

Title: Approval for Travel Within the Territory	Number: 3.16-2.0710.1
Approved by the Board of Governors Date: July 5, 2010	Implementation Date: July 10, 2010
History: 2013	Origin:

Related Policies:

Authorisation for Travel Outside of the Territory

Authorisation for Student Travel

Rationale:

The College supports necessary travel within the Territory by employees in carrying out the routine duties associated with their work and in representing the College to the wider community.

Definition: *Travel refers to the movement of persons representing the College or performing duties on behalf of the College. For purposes of this policy, travel shall be defined as that within the Territory of the British Virgin Islands, and does not pertain to travel by students.*

Policy:

Board members, employees and other authorised persons travelling on official College business are subject to the policies and procedures of the College. It is the policy of the College that all travel within the Territory be approved in advance, and that expenses incurred in such travel be reimbursed. Because the intent of this policy is to ensure equitable reimbursement to the traveller and wise use of institutional resources, those travelling on College business are urged to use the same reasonable consideration in incurring expenses as they would in personal travel.

Permissions to Travel

Permission to travel by full and part-time employees within the Territory must be given by the employee's immediate supervisor **and/or the** Budget Holder from which travel funds will be drawn. *Employees must complete an Authorisation to Travel Form which shall contain all above referenced approvals. For regularly-scheduled, reoccurring travel, the Authorisation form may be completed monthly and submitted to Fiscal Services.* For Board Members travelling on College business, the President in **consultation with the Chairman** must approve the expenses associated with Board travel.

Arrangements for Travel

*Once approved, arrangements for travel within the territory should be made by the Travel **Officer within Fiscal Services** in conjunction with the supervisor or Department Head. For purposes of reimbursement, the employee must consider the cost of ferries, ground transportation, meals, conference or meeting fees, and accommodation, and should check with the Office of Fiscal Services to see if there are special rates afforded to the College. When the arrangements have been made, they are to be recorded on the Authorisation to Travel Form and submitted to the Office of Fiscal Services to obtain advances and insurance coverage.*

Reimbursement for Travel

Employees who travel within the Territory on College business must keep receipts for ferries, meals, rental cars, taxis and other expenses. Advances for expenses can be obtained after necessary permissions have been secured, and upon submission of the *Authorisation to Travel Form* to the Fiscal Services Office. Outstanding travel advances and reimbursements must be cleared by completing the *Travel Expense Form*, with accompanying receipts and turned into Fiscal Services within fifteen (15) days of the trip. The College reserves the right to garnish an employee's wages for any unpaid travel expenses. For regularly occurring travel expenses, the form should be resubmitted monthly. **Reimbursement of entertainment expenses must be approved by the President or his designee.** Non-reimbursable expenses include alcoholic beverages, personal entertainment or purchases, and expenses of family members. Use of a personal vehicle must have prior approval. If travellers use their own vehicle for College business, they will be reimbursed \$.60 per mile in mileage costs. All employees must have current driving licenses and carry valid automobile insurance if their vehicles are to be used in the conduct of College business.

Cover/Contact Details

It is the responsibility of the employee to ensure that appropriate arrangements have been made to cover duties while out of the office or away from class. The employee should make certain that the status of work in progress is made known to the Head of the Department and/or supervisor prior to their leaving office.

Procedure:

A *Request for Travel Authorisation Form* as well as a *Travel Expense Form* are required of all employees who travel on College business. Repeated trips during the same month can be included on the same authorisation and expense form, and should be turned in to the Fiscal Services Office at the end of each month. The following process should be used:

Before Travelling the Following is Required:

1. Preparation of the Travel Authorisation Form which must be signed by the traveller, the Budget Holder **and/or supervisor**.
2. Forwarding of the completed form to Fiscal Services for budgetary approval and distribution to the respective departments with a copy to Human Resources for the employee's master file, and a copy to the traveller.
3. *Submission of a copy of the employee's vehicle insurance and current driver's license if the employee is using his/her own vehicle.*
4. Issuance of a cheque or prepaid credit card by Fiscal Services for the advance of funds requested by the traveller.
5. *Provision of proof of Insurance documentation by Fiscal Services to the employee to carry with them in the case such documentation becomes necessary.*

Upon return from the trip, the following is required:

1. Completion of the *Travel Expense Form* which is to be sent to the Fiscal Services Department along with all relevant receipts, unless the employee is submitting monthly *Expense Forms*.
2. Fiscal Services prepares a cheque for any balance due the traveller and closes its file on the trip
3. In cases where the amount advanced exceeds travel expenses, a cheque from the traveller for the outstanding amount due and payable to the College should accompany the *Travel Expense Form*.

4. If receipts are lost, a memorandum by the authorising Budget Holder may be submitted in lieu of receipts. In the event that there are no receipts and no memorandum from the Budget Holder, the traveller is responsible for the expenses incurred.
5. When a traveller combines business and personal travel, the College will honour only College-related business expenses. For reimbursement purposes, it may be necessary for the traveller to itemize expenses, separating that portion of combined expenses that pertain to the business of the College only.

Preparation of Travel Authorisation Form:

1. Name: The full name of the employee requesting travel
2. Title: the job title of the employee
3. Department
4. Authorised absence dates (note if this is reoccurring scheduled travel)
5. Destination and means of transportation (note if employee's personal vehicle is to be used. If this is the case, proof of insurance and driving license must be provided)
6. Reason for travel, stating College business
7. Estimated cost of travel – transportation, food, registration fees, accommodation
8. Requested advance for travel based on estimates above, and date requested by
9. Signature of traveller
10. Approval of the supervisor
11. Approval of Budget Holder
12. Approval of the President (or designee in President's absence)

Attachments:

HLSCC Travel Authorisation Form

HLSCC Travel Expense Form