



EMPLOYEE SUPPORT POLICIES — SECTION 300

NUMBER:377

SUBJECT: **EMPLOYEE TRAVEL POLICY**

LAST REVIEWED: 6/26/2017; 2/15/2020

EXECUTIVE COMMITTEE APPROVAL: 6/26/2017; 2/18/2020

BOARD APPROVAL: 8/16/2017; 3/25/2020

FACULTY MEETING REVIEW: 3/5/2020

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1.0 PURPOSE

- 1.1 The purpose of this policy is to establish procedures to be followed by departments to pay travel-related costs for College employees.
- 1.2 The College is accountable for how public monies are spent, and expects that travel expenses will be closely scrutinized. Those who travel on behalf of the College are in a position of trust and authority, requiring that they demonstrate integrity by judicious use of taxpayer funds.
- 1.3 The policy determines when an actual expense is allowed or whether a per-diem or mileage allowance may be used. Rates will be reviewed every at least every three years. Travel expenses are to be allowed uniformly throughout the College
- 1.4 Travel reimbursement requires documentation using MTECH Expense Forms.

2.0 REFERENCES

- 2.1 State of Utah Administrative Code
- 2.2 Utah Controlled Substances Act
- 2.3 R25-7-4. Eligible Expenses
- 2.4 R25-7-6. Reimbursement for Meals
- 2.5 R25-7-8. Reimbursement for Lodging
- 2.6 R25-7-9. Reimbursement for Incidentals
- 2.7 R25-7-10. Reimbursement for Transportation

3.0 SCOPE

- 3.1 This policy applies to all staff, faculty and administration that travel within, or outside of, the State of Utah for meetings or conferences.

4.0 DEFINITIONS

- 4.1 **Department-** the division or office the employee works in
- 4.2 **Supervisor** - the person and position to whom the employee reports
- 4.3 **Home-Base-** the location the employee leaves from and/or returns to
- 4.4 **Per Diem** - an allowance paid daily

- 4.5 **Personal Guest-** An individual, traveling with an MTECH employee who is on College-authorized travel.
- 4.6 **Rate-** a fixed price
- 4.7 **Reimbursement-** money paid to compensate an employee for personal money spent traveling for the benefit of the College
- 4.8 **College Employee-** any person who is paid on the College payroll system
- 4.9 **Vice President-** The Vice President responsible for the department where the employee reports.

5.0 POLICY

- 5.1 MTECH values ongoing professional development and learning opportunities for employees. In some cases, there will be travel associated with a conference or professional development. This policy allows travel inside and outside of the State of Utah, for bona fide College business and education purposes
- 5.2 The College complies with the State of Utah Administrative Code in regards to in-state and out-of-state travel.
- 5.3 All attendance for conferences or professional development travel must have prior approval by the Vice President responsible for the department where the employee reports.
- 5.4 Out of state travel should be minimized, using in-state resources whenever possible. Travel outside the continental United States is discouraged, and can only be approved through the College President and Board of Directors.
- 5.5 Travelers are representing the College and are governed by its policies and codes of conduct. Travelers should conduct themselves in a professional manner. They must obey the law, and must not possess or use alcohol, narcotics, illegal drugs, or controlled substances, except as permitted by the Utah Controlled Substances Act. Travelers violating College policy will be subject to immediate disciplinary action.

6.0 PROCEDURES FOR REQUEST AND REIMBURSEMENT

- 6.1 All requests for attendance at conferences, seminars or visits will be made through their supervisor to the Vice President. Vice President requests will be made to the College President.
 - 6.1.1 The request must give an estimate of all expenses expected for the travel. The supervisor will obtain final approval from the Vice President. All requests must be approved before registering for the conference or arranging travel.
 - 6.1.2 Employees should obtain supervisor approval prior to applying to present at any conference.
- 6.2 Unless otherwise stated, reimbursement, pay, or any additional costs will be funded by the program or department budget.

6.3 The following items may be reimbursed upon submission of a “Travel Reimbursement Form” and necessary receipts to the employee’s supervisor:

6.3.1 Conference/Seminar registration fees

6.3.2 Lodging expenses are allowed if a conference/seminar/meeting lasts more than one day and requires travel of more than 50 miles one way from the employee’s home or normal work location, whichever is closer to the venue.

1. Lodging generally is allowed only between conference days.
2. Additional nights must be paid for by the employee.
3. For stays at the conference hotel, the full cost of the room will be reimbursed. The room cost must be reasonable and necessary- a basic hotel room, based on single occupancy.
4. For stays at a non-conference hotel, the base rate, single occupancy, will be reimbursed if the conference hotel is unavailable, and the non-conference hotel rate is comparable. Check with the Director of Finance for details.
5. Employee must ask for the State Government Rate when booking their room, and must take their MTECH photo ID card for proof.
6. If a traveler elects to stay somewhere other than a hotel/motel, for example with family, friends, in a trailer, etc., they may be reimbursed \$25 per night.

6.3.3 Meals are eligible for reimbursement at the per diem rate, as listed on the MTECH Travel Reimbursement Form:

1. When the employee’s destination is at least 100 miles from their home base and the employee does not stay overnight ~~-or-~~
2. When the employee travels over 50 miles to a destination where they will stay overnight.
3. Meal reimbursement is not allowed for any meals included in the price of the hotel stay.
4. Meal reimbursement will not be allowed for any meals provided by the conference or sponsoring institution.
5. Breakfast reimbursement is allowed if employee leaves their home base earlier than 6:00 am.
6. Dinner reimbursement is allowed if employee returns to their home base after 6:00 pm.
7. An employee may receive their meal per diem in advance by submitting the approved travel form at least 15 days in advance of the trip.
8. Group meals may be charged to a purchasing card, but cannot include meals for non-employees. Names of those attending should be noted on the receipt. Individual per diems will be adjusted for the cost.

6.3.4 Airfare as follows:

1. Airfare quotes should be obtained at least six weeks before travel and must be Coach or Economy Class unless extenuating reasons exist, which have been cleared by the Vice President.
2. Three printed quotes must be provided priced six weeks in advance to the travel date, or the employee must use approved travel agent.
3. Payment for airfare should be made using a school purchasing card.
4. Employees are not allowed to use a College purchasing card to pay for the airfare of a non-employee.

6.3.5 Mileage Reimbursement:

1. State travel in a private vehicle is reimbursed at the rate listed on the MTECH Mileage Reimbursement Form.
2. Employees should car-pool when possible.
3. Car rentals are generally discouraged. If allowed, they should be booked using a College purchasing card.
4. When a destination is out of state, the traveler must request approval to drive rather than fly. The employee will be reimbursed for the lesser cost of flying or driving.

6.36 Incidental expenses, such as economy self-parking, shuttle tips, and tolls, may be charged on purchasing card, or reimbursed by itemizing on the Travel Reimbursement Form.

6.37 The College will not be responsible for any travel itinerary, arrangements, or expenses for guests.

6.38 When College funds are not available for all expenses, an individual is not obligated to travel. However, if the individual still chooses to travel, it is expected that the traveler will assume the remainder of the cost.

6.4 Extra Pay and Compensation:

6.4.1 Full time employees will not receive additional pay or extra time compensation for attending a conference scheduled during normal working hours, on normal working days.

6.4.2 Full time employees attending outside of their regularly scheduled hours will be compensated at their current calculated hourly rate for up to 8 hours per day, or may elect to choose time compensation.

1. This is for time spent at conference workshops, general sessions, etc.
2. This does not include time spent at social events.

6.4.3 Part time employees attending a conference will be paid their current hourly rate for up to 8 hours per day.

1. This is for time spent at conference workshops, general sessions, etc.
2. This does not include time spent at social events.
3. Extra pay must be requested and pre-approved through the employee's supervisor by submitting an Extra Service Request and Agreement form.

6.4.4 Authorized travel status, does not include interim periods of time scheduled primarily for the convenience of the traveler, including side trips, layovers, or late returns, which are not necessary for the conduct of College business.

6.4.5 Receipts are required for reimbursement, and a conference agenda must be attached to the reimbursement form. Travel Reimbursement Forms can be found at

1. The Public (S Drive) [under Forms/Finance Forms/](#) MTECH Travel Reimbursement Form.
2. The MTECH website under Employees/Forms/MTECH Travel

6.4.6 All documentation and receipts must be submitted to Avid Exchange within 30 days of returning from travel.

6.4.7 For travel related questions, contact the Director of Finance at 801-753-4132.

LAST REVIEWED: 9/09/2015, 12/8/2016, 6/26/2017, 2/20/2020

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POLICY CUSTODIAN: FINANCE