

HIGHLAND COMMUNITY COLLEGE
GENERAL PERSONNEL POLICY

SUBJECT: Travel

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BOARD OF TRUSTEE APPROVAL: 12/17/2025

EFFECTIVE DATE: 12/18/2025

Trustees and the administration acknowledge that certain travel is essential to the mission of Highland Community College. Therefore, employees, students, and certain other individuals may be authorized to travel on official business for the College. If prior approval is obtained through established procedures, authorized travelers may submit a claim for reimbursement of allowable travel expenses.

The travel policy and procedures shall apply regardless of the source of funds used for reimbursement or if there is no reimbursement.

The College reserves the right to adjust the reimbursement procedures and rates, including reducing reimbursements depending on budgetary constraints.

Procedures

It is the traveler's responsibility to read and understand the travel policy and procedures.

Travelers shall follow applicable College, local, state, and federal policies, procedures, and regulations and shall represent the College with decorum in an appropriate and professional manner.

Travelers are expected to use the most economical means of travel that are reasonable and practical. Unnecessary and extravagant expenses may not be covered by the College.

Categories of travel and travelers may include but are not limited to Employee Travel, Non-employee Travel, and Student Travel.

All travelers traveling beyond the local vicinity area who will incur a cost or reimbursement, are required to complete a Travel Request Form. A Travel Request Form shall be completed prior to the travel, approved by the traveler's immediate supervisor and turned into the Business Office. Any agenda or schedule associated with the travel must be included with the submission of the Travel Request Form. A Travel Request Form may be obtained from the Business Office or on the HCC Intranet. Failure to complete the required documentation and receive appropriate approvals before travel could result in not being granted a reimbursement as well as disciplinary action. The traveler is encouraged to keep a record of scheduled travel.

Normally, if another agency, professional organization, corporate sponsor, etc., will be reimbursing travel expenses, documentation from that sponsor must be obtained and attached to the Travel Request Form when submitted for approval. If a third party reimburses a traveler for expenses after the traveler has requested and received reimbursement from HCC, the traveler must repay HCC the lesser of (1) the total paid by the third party or (2) the total amount reimbursed to the traveler by HCC. It is the traveler's responsibility to initiate the reimbursement and to ensure that any and all funds are remitted to HCC.

Definitions

Employee Travel

- Local vicinity travel – leaving from and returning to one's duty station by the end of the day.
- In-state, overnight travel involving two or more days.
- Out of state travel, whether for a single day or for multiple days.
- Travel in the regular line of duty such as recruiting or attending official meetings or events.
- Travel for professional development.

Non-Employee Travel

- Travel by non-employee representatives of the College such as a Board of Trustees member or independent contractors as allowed by signed contract.
- Travel by job candidates invited to campus for interviews and tours.
- Travel by guests, such as speakers.

Student Travel

- Student travel relating to student activities and course work.

Traveler: The traveler is an individual that is an employee, Board of Trustee, or independent contractor (as allowed by signed contract) representing HCC.

Official Workstation: The primary work location assigned to the traveler, or the location where the traveler works from most frequently.

Local Vicinity Travel: Travel time that occurs between 7:30 a.m. and 5:00 p.m.

Meal Per Diem: The daily reimbursable amounts for meal and incidental costs. The Per Diem amount covers meals, meal gratuities, and fees.

Approver: Person(s) responsible for a budget or funding that is given the authority to manage and monitor those expenses and the manager of the employee that is responsible for approving the employee's leave.

Travel Request Form: The form is the official request to travel with the appropriate authorizing signatures. The form is required to be completed if the following information exists:

- The travel will incur any costs (except fuel for an HCC vehicle) or reimbursements.
- The travel times and distance will exceed the local vicinity travel stipulation.
- The travel will be out of the state of Kansas.

Request for Reimbursement Form: The report is a form that the summary of travel expenditures is listed and/or a request for the traveler to be reimbursed for travel related expenses.

P-Card: An HCC credit card that is issued to employees. See Purchasing Card Policy.

Guidelines

The most safe, practical, and economical means of travel must be used. If not, transportation means may be revised. This may include the option of sharing a ride with other travelers when possible, renting a vehicle instead of mileage allowance or flying instead of driving.

- Transportation: Travelers shall use the most cost-effective and efficient mode of travel. Exceptions to this requirement may be allowed due to unusual or unforeseen circumstances that are properly documented and approved by the supervisor. Supporting documentation must be attached to the travel request.
- Airfare: Travelers are expected to book the lowest, most economical airfare (note: ticket prices change rapidly and may need to be adjusted if reservations are not made in a timely manner). First class and business class upgrades are not allowable expenses. One baggage charge each way is an allowable expense.
- HCC Owned Vehicles: These are the preferred mode of travel. The HCC vehicle is to be used for HCC business purposes only. Employees must be approved to drive college vehicles per the MVR guidelines prior to driving. Please see the Business Office for approval requirements. Fuel charges are to be charged on the fuel card checked out to the employee. Fuel cards are for the purchase of fuel only. All other charges (food, maintenance costs, etc.) should be paid on an HCC P-card.
- Rental Vehicles: The rental option must be compared to all other modes of transportation. The use of a rental car must also be included in the travel expense report if travelers are flying to their destination and requesting a rental car and/or other mode of transportation while at their destination. HCC has preferred vendors for vehicle rentals. Travelers should contact the Business Office for the name and account numbers. Travelers should deny the insurance coverage associated with the rental of a vehicle. HCC will provide insurance that will cover the cost of an accident unless malicious intent on the part of the traveler is determined.

Charging the rental and fuel costs to the traveler P-Card is acceptable.

- Personal Vehicle: This is not a preferred or recommended method. However, if no other means of transportation are available, then use of a personal vehicle may be authorized at the convenience or discretion of the College. The employee must accept to use their personal vehicle. In this situation the employee may be reimbursed at the full-allowable rate based upon if employee chose to take their own vehicle or a college vehicle was not available at the time requested. This situation requires additional approval of the Vice President for Finance and Operations by obtaining a signature or initial on the Travel Request Form.

When approved and using a personal vehicle:

- The driver must have a valid driver's license, and the use of a seat belt is mandatory for all passengers. HCC students are not allowed as passengers in employees personal vehicles.
- The traveler must use his/her personal automobile insurance while driving on official HCC business.
- Allowable mileage is computed according to any reputable on-line map software (Google Maps, etc.). Odometer readings are acceptable only when mileage computations cannot be made from

such maps or charts. When using this method, the beginning and ending odometer readings must be listed on the Travel Request Form.

- Charges for repairs, tires, gasoline, and other operating expenses will not be separately reimbursed and are considered part of the mileage rate. Only mileage will be reimbursed.
- The use of the traveler P-Card for fuel and/or other personal vehicle-related expenses is not acceptable.

Meals – Meal expenses, gratuities, and incidental expenses will be covered to a maximum set by the federal Per Diem policy that can be found on the GSA.gov portal, <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Travelers are required to submit all itemized meal receipts. A copy of a meeting or conference agenda must be attached to the Travel Request Form showing the number of meals provided.

Travelers may use the HCC P-Card to charge meal expenses based on the following departure and arrival times:

Breakfast: if the actual departure time is 7:00 a.m. or before, or if the return time is 8:00 a.m. or after.

Lunch: if the actual departure time is 11:00 a.m. or before, or if the return time is 2:00 p.m. or after.

Dinner: if the actual departure time is 5:00 p.m. or before, or if the return time is 7:00 p.m. or after.

- The travel departure and return times must be recorded to account for meals that are being claimed.
- Departure time: arrival time at the airport (not to exceed 120 minutes before the flight). If traveling by other means, it is the actual departure time from home or work.
- Arrival time: If air travel, it is the airline arrival time. If the traveler is using a rental car, it is the time that the rental car is returned to the rental company. If traveling by personal or HCC vehicle it is the time that the traveler arrives back at work or if after hours, the time that the traveler arrives home.
- The approved Per Diem rate must be listed on the travel request.
- Complimentary meals, including continental breakfasts provided by a hotel and meals provided by common carriers, will not be deducted from the Per Diem allowance. However, full meals included as part of a conference or meeting registration fee must be deducted from the Per Diem allowance.
- If traveling to a different state, the total Per Diem rate will be calculated as follows:

20% for Breakfast, departure time is 7:00 a.m. or before, or the return time is 8:00 a.m. or after.

30% for Lunch, departure time is 11:00 a.m. or before, or the return time is 2:00 p.m. or after.

50% for Dinner, departure time is 5:00 p.m. or before, or the return time is 7:00 p.m. or after.

Travel Reimbursement – Any expenses that can be pre-paid such as airfare, conference registration, and lodging charges should be completed before travel. In reviewing travel expense reports, HCC reserves the right to change or ask for additional information. P-Card holders are encouraged to use their P-Card

or a department P-Card for travel expenses except for fuel to the extent possible. The business office must have paperwork at least 10 days prior to departure date.

Allowable travel expenses (reimbursement or P-Card) include but are not limited to:

- Expenses for airline, lodging, rental car, fuel for rental car, and meals.
- Taxi or public transportation fares to and from depots, airports, and hotels for business purposes.
- Parking fees.
- Airline baggage fees for one bag, each way.
- Charges for transportation, handling and storage of HCC equipment and/or promotional materials necessary for the event.
- Registration, conference, and workshop fees.
- Expenses for all other items not described that are necessary for official HCC travel provided there is an approved business purpose for the expense.

Expenses not eligible for reimbursement or P-Card usage include but are not limited to:

- All expenses of a personal nature incurred solely for the convenience of the traveler such as but not limited to expenses for meals included in the cost of registration or provided by the event, room service, entertainment, or alcoholic beverages, late check out fees, lost or stolen case or property, etc.
- Expenses incurred for a traveler's commute from home to their official workstation.
- Expenses incurred while on personal leave even if it is scheduled in conjunction with HCC-sponsored travel.
- Airfare obtained with frequent flyer miles or credit programs, travel vouchers, credits, gift cards, or any other non-monetary programs.
- Costs paid by direct billing, a third party, or another traveler.

Non-Employee Travel (Including Board of Trustees)

In limited instances, non-HCC employees may travel at the sponsorship of HCC. Non-HCC employees must follow the same process as HCC employees for travel, including obtaining prior approval. In some instances, they will be eligible for the HCC allowable travel expenses. Any additional expenses outside the allowable expenses will require pre-approval.