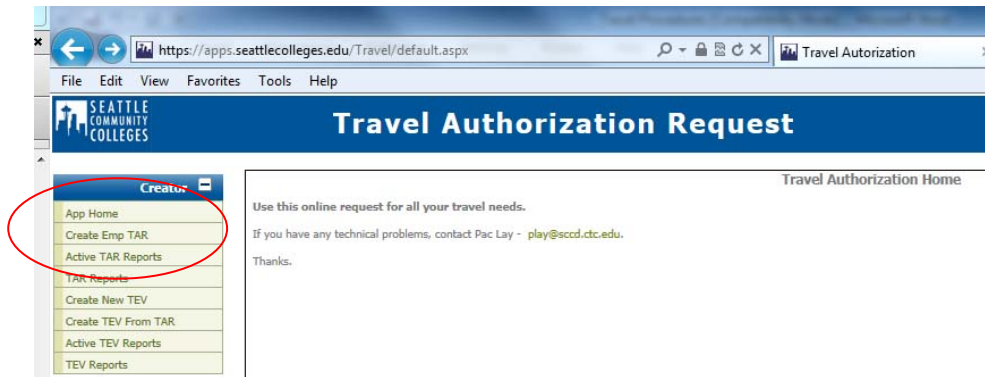
A Travel Authorization Request (TAR) form is the official document that provides pre-approval for reimbursement of work-related travel expenses and provides the authorization for the employee to be away from the workplace as required by the State of Washington and the Seattle College District. Note: It is advised that your supervisor approve the expense before you travel as reimbursing travel is not required by the state. If you desire to be reimbursed or have the district pre-pay any eligible travel-related expenses, the appropriate sections of the Travel Authorization Request form must be completed and the form signed by the required individuals.

The link to the new online travel authorization request form: <https://apps.seattlecolleges.edu/>



***Please note that you will need your SID and PIN in order to use this form.**

Click on "**Create Emp TAR**" and follow the instructions to complete the fields.



Exceptions to Completing a TAR:

Mileage, Parking, Ferry Tickets, Taxi: Travel Authorization Requests for mileage, parking, ferries and/or other types of conveyance that includes, taxi, Uber, Lyft, and personal Zipcar use fees (not in excess of \$50), are **not** required). All other types of travel require a pre-approved Travel Authorization Request (TAR). Per [Chapter 10.60.10](#)

Registration Only up to \$2,499: Travel Authorization Requests for registration payments up to \$2,499 are **not** required if no other travel expenses will be reimbursed. Please refer to the district's accounting/purchasing processes for Invoice Vouchers.

When completing the TAR, be sure the following information is provided:

General Information:

- Traveler's Name (applicant)
- Traveler's Title
- SID
- Date Form Completed
- Department Name
- Area of Travel
- Department Budget Number (Approp-Prog-Org)
- Traveler's /Dept Work Phone Number
- Purpose of Travel

Travel Itinerary:

Dates in Travel (*must list each day in different location separately*)

From (*Departure Location*)Note: A traveler is in travel status beginning from the time they leave their home up to 2-3 hours before their train or plane leaves.

To (*Destination*)

Transportation:

Privately-owned Motor Vehicles:

A section on the TEV is identified for reimbursing mileage when using privately-owned motor vehicles. The reimbursement is determined by the state and adjusted every year. You can obtain the most current rate from your travel coordinator. See the section entitled "Mileage Allowance" to determine which mileage is reimbursable.

Rental Cars:

Rental car expenses are reimbursed at the lower of actual costs or the rate of the state contract vendor. Currently, the state vendor is Enterprise. **Car rentals are arranged through your campus travel coordinators** (listed on page 3) OR a traveller may secure their own reservation, at the state contract rate, using ACCT# **XZ45381** + Company PIN number : "SEA", using their own personal funds, and seek reimbursement through the TA/TEV process. <http://www.wa.gov/Travel/CarRentalInfo.htm>

Travelers are encouraged to use a state-issued travel card to pay for rental cars. Please provide an original receipt and note the expenditure in the miscellaneous expense section of the TEV. **The state contract rate includes insurance.** Insurance charges will not be reimbursed.

To determine the reimbursement rate, the state car rental contract can be accessed at: <https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=03710>

Airline Tickets:

Airline tickets may be purchased through a state qualified agency in order to obtain the state contract rate. Travelers may also purchase their own airfare by any reasonable means, and may be reimbursable, so long as it is equal or lesser than the state contract rate and follows SCD Policy 630.

Where there is no state contract for international routes, have travelers obtain a quote from two travel agencies. One from the agency they are purchasing the fare from and one from another agency for comparison.

To access state airline contract rates, go to:

<https://fortress.wa.gov/ga/apps/ContractSearch/ContractSummary.aspx?c=01713>

The airline fully refundable fares can be found in the "Pricing & Ordering Information" at the bottom of the web page.

For other transportation options, please refer to, SAAM, the District's travel procedures or call your Travel Coordinator.

Meals:

The meal reimbursement can not exceed the maximum allowable rate set by the state for each meal period-- breakfast, lunch, dinner. You may reimburse a traveler for less than the state rate. In no circumstance can you provide more than the state rate.

You are eligible for reimbursement for meals if you are in "Travel Status" during the full block of times listed below AND you are in travel status at least three hours beyond your regularly scheduled work day:

Breakfast 7:00 am - 9:00 am Lunch 11:00 am- 1:00 pm Dinner 5:00 pm- 7:00 pm

NOTE: If you are eligible for meal reimbursement but do not spend the night away, the reimbursement is taxable income.

The meal rate to use is the rate in effect for the area where the traveler stops for sleep. The meal reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where the traveler last stopped for sleep [SAMM 10.40.55].

Meal reimbursement during flights: Reimbursement will be based on the rate of the destination traveling to and on the trip home, the location where you last spent the night.

To determine which rate applies to the area to which you are traveling, please check the following web sites:

In-State: <http://www.ofm.wa.gov/resources/travel.asp>

Select the map of your choice. Locate the county where you will be traveling, then look up the rates in the color-coded legend in the bottom right hand corner of the map.

Out-of-State: <http://www.gsa.gov/portal/category/21287>

Click on the state to which you are traveling. The column titled "M&IE Rate" is your total meal allowance. Use this meal breakdown chart <http://www.ofm.wa.gov/policy/10.90a.pdf> to determine the amount allowed for each meal. **The allowance includes food, tax, and gratuity.**

Out-of-Country/Alaska/Hawaii: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Use the drop down box and scroll to the destination country. A list of cities in that country will come up. Use the drop down box again to choose the month and year of travel. The column titled "M&IE RATE" is your total meal allowance. Use the percents below (rounded to the whole dollar) to determine the amount allowed for each meal. **The foreign allowance includes food, taxes, tip, as well as laundry/dry cleaning expenses.** Alaska and Hawaii are at the very end of the list.

25%	Breakfast
30%	Lunch
45%	Dinner

Lodging:

To determine which rate applies to the area to which you are traveling, please check the following web sites:

In State: The in-state lodging rates are by county and are located on the map at:

<http://www.gsa.gov/portal/category/21287>

These rates may be adjusted throughout the year.

Out-of-State: <http://www.gsa.gov/portal/category/21287>

This link brings you to the federal government web site. Click on the state to which you are traveling. The column titled "Maximum Lodging" is your maximum lodging allowance excluding taxes. These rates may be adjusted throughout the year.

Out-of-Country/Alaska/Hawaii: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Use the drop down box and scroll to the destination country. A list of cities in that country will come up. Use the drop down box again to choose the month and year of travel. The column titled "Maximum Lodging" is your maximum lodging allowance. Please note: foreign lodging maximums **include** taxes.

Lodging costs in excess of the allowance will be paid by the traveler. When this occurs, the taxes are to be prorated between allowable and unallowable costs.

50-Mile Rule

Reimbursement is allowed for lodging expenses when the event/activity is located more than fifty (50) miles from the traveler's residence or official station, whichever is closer.

Staying Extra Night:

If the cost of the airline ticket for leaving the same day as the event ends is more expensive than the cost of leaving a day later plus the additional lodging and meal per diem, lodging costs may be covered for the extra night; OR

If a same day flight will return the traveler to their home **after** 11:00 pm, lodging may be covered for the extra night. *(May allow up to 2 hours from event ending to flight departure and up to 2 hours from flight arrival to traveler arriving home.)*

Other Lodging Exceptions:

The most commonly used maximum lodging rate exceptions are for those staying where the conference and meeting is held and business interaction is required. This is allowable if it provides optimum benefit to the organization.

Exceptions may also be granted for travelers staying at nearby hotels due to "no availability" at the meeting hotel or the hotel is listed in the conference advertisement even if the meetings are not held there.

Lodging Exceptions Not Allowed:

Included, but are not limited to: visits to Colleges/Programs, serving on Boards and/or Committees and meetings that are scheduled on a regular basis and meet at a college.

For other lodging options and exceptions, please refer to the district's travel procedures.

It is the traveler's responsibility to know the rates at which they will be reimbursed while in travel status and to plan the trip accordingly. Any errors not corrected during the business office review of the TR, does not allow the traveler to receive more reimbursement than what the state allows.

Other Miscellaneous:

To determine other allowable miscellaneous expenses, please refer to the District's travel procedures or call your Travel Coordinator. Original receipts must be presented for reimbursement of miscellaneous expenses except as noted.

Travel Advances:

Travel advances are permitted on a case by case basis and require the approval of the campus president or district chancellor.

- a. The maximum advance available is 80% of the base lodging and meals.
- b. Travel Expense Voucher (TEV) must be submitted by the 10th day of subsequent month of return date.
- c. TEVs received after 60 days from return date, will be charged interest
- d. The TAR must be received in the campus business office at least 15 days prior to travel and received at the district at least 10 days prior in order to guarantee an advance.

Form Routing/Signatures:

When you have completed your TAR, click "SUBMIT" and immediately "**PRINT**" so you can then route the hard copy through for the appropriate signatures.

All Travel Authorization Requests must be reviewed and approved by the campus' business office prior to the start of travel. Travel Authorization Request forms are forwarded to the district from the campus business office based on the anticipated expenses incurred as follows:

If at any step in the process the amounts requested are changed, a copy of the adjusted Travel Authorization Request must be sent to the traveler. Any errors not corrected during the business office review, does not allow the traveler to receive more reimbursement than what the state allows.

Accounting will not process any payments until all signatures are received.

All travel Authorization Request forms **must** be signed by:

- The person traveling. When the traveler signs the form, he/she is requesting pre-approval only for the categories of travel (food, lodging, transportation, etc.) identified.
- The immediate supervisor or department administrator (for campus presidents, the chancellor is the immediate supervisor)
- Vice-president or chief administrator over the department
- The campus business office
- The district budget office if district-wide or district office budgets is involved.

If the travel is out-of-state, International or three nights or more please add: [Portland, OR and Vancouver, BC are in-state]

- President for campus staff
- Chancellor for district office staff

Board members and district office chief administrators must have **all** their travel documents approved by the district budget office and the chancellor. The chancellor's travel documents must be approved by the district budget office and the Board chair.

NOTE: If another entity is paying for the traveler's expenses directly, Sections 1 and 2 of the TAR are to be completed with appropriate signatures. If another entity will be reimbursing the district for the traveler's expenses, complete all applicable sections of the TAR with appropriate signatures. In Section 1 list the entity name, contact person, address, and what is being paid.

II. Reimbursement - Travel Expense Voucher

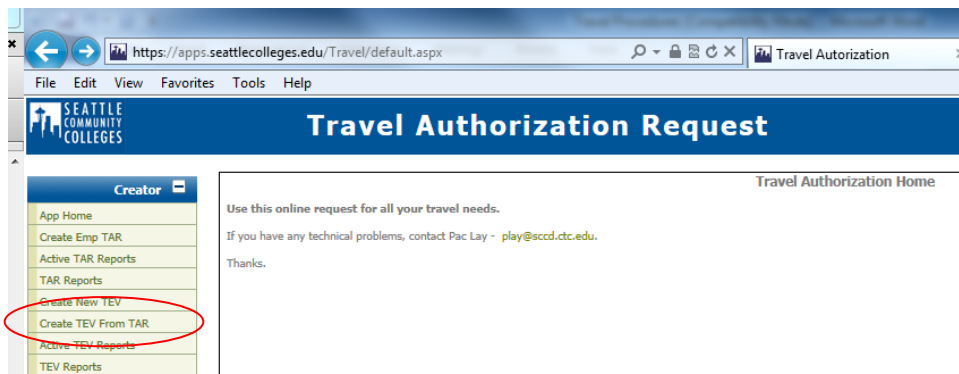
A Travel Expense Voucher (TEV), is the official document used to reimburse employees for travel expenses. The document should be submitted to the campus business office within 30 days of the date the travel is completed. All travel reimbursement requests need to be submitted prior to the close of the fiscal year (June 30) in which the travel occurred. A TEV submitted after June 30 may not be reimbursed.

Only pre-approved travel expenses may be reimbursed (excluding exceptions noted previously). The TEV will be matched against the TAR prior to processing.

Form Completion:

You may "Create a TEV from TAR" by logging into the same applications site where you created the TAR: <https://apps.seattlecolleges.edu/> ***You will need your SID and PIN in order to complete this form**

Your profile will prompt you to select from a list provided.



Be sure the following information is provided on the TEV form.

General Information

It is important that the traveler's name, home address, official work station, and official residence fields be completed on the form. This is necessary to determine eligible mileage reimbursement. Omission of the traveler's home address may result in no mileage reimbursement.

Travel Expenses

The form separates the types of expenses for which you may be reimbursed (meals, lodging, mileage, other).

Trip Information: This establishes when you were traveling and where. You must separately identify each day that you incurred expenses for which you are requesting reimbursement

Out-of-Country/Alaska/Hawaii: The trip times (both departure and arrival) need to be converted to either Seattle time for the entire trip. This will ensure that expenses are reimbursed for the correct number of days.
Meals: Note: If you are eligible for meal reimbursement but do not spend the night away, the reimbursement is considered taxable income.

Lodging: Lodging expenses include the basic cost of the room and any applicable sales taxes. The lodging allowance is the actual cost up to the maximum allowable rate. Sales tax is in addition to the maximum allowable rate except for foreign travel which includes taxes. To verify if you are eligible for lodging, please see the District's travel procedures or call your Travel Coordinator. **An original itemized receipt must accompany the TEV to be reimbursed for lodging. It is the responsibility of the traveler to provide the original receipt.**

Lodging costs do **NOT** include:

Phone charges	Movie rentals	Laundry/valet services
Parking	Room Service	Copy/Fax/Internet charges

Mileage: The current mileage can be found on the [OFM website – Travel section](#). Just input the total mileage for each day and the form calculates the reimbursement total for you. Be sure to input mileage totals in whole numbers. "Point-to-Point Miles" refer to the mileage from your "official station" or home (depending on the location from which you depart) to your traveling destination and back. "Vicinity" miles refer to any miles driven while at your destination.

Other Miscellaneous: To determine other allowable miscellaneous expenses, please refer to the District's travel procedures or call your Travel Coordinator. Original receipts must be presented for reimbursement of miscellaneous expenses except as noted.

If airfare was purchased by the traveler, with a US Bank College issued Travel Card, rather than pre-paid by the college, the ticket will be reimbursed at the lower of actual costs or the state contract rate. Please provide an original receipt and a copy of your charge statement to verify the form of purchase. Please note the expenditure in the miscellaneous expense section of the TEV.

III. Combining Business with Personal Time

When a traveler arrives earlier or stays later than the time scheduled for the meeting or event for "non business" reasons, that portion of the traveler's time is considered "personal" time. State/Public funds can not pay for employees' travel expenses when not on official state business.

- Personal time starts when the traveler self-identifies in conjunction with existing travel policies and procedures.
- If personal time is taken at the start of the trip, the individual will be in travel status during the travel time and up to 2 hours before flight/bus/train/boat departures depending on travel time to the airport/station/dock. Travel status will end at the time of arrival at the destination.
- If personal time is taken at the end of the event, the individual will be in travel status at the start of the return trip back not to exceed 2 hours prior to any flight/bus/train/boat departure.
- The traveler will not be eligible for lodging, transportation, meal reimbursement, and/or miscellaneous expenses during the designated personal time.
- Delaying the start of personal time will not be allowed in order to receive lodging and/or meal reimbursements.

NOTE: If another entity is paying for the traveler's expenses directly, a TEV is not required as long they have received approval by their supervisor to be away from their duty station. If another entity will be reimbursing the district for the traveler's expenses, a TEV must be submitted for billing purposes.

IV. Local Area Mileage

Reimbursement for use of privately-owned motor vehicles is allowed only when traveling to or from a location other than your "official station." The State of Washington defines the official station as:

The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. For the purposes of these travel regulations, Olympia, Tumwater and Lacey are considered to be the same official station. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee. [OFM's State Accounting Manual, section 10.50.25a]

Seattle District's "official station" or workplace is the city of Seattle.

- Traveling between locations within the official station (workplace) may be reimbursed. However, the miles to/from home to any work location within the official station is **not** reimbursable.
- Working during hours or days that the employee is not normally scheduled to work **does not** entitle the employee to reimbursement for transportation mileage expenses incurred between their official residence and their official station.

Exception:

If an employee is temporarily reassigned to work at a location other than the "official station," then the employee may receive reimbursement from their home to the temporary workplace. The temporary reassignment requires formal written approval by the president of the college or chancellor of the district.

V. Auditing Travel Expenses

It's important to note that all travel reimbursements are subject to review by the State Auditors Office. International travel and travel by the chancellor, the presidents, and the Board are audited each year.

VI. International Travel

Determining Meal Periods for Air Travel

OFM has recommended that agencies use Pacific Time for the entire trip to determine meal eligibility. Seattle District travelers will convert both the "To" and the "Return" trip time to Pacific Time in determining meal period eligibility.

Foreign Currency Conversion

Out-of-Country travelers are encouraged to use a credit card whenever possible to receive the most favorable foreign exchange rate. The traveler will be reimbursed the amount on their statement, including all foreign transaction fees. All other expenses incurred in a foreign currency will be converted based on the rate published for the first day in the country.

Lodging

Rates used by the State of Washington are those set by the Federal Government. Please see lodging rate information above. The reimbursement maximums **include all** hotel taxes.

NOTE: Your campus may add to the requirements outlined in these procedures. Please check with your campus Travel Coordinator (see page 3).

Updated February 12, 2016