

TRAVEL GUIDELINES
LEE COLLEGE DISTRICT
FY 2023 (Revised 9-2023)



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TRAVEL POLICY OVERVIEW

This policy sets forth guidelines and procedures for costs associated with college related travel on behalf of Lee College District. This policy applies to all employees of the college, including, but not limited to, faculty, administrators, staff, students, and athletes. The following guidelines also apply to all travel paid with college funds.

GENERAL GUIDELINES – EMPLOYEE TRAVEL

Employees are required to submit a “Travel Request Form” to immediate supervisor in order to obtain prior approval to proceed with booking for hotel and airfare. The responsibility to observe adherence to travel guidelines rests with traveler and department supervisor. Employees must familiarize with these guidelines when planning any college travel.

I. FUNDING FOR EMPLOYEE TRAVEL

a. Advances via purchase Request

Travel advances will not be provided for college business trips. All travel expenses must be made on an individual’s college purchasing card, college travel card, or through personal funds and must have prior approval from the supervisor and Purchasing.

b. Prior Approval from Supervisor for Travel for Faculty

In order to utilize a Lee College credit card for travel, employees must receive prior approval from their supervisor. A signed approval form should then be submitted to Purchasing. Travel request form is located on the Purchasing SharePoint.

Any college travel expense paid by a third-party sponsor will not be reimbursed or paid by Lee College.

c. For travel by administrative staff see the travel request form on the Purchasing Department website page under travel. Educational faculty will begin requests through the Empirical professional development support guidelines provided in the last section of this guidelines document.

d. Travel Card

1. Indicate on your approval request that you will require a travel card.
2. Pick up travel card from Purchasing before date of travel.
3. Return travel card and receipts, upon return from business trip.

*Failure to provide documentation in a timely manner after return of a business trip may result in forfeiture of travel privileges.

II. EXPENSE REPORT

All expense reports should be submitted to the Purchasing Office no earlier than 5 full business days after the trip; but no later than 30 days after. Disallowed or unsubstantiated expenses will require the employee to reimburse the college through an Employee Receivable within 30 days of notice. Travel expenses will be reimbursed after completion of travel and at no point before travel occurs. This includes, but not limited to, airfare, conference, lodging and other incidental fees. Statement of Travel Expense form must include the following:

Itineraries and receipts must accompany expense reports that include purchasing or travel card charges.

Statement of Travel forms must be completely filled out with the employee's credit card statement attached (if applicable). Due to the fact that credit card transactions are not immediate, or Statement of Travel form will not be processed prior to 5 business days of the employee's return. The credit card statement run date must reflect a date 5 days or greater of the employee's return date.

Lee College is exempt from Texas state sales tax. Employees will not be reimbursed for any state of Texas sales tax. Sales tax charged to Lee College credit cards are to be reimbursed to the college through an employee receivable.

III. AIRFARE

Airfare purchases are to be made on the employee's purchasing or travel card. Purchasing cardholders must make his/her own airline reservations on his/her card. An employee who is not a purchasing card-holder may purchase airfare on a travel card or on his/her own personal credit card.

Lee College will only allow an employee to purchase a coach class ticket with the airline providing the most cost-effective rates. Employees wishing to upgrade their seat or utilize a more expensive airline must pay the difference in price at their own expense.

Only a Lee College employee's airfare may be booked or paid for with a Lee College Purchasing or travel card. A non-employee traveling with a Lee College employee must purchase airfare on his/her own personal credit card.

IV. TRAVEL INSURANCE

Travel insurance is not reimbursable.

V. MEAL EXPENSE

a. Non-Overnight Travel

Meal expenses are not allowed for non-overnight travel due to IRS regulations. The only exception would be when the employee is attending a business meal with students and/or community members present and Lee College business is discussed at the meal. In that case, a list of attendees and the nature of business discussed must be submitted to Purchasing along with the meal receipt. Supervisor approval and Purchasing approval must be made prior to the business meal.

Requests for any business meals reimbursement require the same criteria. A list of community members/ students and nature of business discussed must be submitted along with reimbursement form request.

Meals may be provided for employees attending a professional development meeting with Lee College if the event lasts longer than 4 hours. Meals are not to exceed \$15 per participant (to be all-inclusive of applicable fees including delivery).

b. In-State Overnight Travel

The per diem rate policy for the Lee College District is as follows:

\$59 per day will be allowed for meals for each day of the trip except for the actual day of travel to the destination site. The per diem rate for the day of travel to the destination site is \$29.50. Only meals that are paid with personal funds will be reimbursed at the per diem rate. Meals provided by a conference will be deducted by the meal provided to the employee in total reimbursement calculations. Incidentals are not to be included when calculating per diem.

Texas Per Diem Rates:

Breakfast	\$14
Lunch	\$16
Dinner	\$29
<hr/>	
Total	\$59

Taxes and tips on meals are allowable expenses and are included in the per diem rate. **Employees are cautioned that tips and gratuities of any kind are not allowed under Perkins grant funding. Other grants must be consulted with Grants Department.*

Employees purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate. Receipts are required for meals purchased with Lee College credit card. Upon return from the trip, money owed to the college must be repaid within 30 days.

Alcohol may not be purchased using college monies.

Key officials, defined as the President and Board Members will receive the same per diem rate as faculty, administrative, and staff.

c. Out-of-State Overnight Travel

The per diem rate for employees traveling out-of-state can be determined by accessing the following web page:

<http://www.gsa.gov/portal/content/104877>

Employees should look for the state and city to which he/she is traveling which will show the per diem rate per meal allowed for this destination. Incidentals are not to be included when calculating per diem. A printed copy of this page and per-diem calculations must accompany the State of Travel Expense form.

Taxes and tips on meals are allowable expenses (*except under Perkins grant) and are included in the per diem rate. Tips cannot exceed 20% of meal costs.

An employee purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the daily per diem rate. Itemized receipts are required for meals purchased with Lee College credit card. Upon return from the trip, money owed to the college must be repaid with 30 days.

An employee who travels out of the state on business will be reimbursed the cost of the lowest mode of travel. For example: If an employee prefers to drive instead of choose air flight, then employee will be reimbursed for an airline ticket, whichever is less.

d. Meals Paid with Personal Funds

An employee paying for meals with personal funds is not required to submit receipts. An employee may request reimbursement for meals not to exceed \$29.50 for the first day of travel and \$59 for the remaining days for in-state travel and GSA.gov rates for out-of-state travel. The meal reimbursement is claimed on the Statement of Travel Expense form at the end of the business trip. Out of state per diem rates will be reimbursed at half rate for the first travel day and full rate for the remaining travel days and utilizing the GSA.gov rate for that state.

Conference itinerary copy must be included with travel form request. Meals provided by a conference which are included in the registration fees paid – the meal per diem will be deducted by the meal provided to the employee during conference. Employees must submit the per-diem calculator addendum for the per diem reimbursement with their Travel Expense Form. Only meals that are paid with personal funds will be reimbursed at the per diem rate.

The federal grants do not allow tips and gratuities with travel.

Example of per-diem calculator addendum below:

Per Diem Expense	50% Day of Travel only	Day 1	Day 2	Day 3	Day 4	Day 5	Total
Travel Dates	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun	X	
Meal per-diem- 1st day of travel	\$ 23.00	X	X	X	X		\$ 23.00
Meal per-diem- Breakfast		\$ 10.00	X	\$ 10.00	\$ 10.00		\$ 30.00
Meal per-diem- Lunch		\$ 15.00	\$ 15.00	\$ 15.00	X		\$ 45.00
Meal per-diem- Dinner		\$ 20.00	X	\$ 20.00	X		\$ 40.00
Meal per-diem- Full day	\$ 23.00	\$ 45.00	\$ 15.00	\$ 45.00	\$ 10.00		\$ 138.00

e. Grants

Meals can be allowed and grant monies to the extent that the grant will allow. If unsure about guidelines, please contact the Grants Compliance Officer before charging meals to the grant account.

f. Business Meals

Business meals will be reimbursed with prior credit card approval. **Meals on Purchasing Card**

A purchasing card may be used for meals instead of per diem during a college trip. Once a card is used for a meal, the option for per diem is no longer available for the remainder of the trip. Tips cannot exceed 20% of meal costs.

g. Meals Provided by the President

The President may choose to pay for an employee's meal during a business trip. In this case the employee is not responsible for tracking the cost of the meal when calculating per diem reimbursement.

College President is the only employee authorized to purchase meals for other employees while traveling.

h. Student Meal Expenses

If a per diem is given to students for a college related trip the per diem must be consistent for all of the students involved.

VI. LODGING EXPENSES

Lee College has no per diem allowance for hotel accommodations. An itemized receipt must be submitted for all hotel accommodations.

Only business telephone calls and internet will be allowed for payment by Lee College. Lee College will not reimburse an employee for personal expenses (example, in-room movies, mini bar purchases, gym fees etc.). All personal charges must be paid separately by the employee using his/her personal monies and may not be charged to the purchasing or travel card.

Overnight lodging is only allowed for travel in excess of 50 miles one-way from duty point. Unless otherwise approved by the Finance Department in advance.

Employees extending lodging before or after the approved travel dates will pay at their own expense.

Lee College will not pay expenses for a spouse, dependent, or other individual accompanying the employee.

a. In-State Lodging

When lodging in Texas, employees are not to pay state hotel/motel occupancy tax, but must pay city and county occupancy taxes.

Tax Exemptions (texas.gov) or can be picked up in the Business Office.

Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only. If this type room is unavailable the employee will need to book a hotel near the conference that offers the state rate. If there is not a hotel with the state rate available in the area, the employee needs to acquire Purchasing approval on the hotel and room rate prior to the trip.

Employees must contact hotel to inquire state rates.

b. Out-of-State Lodging

When lodging out of state, the college is required to pay all applicable taxes. Employees attending conferences are encouraged to stay at the hotel hosting the conference. The college will cover the room cost for the conference/standard room rate only.

VII. MILEAGE, PARKING AND TOLLS

Lee College may reimburse an employee for the mileage incurred during the employee's business use of a personally-owned vehicle, Mileage will be paid at the rate of current IRS mileage rates per calendar year (<https://irs.gov/tax-professionals/standard-mileage-rates>). Mapping services such as MapQuest, Google Maps may be used to document reimbursable mileage. College will always pay whichever is less. Documentation must accompany a submitted State of Travel Expense form for reimbursement.

Lee College will reimburse an employee for parking/toll expenses incurred while the employee is on an approved college business trip. Parking/toll receipts must be provided to obtain reimbursement for these expenses. Any expense without proper receipts will not be reimbursed.

Mileage reimbursements need to be turned in to the Purchasing Office on a Statement of Travel Expense form with all applicable receipts attached and submitted within 30 days of the end of business travel to be eligible for reimbursement.

For a group of employees traveling to the same location within a 100-mile radius of duty point, carpooling is encouraged but not required. Each traveler qualifies for mileage reimbursement.

For any group of employees traveling to the same location beyond a 100-mile radius of duty point (i.e. Dallas, San Antonio, Austin), the college will reimburse mileage for one vehicle per every two

approved participants. Employees traveling to the same location (i.e. conference) will coordinate drivers and vehicles amongst themselves. There is no preference given based on whose application was approved first; all participants need to collaborate to find the best travel arrangements.

Examples:

3 employees are traveling = up to 2 personal cars receive gas reimbursement

7 employees are traveling = up to 4 personal cars receive gas reimbursement

10 people are traveling including 7 employees and 3 accompanying family members = up to 4 personal cars receive gas reimbursement

a. To the Airport

Mileage to or from the airport from an employee's residence is acceptable. However, this mileage cannot exceed the mileage between Lee College and the airport. If the mileage is less than mileage between Lee College and the airport, the lesser mileage should be reported. Documentation from an internet mapping service of the mileage from the residence to airport must to be included with the Statement of Travel Expense form.

b. Out of State Mileage

An employee, who chooses to travel to out of state business via a mode of transportation other than air, will be reimbursed the lesser cost.

c. Mileage to Duty Point

Lee College cannot reimburse for mileage to or from the place of employment. Place of employment includes the employee's regular daily assignment. This is defined as an employee's **duty point**.

Lee College has several duty points:

Main Campus
McNair Career Center
Huntsville Center
Lee College Education Center – South Liberty County

Employees are not reimbursed for travel to and from their assigned duty point. However, Lee College does pay mileage for travel from the duty point to and from other teaching sites.

From	To	Reimbursed: Yes or No
Home	Duty Point	No
Duty Point	Home	No
Duty Point	Another Teaching Site	Yes
Another Teaching Site	Duty Point	Yes
Another Teaching Site	Home	No
Another Teaching Site	Another Teaching Site	Yes
Home	Another Teaching Site	*See note below

*An employee who chooses to forego travel to his/her duty point and proceed straight to another teaching site will be reimbursed the mileage from the duty point to that teaching site or mileage from his/her home to the teaching site, whichever is less.

d. Mileage to Meetings

Mileage from a normal workstation to a conference or meeting is reimbursable if an employee actually reports to work prior to attending the meeting. Mileage for travel from an employee's residence directly to the conference/meeting site will be based on the shortest distance from either the employee's residence or Lee College. Documentation from an internet mapping service such as Google maps, MapQuest, etc., must be included with the Statement of Travel Expense form in order to be reimbursed.

Mileage reports must include all of the following information:

- Travel dates
- Travel-to and Trave-from addresses
- Mileage documentation from LC Mileage Chat, MapQuest, Google maps, etc.
- Purpose of travel
- Mileage
- Department/Account/Fund being charged

Mileage reimbursement reports must be turned in with 30 days of the end of the travel date to be eligible for reimbursement.

In the event of an accident, the vehicle owner's insurance coverage is primary for damages.

VIII. NON-EXEMPT EMPLOYEE TRAVEL

Non-exempt employees will not be paid for travel time beyond their normal work day schedule.

IX. VEHICLE RESERVATION PROCESS

Only approved drivers may drive a Lee College vehicle. (See approved driver requirements in the following section titled "X. DRIVERS").

The Purchasing Office manages the reservation process for college owned vehicles.

Reservations need to be made at least two days in advance by contacting the Purchasing Department.

College vehicles are assigned on a first come, first serve basis.

a. Vehicle Reservation Form

A pouch containing the vehicle keys, insurance card, and contact information should be picked up in the Purchasing Office on the day of the trip. If the keys need to be obtained the day prior to the departure, the request should reflect the date that the keys need to be picked up. The pouch containing the keys to the vehicle should be returned promptly to the Purchasing Office upon return from the trip; if Purchasing staff is unavailable, please reach out to the Business Services Administrative Assistant.

Gas cards may be signed out for the purchase of gasoline for college vehicles only. Gas cards and receipts should be returned to the Purchasing Office promptly upon return. Do not return gas cards via campus mail or leave them in the Purchasing Office unless you give them directly to a Purchasing employee.

Prior to departure, drivers should familiarize themselves with the vehicle they will be driving. Contact the Transportation Department to ensure that the vehicle has a full tank of gas and to ask for any other questions regarding the operation of the vehicle. If a vehicle has a short turn around the requestor may need to fill the vehicle with gas. Please check gas gauge before leaving on trip.

b. Vehicle Pick Up & Return

Vehicles must be picked up and returned promptly to the storage yard in the Transportation Department at the end of 511 S. Whiting. Each set of keys includes a key to the chain link gate to allow for after-hour pickups and returns.

The driver is responsible for entering the beginning and ending odometer readings from the assigned vehicle. Driver must contact Purchasing Department to instructions about tracking odometer readings.

The budget code entered on the reservation form will be charged for the mileage incurred. The cost to the department for using the van/bus will be the current IRS rate per calendar year (<https://irs.gov/tax-professionals/standard-mileage-rates>) per mile plus driver's expenses.

The driver is responsible for:

- Removing belongings and trash from the vehicle and cleaning spills.
- Entering beginning and ending mileage within one (1) business day.
- Returning vehicle pouches to Purchasing within the next business day.
- Returning vehicle to the Transportation Department upon your return.

The driver should document any problems with the vehicle on the on-line form or report them directly to the Transportation Department.

The Purchasing Department reserves the right to deny use of college vehicles to employees/students who do not follow policy.

c. Third party transportation

If you fly to the destination for the event, then you can rent a vehicle for transportation. You cannot rent a vehicle in Baytown for your travel.

You may use the travel card or your personal credit card to purchase your ride if this has been approved in advance. Be sure to use your account when booking the ride, and remember to keep the receipt to turn in to Purchasing upon your return. Companies such as Uber and Lyft offer ratings for the driver that you can review, and both services offer the ability to refuse a ride until you find a driver that you are comfortable with.

X. DRIVERS

Individuals requesting access to college vehicles must be pre-approved to drive by the college's insurance company. Employees must sign an acknowledgment statement which authorizes the college's insurance carrier to investigate both their driving record and criminal history. Approved drivers must be re-approved on an annual basis (fiscal year begins September 1 each year).

The approval/denial process takes an average of three (3) working days. Drivers are personally responsible for any tickets incurred while driving a college vehicle.

They will continue to be classified as "student assistant" or "work study" but will be paid at the higher rate of \$10.00 per hour only for the duration of the trip.

Process:

1. The Purchasing Clerk will send an email to HR and Payroll informing them when SA/WS drives.
2. The SA/WS should add the hours to his/her timesheet and note who they drove so that the appropriate department can be charged.

***Student and faculty should be informed that the hours spent driving will apply to the specified hours that the SA/SW is allowed to work per week.*

Non-employees can be hired as part-time bus drivers. The department requesting a bus driver will be charged-back all expenses (lodging, meals, etc.) including wage to that departmental budget.

XI. VEHICLES: PERSONAL LIABILITY

If an employee uses their own personal vehicle in the conduct of school business the employee's personal auto coverage applies as primary coverage.

Drivers are personally responsible for any ticket.

XII. RESOURCE LINKS

On the Purchasing website under Travel are the following forms:

Travel Checklist

Travel Authorization Request

Travel Expense Report

Release of Liability Form

X111. EMERGENCIES

What if I encounter a medical emergency while traveling? Please call 911 and acquire immediate medical care. Once in a stable environment, please contact HR (281.425.6875). If you cannot reach HR, please call your AVP Office during regular operating hours.

- Academic: 281.425.6821
- Huntsville: 936.755.7228
- Nursing: 281.425.6544
- Student Affair: 281.425.6558
- Retention & Transition / Chief Equity Officer: 281.425.6501

What if I encounter a financial emergency while traveling? Please contact Purchasing Clerk, 281.425.6464, or Buyer, 281.425.6320, during regular operating hours. **AFTER HOURS CONTACT SECURITY AT 281-425-6888.** Also, there is a 10% margin allowed to cover incidentals or other issues that occur while traveling; however, if an emergency occurs that requires the employee to spend beyond that 10% margin, the employee may meet with the EEC upon returning and explain the need for the overage. The EEC may then choose whether or not to fund that overage.

What if I encounter an emergency outside of regular operating hours? Contact the Security office, 281.425.6888, to report the emergency; they will record and report the incident.

Student Travel Guidelines



GENERAL GUIDELINES – EMPLOYEE TRAVEL

I. PURPOSE AND SCOPE

Travel by students on official college business is restricted by state of Texas and federal regulations and by standards of good business practice. This policy applies to travel by one or more students presently enrolled at the Lee College District, and where such travel meets the following criteria: travel that is in excess of 25 miles to a college organized and sponsored activity or event where such activity or event is either a) funded by the college, and the travel is undertaken using a vehicle owned or leased by the college or b) is required by a student organization registered at the college. In addition, this policy outlines the requirements for travel by authorized students and college athletic teams traveling in the name of the Lee College District, as well as students traveling abroad on a college sponsored trip.

II. POLICY STATEMENT

Students representing the Lee College District may travel on college funds with prior approval from Deans Office if the trip is for official college business and if applicable college guidelines are followed. All travel must be reasonable and necessary for carrying out the programs and activities of the Lee College District within budget allocations approved by the responsible senior administrative official. Travel not meeting these criteria or undertaken contrary to these guidelines becomes the obligation of the individual(s) making the unauthorized commitment.

III. DEFINITIONS

- A. Organized and sponsored activity or event: An organized and sponsored activity or event is an activity or event that is a) initiated, planned and arranged by a member of the Lee College District faculty or staff, or by the members of a registered student organization and b) endorsed by the college either through providing financial support, or by sending student(s) to participate in it as official representative(s) of the college.
- B. Required by student organization: An activity or event is required by a student organization when it is mandatory for a member of the student organization to attend or participate in the activity or event in order to maintain their membership status in the student organization.
- C. Authorized entertainment: Entertainment of students during out-of-town travel, such as attending a movie, play, concert, or similar event. Videos or in-room movies rented or purchased at a hotel or motel for individuals are not considered authorized entertainment. However, videos rented or purchased (including in-room movies) for groups of travelers to watch are permitted. Persons in positions of authority traveling with the students will determine which entertainment event or medium, if any, is appropriate. Admission to authorized entertainment events may also be paid for other person traveling with the students, who are listed on the travel roster.

- D. College or division administrator: That person designated as the chief business officer within the college, division, or the Athletics Department.
- E. Departmental trip coordinator: Functional title separate from the official position title designating that individual within the department sponsoring the student/team travel who is responsible for travel arrangements and disbursing any funds. This person may also participate in the travel. These actions of the departmental trip coordinator are subject to the prior approval of the college President.
- F. Study abroad: Travel by Lee College individual students to destinations outside the United States on a college sponsored trip to gain experience and learning in their field of study. Normally, study abroad travel lasts for several days or weeks, and may be supported by a non-taxable stipend to cover or partially cover out-of-pocket travel expenses.
- G. Athletic Team: A team of student athletes under the supervision of and coached by the college Athletic Department.

IV. GENERAL STUDENT TRAVEL PROVISIONS

- A. Organized and sponsored student travel may require the use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to applicable international, federal and/or state laws and using sound judgment while traveling, students must follow the safety provisions applicable to the specific mode of travel involved and travel conditions.
- B. When using vehicles owned or leased by the Lee College District or their employees for student travel, such travel must be in compliance with district policy for the use of vehicles owned, leased or rented by component college by establishing standards for granting driving privileges, insurance coverage and reporting requirements when there are accidents or losses.
- C. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.
- D. Lee College employees occasionally use personal vehicles while transporting students to or from events organized and sponsored by the college. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting college business should be aware of the possibility of personal liability related to such use.

Lee College employees may be reimbursed for mileage when a personal vehicle is used for college business.

No employee shall be required to use his or her vehicle for transporting students to or from activities or events organized and sponsored by the college.

- E. Students driving privately owned vehicles for student travel organized and sponsored by the college within the US must be at least 18 years of age, have a valid Texas or other state driver's license, obey all traffic laws and regulations, possess personal automobile insurance coverage, and their vehicles must have a current state inspection and registration. Students driving privately owned vehicles for student travel organized and sponsored by the college out of the US must be at least 18 years of age, obey all traffic

laws and regulations, and have all appropriate licenses, certificates and insurance as required by the country in which travel occurs.

- F. It is the responsibility of all individuals taking part in travel that is organized and sponsored by the college to behave in a manner that in no way detracts from the surrounding environmental safety to act to avoid and present safety, to act to avoid and prevent safety hazards associated with their travel, and to act in such a manner as to comply with all college standards, policies, and procedures insofar as they may be considered applicable to the circumstances.
 - G. It shall be the responsibility of college staff, employees, and others judged to be in positions of authority under the circumstances of the travel to inform individuals when their behavior or actions jeopardize their personal safety or that of other travelers. Such persons in positions of authority will be held accountable for the actions or inactions with respect to questionable activities of any members.
 - H. Travel cards may be used, if appropriate for expenses in accordance with travel guideline policy.
 - I. All travel funded by the college requires a travel request, in accordance with travel policy form example which must be completed in the name of the departmental group travel coordinator. A travel roster must be attached to the travel request form.
 - J. In no case may a college employee use the name of Lee College District to make travel arrangements unless the travel is for official college business.
 - K. Questions regarding travel funded by the college should be referred to Purchasing Department.
- V. **TRAVEL ADVANCES FOR GROUP STUDENT TRAVEL**
- A. Travel advances may be issued for group student travel or for employee foreign travel with local funds.
 - B. In order to obtain a travel, advance for group student travel, the department must complete the Student Travel Request Form for Group Student Travel. The Request for Professional Development Application for Group Student Travel, Travel Request, and **Travel Roster must be attached** to the Purchase Requisition requesting a travel advance.
 - C. Whenever possible, the trip coordinator should use travel advance funds to pay travel expenses directly, rather than disbursing funds to individuals.
 - D. The trip coordinator may distribute an equal amount of cash to travelers for their meals, if travelers eat at different restaurants. Each person who receives cash from the trip coordinator must sign the Student Travel Request form or other form that includes the same information acknowledging receipt of funds. If funds are distributed more than once, a separate Purchase Requisition Form must be completed for each disbursement with the date, time, and amount of disbursement noted on the Student Travel Request form.
 - E. The trip coordinator is responsible for management and safekeeping of the cash and for returning any balance to the responsible departmental, college, or divisional business manager within **five (5) business days** to return from the trip.
 - F. The trip coordinator is responsible for obtaining itemized receipts for all expenses paid by the trip coordinator from the cash advance. Receipts must be submitted within 5 business days to return from the trip for reconciliation purposes. It is not necessary to

collect receipts when cash advance funds are distributed to students for meal expenses. Instead, a log with a list of students and signature of receiving cash for meals must be provided. However, receipts are required for meals paid by the trip coordinator and all other expenses for which receipts are routinely provided.

VI. STUDY ABROAD TRAVEL

A. Study abroad travel is considered group student travel. Therefore, the trip coordinator must complete a Travel Roster for the students and a Student Travel Request for himself/herself and any other employees traveling with the students.

VII. SAFETY

A. General

1. Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling.

Qualified drivers must:

- a. Be at least 18 years of age;
- b. Have a valid driver license;
- c. Obey all traffic laws and regulations, including posted speed limits;
- d. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons; and
- e. Ensure that the vehicle in which the group or individual is traveling has appropriate insurance, as well as current state inspection and registration.

Drivers and occupants must:

2.
 - a. Wear seat belts at all times; the number of occupants in the vehicle must not exceed the number of seat belts;
 - b. Ensure the vehicle manufacturer's recommended load capacity is not exceeded; and
 - c. Avoid horseplay, racing or other distracting or aggressive behavior.

VIII. STUDENT TRAVEL

a. Student Meal Expenses

The sponsor has the right to determine student per diem rate based on budgetary considerations. The student per diem rate may not exceed the college maximums of \$29.50 for the first day of travel and \$59 for travel days thereafter. The per diem rate must consistent among students traveling. Tips and taxes on meals are included in the per diem rate.

A lump sum purchase requisition check request may be requested in advance by the college sponsor in order to provide each student their per diem rate for the number of days they will be traveling. The check request must include the names of the students traveling and the amount of money being issued to each student.

A sponsor purchasing meals on purchasing or travel card will be required to reimburse the college for all meal expenses over the per diem rate. Student meals will not be reimbursed above the per diem rate. Receipts are required for meals purchased with Lee College credit card.

b. **Athletic Travel**

Student athletes traveling off campus for school athletic events are eligible for the per diem rate. A lump sum travel advance may be requested by the team coach in order to provide each athlete the per diem rate for the number of days of travel.

The coach may choose to purchase team meals on his or her purchasing card, however, in doing so the cash per diem will be forfeited for that day of travel. A coach purchasing meals on a purchasing or travel card will be required to reimburse the college for all meal expenses over the per diem rate. Itemized receipts are required for meals purchased with Lee College credit card.

c. **Student Mileage**

Students **should not** use their personal vehicles to conduct college business. Students are allowed to check out a college vehicle for college business if they have been pre-approved as a driver.

XI. STUDENT TRAVEL FORMS

Located on the Purchasing website under Travel the **Pre-travel health information form** is provided as well as the **Student Travel Request Form**. Please fill these two forms out for student travel.

**EMPIRICAL EDUCATOR CENTER (EEC) -
PROFESSIONAL DEVELOPMENT SUPPORT GUIDELINES**



The Empirical Educator Center (EEC) oversees professional development at Lee College, and the corollary is that is that educators are also learners. Lee College supports and encourages professional development for all employees. The Empirical Educator Center or EEC oversees professional development at Lee College, and it maintains a calendar of professional development opportunities including convocation week and mid-semester workshops. The EEC also supports professional development for individual employees and small groups who want to attend conferences, i.e., symposium, training event, program, or other beneficial training events. The process that employee must follow to attend conferences is as follows for faculty:

Funding Approval Process:

1. The employee identifies the conference they want to attend for the purpose of professional development.
2. The employee must discuss the opportunity with their supervisor to get a verbal (or written) commitment to support their request which includes:
 - a. Understanding how the conference will benefit the employee in the performance of their duties, and
 - b. Understanding if the employee will be absent from work and agreeing that the absence will be approved, and
 - c. Understanding the approximate cost of the conference and agreeing that it is reasonable.
3. The employee must fill out the appropriate **Professional Development request form**. Form is available on the Purchasing District website. lee.edu/purchasing/
4. This form is should be used even if the faculty member does not think their request meets the funding criteria set by their assembly. The completed form should be submitted to the Empirical Educator Center (EEC).
5. The EEC will review the application to see if similar programs are already scheduled on campus. The EEC will notify the applicant if there is already an on-campus opportunity and will give the applicant the opportunity to withdraw the application.
6. The EEC will send the application to the Professional Development Committee of the appropriate assembly and to appropriate cabinet member.
7. The Assembly Professional Development Committee and the cabinet member will review the application independently and they will each make an independent funding decision that they will send back to the EEC.
8. The EEC will review the funding decisions and may select to contribute some of its own professional development funding to the application. It will then create a funding package that is

sent back to the applicant. For example: The applicant may request \$600, the assembly may agree to fund the entire request, and the cabinet member may also agree to fund the entire request. The EEC will then decide whether to use one source or the other or to split the cost between the two sources.

9. The funding package from the EEC will identify two accounts: 1) the account that is the source of travel funds, and 2) the account that will be charged for all travel expenses. The account that is the source of travel funds will usually be the professional development account for of the assemblies or a cabinet member, but it could also be a grant account. The account that is charged for all travel expenses will usually be the travel account for the applicant's department or their academic discipline. For example, if a trip is being funded by the Faculty Assembly, then the source account is the faculty assembly travel account: 2300100000-142100. If the applicant teaches psychology, then the account to be charged for all travel expenses is the psychology travel account: 3400000000-141100. The account that is charged for all travel expenses is the account that the applicant should use on all paperwork. The only time the account that is the source of funds is used is after the conference is over and the funds are transferred from the source to the account that is charged for all expenses.
10. The review process from the time the application is received by the EEC until it is returned to the applicant with a funding decision **should not take more than seven (7) business days**.
11. The applicant **must notify the EEC with two (2) business days** of their decision to accept the funding and attend the conference.

Once the funding has been approved the applicant will follow the travel rules and forms provided in this document under the employee travel guidelines section.