

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 8.1  
Page 1 of 7

Effective Date: January 1, 2015  
Supersedes: Travel Procedure dated July 1, 2013  
Applies To: System Office and Colleges  
Procedure Responsibility: Office of Business Services  
References: Business Procedures 1.14, 1.16, 1.17

## **Employee Travel: Expense and Reimbursement**

### **Sections**

- 8.1.1 - Pre-travel authorization requirements
- 8.1.2 - Deadlines for travel expense reimbursement
- 8.1.3 - Mileage reimbursement
- 8.1.4 - Air travel
- 8.1.5 - Other transportation
- 8.1.6 - Lodging
- 8.1.7 - Meals
- 8.1.8 - Registration fees
- 8.1.9 - Other expenses
- 8.1.10 - Receipts
- 8.1.11 - Exceptions
- 8.1.12 - KCTCS System Office procedure and schedule

### **Travel Current Expense Account Codes**

50110 Employee in-state travel

50120 Employee out-of-state travel

Note: Please refer to the official chart of accounts for expense account codes for non-travel related reimbursements.

### **Section 8.1.1 - Pre-travel authorization requirements**

- A. If traveling out-of-state overnight, with both the event and the lodging outside of Kentucky, the employee shall complete an out-of-state travel authorization form (BA25) and have it signed by the college president or system office cabinet member prior to making travel arrangements.
- B. If traveling out-of-country, the employee shall complete an out-of-country authorization form (BA26) and have it signed by the college president or system office cabinet member and the KCTCS Chancellor preferably at least thirty days prior to making travel arrangements.
- C. If traveling in-state, no official form is required at the system office audit level, however, all employees who are traveling on KCTCS business or who expect any monetary reimbursement for travel expenses shall have supervisory approval prior to any such travel.
- D. All travel arrangements shall be made using the most economical means available and feasible. Exceptions to this or any other policy or procedure require email approval from the KCTCS System Director of Business Services prior to submittal. Email requests for waiver

shall include sufficient information and justification for the System Director of Business Services to approve the necessity and bona fide business purpose for the request.

### **Section 8.1.2 - Deadlines for travel expense reimbursement**

- A. After traveling on official KCTCS business with a clearly-defined bona fide business purpose, the employee shall submit a request for reimbursement within 45 days of their return.
- B. Fiscal year-end (June 30) deadlines may be shorter than 30 days. KCTCS year-end processing deadlines are distributed well in advance to all departments by the office of the KCTCS System Director of Business Services.
- C. A separate expense report shall be submitted for each trip that entails a different business purpose description.
- D. For any trip that crosses fiscal years (i.e, depart June 30 or earlier and return July 1 or later): Two expense reports should be submitted upon the employee's return – one for the portion occurring in old fiscal year and one for the portion occurring in the new fiscal year.
- E. For any travel expenses (e.g., airline tickets or registration fees) paid for in a prior fiscal year, these expenses shall be accrued to the new year budget as a prepaid expense. Please contact KCTCS Financial Services staff for specifics.

### **Section 8.1.3 - Mileage reimbursement**

- A. KCTCS or state-owned vehicles with fuel credit cards (either assigned to KCTCS or from the state motor pool) shall be used for KCTCS business travel if available and feasible. In this case, mileage reimbursement may not be claimed. Mileage claims for use of personal vehicles shall be allowed if a KCTCS vehicle was not available or feasible at the time of travel.
- B. The official work location of an employee assigned to a college shall be the campus street address where the college is located. The work location for System Office employees shall be 300 North Main Street Versailles, Kentucky 40383.
- C. Mileage reimbursement for commuting between the employee's home and primary work location is not allowable.
- D. Mileage reimbursement for using a personal vehicle while on official KCTCS business shall be paid at a rate of \$0.47 per mile, between the employee's work location and the destination, unless the employee left from home and home was closer to the trip destination.
- E. Employees driving a personal vehicle or using other modes of transportation (e.g., train, bus) for out-of-state travel instead of air travel cannot be reimbursed for amounts greater than the published lowest coach/economy class airfare available during that same period.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 8.1  
Page 3 of 7

- F. Vicinity mileage exceeding 20 total miles is to be listed separately, separately, with originating and destination locations specified.
- G. Mileage shall be verified by using MapQuest, Google Maps, or the Official Kentucky Highway Map.

**Section 8.1.4 - Air travel**

- A. Commercial airline travel shall be at the coach/economy class (lowest) rate. Additional or optional expenses are not reimbursable with the exception of baggage reimbursement. Multiple and overweight baggage charges are reimbursed only if it relates to official KCTCS business. Frequent-flyer miles and airline travel vouchers are not reimbursable to employees for travel in connection with KCTCS business. KCTCS does not purchase airline vouchers or frequent-flyer miles from employees, board members, or official guests.
- B. Whenever possible, a KCTCS procurement card (ProCard) shall be used to purchase airline tickets. The ProCard used must be a Level I or a Level II to make an airline ticket purchase. See BP 4.2 Procurement Card for additional information on airline ticket purchases. Employees without access to a KCTCS ProCard should contact their local college business office for instructions. In the event an employee is requesting to use personal funds to purchase airline tickets, the employee, working through their local business office, should request and be approved for an exception from the KCTCS System Director of Business Services prior to making any travel arrangements. The employee must attach a copy of the email exception approval to the expense reimbursement report as part of the documentation to support reimbursement.
- C. Payment for airfare made in advance is to be charged to the fiscal year in which the travel occurs. If the travel occurs in a future fiscal year, the employee should contact KCTCS Financial Services staff for the reclassification of the expense to a pre-paid expense for the next fiscal year.

**Section 8.1.5 - Other transportation**

- A. Employees are encouraged to use public transportations (e.g. shuttle, bus) whenever possible. Taxi fare may be allowed in certain instances when more economical transportation is not feasible and the rationale is fully documented.
- B. Employees are to review and comply with BP 1.17.4 Car Rental when renting a vehicle. Email approval from the college president or KCTCS System Director of Business Services should be obtained prior to making rental arrangements and traveling. This approval must accompany any reimbursement request for vehicle rental.

**Section 8.1.6 - Lodging**

- A. KCTCS employees in official travel status requiring an overnight stay shall use the most economical lodging as measured by travel costs, location of lodging, and practicality of time. Facilities providing special government rates or commercial rates shall be used where

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 8.1  
Page 4 of 7

feasible. Also, state-owned facilities are to be used for meetings and lodging if available, practicable, and economical.

- B. Lodging shall only be reimbursed for destinations more than forty (40) miles from the employee's work location or home, whichever is closer to the destination. Any exceptions to this policy shall be obtained in advance from the KCTCS System Director of Business Services and attached to the expense report when submitted. If group lodging was approved, the employee shall make note of that in the request.
- C. Individual reimbursable employee lodging shall not use tax exempt numbers at the point of sale to avoid paying sales tax. The employee will be reimbursed for the actual cost of the lodging including the sales tax.
- D. Reimbursement for lodging shall not exceed the cost of a single room rate, unless employees are sharing lodging. In this case, each employee shall be reimbursed for half the double occupancy rate and this would be noted in the comments section of the expense report.
- E. If the lodging establishment requires a deposit where by policy they charge the credit card in advance, and the trip is more than thirty (30) days following the date of the deposit, the employee may request reimbursement for the amount of the deposit. That amount would then be deducted by the employee when filing the expense reimbursement request after the travel occurs. This type of request is still considered an exception and therefore email approval should be obtained from the KCTCS System Director of Business Services and attached to the reimbursement request when submitted.

**Section 8.1.7 - Meals**

- A. KCTCS employees shall be eligible for reimbursement for meals purchased while traveling if the authorized work requires an overnight stay at a destination more than forty (40) miles from the employee's work location or home, whichever is closer to the destination.
- B. In compliance with Internal Revenue Service (IRS) code limiting the maximum to 75% of the per diem on departure and return days as a fringe benefit without taxation, the following per diem rates apply for meals that occurred while on official travel status and that were not provided for the employee or included in the conference registration. These rates include tax and gratuity:
  - 1. In-state overnight travel: Breakfast \$7, Lunch \$10, Dinner \$18. On departure and return days, the maximum amount to be claimed is \$26; on other days the max is \$35.
  - 2. Out-of-state overnight travel: Breakfast \$8, Lunch \$12, Dinner \$25. On departure and return days, the maximum amount to be claimed is \$33; on other days the max is \$45.
  - 3. Out-of-country travel: The employee may choose one of two methods of meal reimbursement, to be used for the entire trip.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 8.1  
Page 5 of 7

- a. Method 1 - Per diem: Breakfast \$10, Lunch \$20, Dinner \$35. On departure and return days, the maximum amount to be claimed is \$48.75; on the other days the max is \$65.
- b. Method 2 - Actual cost: Actual cost of meals, with receipts attached, up to a maximum of: Breakfast \$16, Lunch \$20, Dinner \$37. On departure/return days, the maximum amount to be claimed is \$54.75; on other days the max is \$73.
- c. When an employee travels out-of-state on official KCTCS business, both the event and the lodging must be outside of Kentucky to be considered an out-of-state trip. For requests for reimbursement including out-of-state meal rates the out-of-state authorization form must be attached.

### **Section 8.1.8 - Registration Fees**

- A. The KCTCS procurement card shall be used to pay conference and professional meeting registration fees in advance of the event. Employees should not pay for conference and meeting fees with personal funds and request reimbursement.
- B. Payment for registration fees made in advance will be charged to the fiscal year in which payment is made. If the travel takes place in a future fiscal year, the employee should contact KCTCS Financial Services for reclassification of the registration fee to a pre-paid expense to the next fiscal year, in which the travel occurs.
- C. Professional and membership dues, if approved as being a benefit to KCTCS, must be paid by the employee and reimbursed, per IRS code, to be nontaxable.
- D. Employees shall attach the conference or meeting registration form, agenda, brochure, or other documentary evidence of attendance to their expense report when submitted. If a registration fee entitles the registrant to meals, claims for meals shall be reduced accordingly – See BP 8.1.7 Meals.

### **Section 8.1.9 - Other Expenses**

- A. Parking and tolls: Reimbursement for necessary parking and tolls is allowable.
  1. Airport parking shall be reimbursed at the lowest “economy” rate available at that airport.
  2. Valet parking shall only be reimbursed with accompanying circumstantial justification (e.g., availability, safety, or security), which will be reviewed by the KCTCS Director of Business Services.
- B. Communications: Reimbursement for telephone, internet, and fax charges for necessary official business is allowable.

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 8.1  
Page 6 of 7

1. Telephone calls to the employee's operating unit shall be made through a KCTCS-issued cell phone or KCTCS 800/877/888-numbers when available.
2. The employee is allowed one (1) "safe arrival" phone call after arrival at the destination when traveling out-of-state, not to exceed five (5) minutes.

C. Gratuities

1. Baggage handling, including delivery and storage of baggage, is reimbursable at a normal and customary rate of \$1-\$2 per bag.
2. Hotel maid service is reimbursable at a normal and customary rate of \$1-\$2 per day.
3. Taxi, shuttle, or other services used for official KCTCS business are reimbursable at a normal and customary rate of 15-20%.
4. Tips for meals are included in the per diem and are therefore not reimbursable.

**Section 8.1.10 - Receipts**

- A. Copies of original receipts or other credible evidence for all expenses greater than \$20 must be attached to the expense report when submitted.
- B. Receipts attached to the document of record in PeopleSoft are considered the official document of record for all audit purposes.

**Section 8.1.11 - Exceptions**

- A. The KCTCS System Director of Business Services may approve an exception due to a work-related situation. Each request for exception shall be reviewed on an individual, stand-alone basis, with supporting explanation/documentation included within the request. Requests without explanation/documentation will not be considered.
- B. The request for exception should be made prior to the travel and must be in writing (email will suffice). Exceptions requested after travel has occurred should contain a statement of details as to why prior approval was not feasible. The request must contain the applicable employee's name and worksite, the nature of the exception being requested, the bona fide business purpose, and the benefit to KCTCS. If the exception is approved, it shall be attached to the employee's expense reimbursement request when submitted, for audit documentation purposes.
- C. Only the KCTCS System Director of Business Services may approve exceptions to the travel policy and procedure.
- D. Interpretations of this procedure shall be made by the KCTCS System Director of Business Services with advice from the KCTCS Vice President of Finance, as necessary. These determinations shall be final and conclusive.

**Section 8.1.12 - KCTCS Reimbursement Procedure and Schedule**

- A. All reimbursement expense claims for KCTCS employees are to be entered into the Travel and Expense module in PeopleSoft by the employee or their designee. The request will be processed through PeopleSoft workflow approval from the employee to the employee's supervisor, the college or departmental auditor/reviewer, and System Office Procurement to Payment. Each approving authority shall be responsible for ensuring that each expense report conforms to the provisions of this procedure and that all expenses are as economical as reasonably feasible. Each approver shall, as necessary, return the expense report to the employee for correction or additional justification or documentation.

KCTCS Procurement to Payment, following an audit by the operating unit's business office for compliance to this procedure, will make the final approval for the employee expense report for reimbursement. The reimbursement will be made by electronic funds transfer (EFT) in the twice weekly pay cycle. Employees being paid by paycard will also receive an EFT. The employee will receive an email notification prior to the deposit. The actual deposit will occur one to four days following the email notification – usually the next day.

- B. All non-employee travel expense forms (BA3) made for any and all non-employee reimbursements must include the name, current address, and status or official relationship of the individual submitting the travel voucher and documentation of the KCTCS business purpose for the travel. A Travel Voucher Continuation Form (BA3a) and Travel Voucher-Other Expenses Form (BA3b) may also be used to claim travel reimbursement. Non-employee reimbursement claims are to be entered into the Travel Site on SharePoint by the College travel auditor, or System Office budget owner. Each approving authority shall be responsible for ensuring that each expense form conforms to the provisions of this procedure and that all expenses are as economical as reasonably feasible.

KCTCS Procurement to Payment Services, following an audit by the operating unit's business office for compliance to this procedure, will make the final approval to the non-employee expense form for reimbursement. For any non-employee that does not have direct deposit established with KCTCS a check will be mailed directly to the person's address listed on the travel expense form.

**End of Procedure**