

TRAVEL QUESTIONS & ANSWERS

- **What do I do when I am planning to travel In-State or Out-of-State?**

For travel within Kentucky an employee shall obtain prior authorization from his/her immediate supervisor by completing an HCTC travel request form. After completion of the travel request form it must be sent to the campus Business Office.

For travel outside Kentucky, but within the United States, an employee shall obtain prior authorization from the College President by completing an Out-of-State travel authorization form.

- **How do I pay for employee conference registration and airline tickets?**

Process a HCTC internal requisition and using the college procurement card.

- **When should I submit a travel voucher to seek reimbursement?**

For one major trip or one month's travel and within 30 days of return.

- **What are the subsistence (meals) rates for In-State travel and Out-of State travel?**

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$7	\$8
Lunch	\$10	\$12
Dinner	\$18	\$25

An employee is to deduct these amounts for provided meals at conferences, seminars and/or workshops.

- **What is the rate for mileage reimbursement?**

The reimbursement for authorized use of a privately owned vehicle is forty cents per mile.

- **What information do I include on the travel voucher?**

Social Security Number

Mailing Address

Purpose of trip (Conference and/or organization name written out –no acronyms or initials)

Employee signature and date signed

Signature of employee's supervisor

Approving authority for out of state or out of country travel

- **What documents/receipts are needed to seek reimbursement?**

Original receipts for all items greater than \$20
Agenda of Conference/Seminar/Workshop

- **Who must approve all out-of-state travel?**

College President.

- **What is the reimbursement allotment for Out-of-State travel?**

If the travel is out of state, mileage and subsistence is not to exceed the cost of the lowest airplane coach fare. The employee's supervisor shall determine if any additional travel time shall be taken as vacation leave.

If employee chooses to drive instead of using airfare, you will need to print out a copy of the lowest airline coach fare at that time in order to be reimbursed at the lowest airfare rates.

Mileage for Out-of-state mileage shall be based on "Map Quest."

Actual parking, bridge and highway toll charges shall be reimbursed. A receipt is required if the expense is greater than \$20.00. Other transportation related charges, such as valet parking may be allowed with circumstantial justification, such as availability, safety, or security. Such circumstantial justification shall be provided with the travel reimbursement request for review and approval by the KCTCS System Director of Business Services.

- **What do I do when I am planning to travel Out of Country?**

For travel outside the United States the employee requesting reimbursement must have obtained authorization for the KCTCS President.