



# Procedure 540.1A Travel Procedures

## *Policy 540 - Travel*

### **A. INTRODUCTION**

Lower Columbia College has established internal procedures for travel to comply with the [Washington Administrative and Accounting Manual \(SAAM\)](#) Chapter 10 as follows:

1. **Prior Approval** – A [Prior Approval for Travel form](#) must be completed in full by the employee and signed by their immediate supervisor **prior** to scheduled college-related travel. In addition, the respective Vice President **must sign** the prior approval when the employee is **traveling out-of-state** (excluding Portland, OR), **requires the purchase of airline tickets**, or when **more than five employees are traveling to the same event**. The President's signature is not required on prior approval forms except for his/her immediate staff.

Prior approval forms no longer need to be attached to a travel expense voucher except when: **A travel advance is required, or the employee travels out of state** (excluding Portland, OR). In these instances, the original prior approval form is to be attached to the respective travel expense voucher and forwarded to the Finance Office for retention.

Follow the Washington State Travel Guidelines for per diem and lodging reimbursement rates and regulations (linked to the prior approval for travel form).

2. **Travel Expense Voucher** - If an approved absence from campus results in use of an LCC Purchasing Card or employee reimbursement, the employee is to complete a [Travel Expense Voucher](#) (TEV) form A20-2 and attach the Prior Approval for Travel form (if travel was out of state or required a travel advance), meeting agenda, and receipts (original for cash purchases, copies for Purchase Card purchases) to document expenditures. Before submitting the TEV for reimbursement, it must be signed by the employee, supervisor, and Vice President (or President) as appropriate. Travel reimbursements for mileage, per diem, and miscellaneous expenses will be made in accordance with the amounts established in the [Washington Administrative and Accounting Manual \(SAAM\)](#) Chapter 10.

**TEV Reimbursement Deadline** - Traveler will need to submit his/her travel expense form properly filled out with any supporting documentation within 60 days after travel return date to the finance office. Any TEV received after 60 days from the return date will not be reimbursed.

3. **Travel Cash Advance** – If an employee anticipates spending for reimbursable travel expenses and does not wish to carry them personally, a cash advance may be issued for meal per diem expenses. [Form A-40 Travel Authorization](#) is used to request an advance. Upon return to LCC, any unexpended portions of an advance are to be deposited with the cashier. At the completion of Travel, a TEV detailing the use of the cash advance must be submitted.
4. **Airline Reservations** – Travel requiring airline reservations will only be made when a fully executed [Prior Approval for Travel](#) form is presented to the appropriate Administrative or Executive Assistant in the employee's respective division. Airline tickets will be purchased using the State authorized travel credit card, which remains on file with the Finance Office. The state airline contracts will be researched first for pricing; however, if the College can procure tickets at a lower rate directly through an airline, reservations will be made directly with the airline.
5. **Motor Pool** – Lower Columbia College owns and operates several vehicles and vans that are available to its employees for college-

related travel. An employee or their designee, may reserve a motor pool vehicle by calling Campus Services. The type of vehicle, name of driver, number of passengers, destination, and a budget number will be needed to reserve a vehicle. A mileage form and keys will be provided at the time the vehicle is picked up. At the time of pick up, the employee will be asked to show a valid driver's license and will receive a brief summary on how to fill out the mileage form, starting by logging in the beginning odometer mileage. If fuel is needed during the trip, an LCC Purchasing Card should be used. These card receipts for fuel will be handled in the same process as any other card receipt, please see [LCC Procedure 510.1A](#) for the processing of card receipts. Upon return, the mileage form must be completed and returned with the vehicle keys. If returning after hours, put everything in the mileage form envelope and drop in the locked drop box in the Campus Services building.

In the event that a college motor pool vehicle is not available or is not practical, personal vehicles may be used, if noted and approved on a Prior Approval for Travel form. Personal vehicle reimbursement will be paid at the current *OFM approved rate*.

6. **Travel Meal Periods** - The meal periods established for LCC are as follows:
  - Breakfast 7:00 am to 8:00 am
  - Lunch 12 noon to 1:00 pm
  - Dinner 5:00 pm to 6:00 pm
7. **Method of Travel** - When authorizing employees to travel, LCC will follow SAMM criteria ([section 10.10.20](#)) for approving the most economical and advantageous to the state. If the employee chooses to use a more expensive form of travel they will only be reimbursed for the lesser cost.
8. **Travel Telephone Use** – Business telephone calls are allowable if the purpose of the call directly relates to official state business. These calls should be brief, necessary, and directly related to the business travel of the employee. Telephone calls to the office or home to acknowledge arrival at the business location, a change in the business itinerary, or

in case of an emergency related to the business travel of the employee are considered to be business telephone calls.