



Policy No. 5.010
Northwest Louisiana Technical College

Travel

Original Adoption: February 10, 2008
Effective Date: February 10, 2008
Last Revision: August 29, 2014

Northwest Louisiana Technical College (NWLTC) Regions and its Campuses follow the guidelines of the Office of the State Travel Guidelines. Traveling employees should become familiar with these guidelines, as well as the State's lodging, meal and travel expense reimbursement rates, which are available on the Office of State Travel's website, <http://www.doa.louisiana.gov/osp/travel/travelOffice.htm> before making travel arrangements.

The NWLTC travel policy applies to all employees and officials of the Louisiana Technical College regardless of the source of funds used to reimburse the employee for his/her travel.

Policy Reference: LTC Policy #FS1930.38 Travel Policy & Procedures Memorandum

Approved:

Dianne Clark
Interim Director



Travel Specific Information

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SCOPE AND APPLICABILITY

The NWLTC travel policy applies to all employees and officials of the Louisiana Technical College regardless of the source of funds used to reimburse the employee for his/her travel.

DEFINITIONS

Blanket Authorizations, as used in this memorandum, are travel authorizations that are used for routine in-state travel. This authorization covers travel to meetings and functions that are part of the regular duties of the employee. These authorizations are valid for one year but in no case do they extend past June 30th of the fiscal year.

- a. **In-State Travel** includes all travel within the borders of the State of Louisiana.
- b. **Out-of-State Travel** includes all travel to other states within the continental United States.
- c. **International Travel** includes all travel outside the continental United States.

AUTHORITY TO AUTHORIZE AND APPROVE TRAVEL

- A. The **Directors/Campus Deans** are delegated authority to authorize travel for NWLTC employees under their jurisdiction.

- B. For special circumstances as listed below, the **Directors** has been delegated authority by the State of Louisiana Commissioner of Administration, through the Board of the Louisiana Community and Technical College System (LCTCS), to approve:
 - 1. Reimbursement for lodging and meals in excess of Office of State Travel established rates by no more than 25%.
 - 2. Use of State-owned vehicles outside the geographic boundaries of the State of Louisiana.
 - 3. Use of rental vehicles.

GENERAL TRAVEL PROVISIONS

- A. Employees traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess cost, unnecessary routes, delays, luxury accommodations and services unnecessary or unjustified in the performance of official business are not acceptable and should be avoided.
- B. It is the employee's responsibility to consult the Louisiana Travel Guide to familiarize themselves with the official state travel regulations and what items are reimbursable prior to the beginning of travel.
- C. Employees traveling on official business will provide themselves with sufficient funds to cover routine travel expenses. Employees are encouraged to apply for a VISA Corporate Card to help cover travel expenses as travel advances will only be granted under extraordinary circumstances.
- D. Travel must be for the proper execution of official NWLTC business or implementation of college objectives. Meetings and conferences attended must be of a professional nature that relates to the attending individual's current job duties.
- E. All NWLTC staff and officials wishing to travel on agency business must complete and submit an Official Authorization to Travel form **in advance** of travel. The form must be approved by his or her supervisor or appointed designee with budgetary approval from the Finance Office. Non-employee individuals who are requesting reimbursement from NWLTC must also submit a travel authorization before their travel has begun.
- F. NWLTC employees who are required to frequently travel in the performance of their official duties may obtain approval for a Blanket Travel Authorization. The employee's supervisor and/or budget unit head must approve all Blanket Travel Requests. Blanket authorizations are valid for one year but in no case do they extend past June 30th of the fiscal year.
- G. Out of state travel must have a separate authorization to travel approved by the supervisor and budget department head. International travel must be approved by the NWLTC Director and the Division of Administration.

- H. Conference travel must have a separate authorization to travel approved by the supervisor and department budget head. **In-state conference travel is not covered by a blanket travel authorization.**
- I. Upon completion of the authorized travel, the Travel Expense Account Form must be submitted for reimbursement and approved by the traveler's appropriate supervisor and budget department head.
- J. All air travel arrangements **MUST be made by the traveler** through a State-authorized travel agency. Employees will NOT be reimbursed for any air travel that is not made through a State-authorized travel agency. The approved state travel agencies are found in the LA Travel Guide.
- K. Personally-owned vehicles may be used for official College business if prior approval has been granted and the employee has been authorized to drive on behalf of the College and has taken the NWLTC Defensive Driving Class.
- L. Only air fare and registration/dues are pre-paid directly by the College if the traveler has an approved authorization to travel and the appropriate documentation. Exceptions to this policy require approval of the NWLTC Director.
- M. Lodging, meals and other travel-related expenses are the initial responsibility of the traveler and are reimbursed after travel has been completed. Reimbursement for lodging and meals is handled in accordance with the Office of State Travel's reimbursement rates.

STATE AUTHORIZED TRAVEL AGENCY

The State has entered into an exclusive contract with specific travel agencies to provide travel-related services to employees of all State agencies. These contracts cover all travel by State employees regardless of the source of funds. Using a State-authorized travel agency results in improved services with significant savings to the College.

Use of the State-authorized travel agency for purchasing air fare is mandatory unless exemptions have been granted in writing by the Division of Administration prior to travel. As a result, NWLTC cannot allow employees to purchase airline travel outside of the contracted travel agency, even if a fare lower than a contracted rate is found. If an employee does purchase airline travel from another agency other than the State travel agency, the college **will not** reimburse the employee for travel.

CASH ADVANCES

Employees needing a cash advance must have prior supervisory approval and must document that they were denied a corporate card or make less than \$30,000 annually. Appropriate documentation to justify the amount of the advance must be attached to the request.

REIMBURSEMENT FOR TRAVEL EXPENSES

- a. The original approved Authorization to travel form and Travel Expense Account Form must be submitted. Forms must be completed in ink or typewritten and signed by the employee and approved by their supervisor.
- b. Claims for reimbursement of travel expenses should be SUBMITTED TO THE FINANCE OFFICE NO LATER THAN THIRTY (30) DAYS after completion of the travel.
- c. All original approvals and signatures must be on the travel expense form before it is submitted for payment.
- d. All original receipts and documentation should be stapled to the travel expense form. Smaller receipts should be attached to a blank sheet of 8 1/2 x 11 paper.
- e. Expenses must be shown on a daily basis.
- f. If employee receives a cash advance, this amount must be subtracted from the gross amount of the claim.

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