Area: Finance

Policy Name: Travel Policy

Policy Statement: To ensure Salina Tech's prosperity, the financial security and sustainability is a priority of the Institution's governing body as well as Salina Tech's administration. Good financial practices involve every area of the Institution. Expenditures of Institution funds for travel must occur in furtherance of its mission, and a business purpose must exist for each instance of expenditure.

Procedures: Travel plans and expenses must be authorized in advance by the Institution. Travelers must verify that planned travel is eligible for reimbursement before making travel arrangements including all Perkins or other grant-related funded travel. Within 30 days after completion of traveling, the traveler must submit an expense report with supporting documentation.

Registration fees, conference fees, gas, transportation, flight, car rental, and hotel fees should be reserved using a college credit card when possible. If a college credit card is not used, these expenses will be fully reimbursed to the purchaser.

Meals and Incidental Expenses

Day Travel (Trip duration less than 12 hours)
Travel, regardless of destination, that occurs within one day and less than 12 hours will be considered day travel. Qualifying expenses incurred during day travel will be reimbursed 100% up to the General Services Administration rate for the location of the travel location. The GSA standard rate for meals and incidental expenses for travel within KS is $46 per traveler. Costs exceeding this amount may not be reimbursed to the traveler, pending administration determination. The same procedure applies if a college credit card is checked out and used for meals and incidental expenses. Per diem does not apply to day travel.

Overnight Travel (Trip duration more than 12 hours)
Travel that is over 12 hours in duration or requires overnight accommodations is considered overnight travel. When a college credit card is used for meals and incidental expenses, no reimbursement of expenses is necessary. The maximum allowable cost for qualifying meals and incidental expenses is determined by the General Services Administration (GSA) based upon the location of the destination.
Travelers may be charged for any expenses exceeding the GSA rate, pending administration determination.

For overnight travel only, travelers may elect per diem reimbursement for overnight travel rather than using a college credit card. Per diem will be reimbursed to the traveler based upon the GSA rate for the destination location. The first and last day of travel will be reimbursed at 75% of the per diem rate (*if either the first or last day is over 12 hours, they will be reimbursed at 100% of the per diem rate).

Travel Advances (Per Diem only)
Travelers may elect to receive a travel cash advance based upon the GSA per diem rate prior to travel. Upon approval, arrangements will be made through the Salina Tech business office. Travel advances must be made at least 1 week in advance of departure.

Compensation for Travel and Training – Non-exempt personnel
When non-exempt personnel are required by the College to travel and/or attend training sessions or conferences for business-related purposes, they will be paid as outlined below and as required by the Fair Labor Standards Act, Wage and Hour Division, Hours Worked, (29 CFR 785.33-785.41) and the Portal to Portal Act (29 CFR 790.1-790.12)

Day Travel
Travel, regardless of destination, that occurs within one day and less than 12 hours will be considered day travel. If an employee is required to work away from the College for a day, the employee will be paid for all hours spent in travel and at work at the destination. Meal periods are excluded as paid time.

Overnight Travel (Trip duration more than 12 hours)
Travel that is over 12 hours in duration or requires overnight accommodations is considered overnight travel. If an employee is required to travel for College business that includes an overnight stay away from home, the employee will be paid per travel day for actual hours spent in travel, up to a maximum equal to the number of hours the employee would normally have worked that day, as long as the travel occurs during what would be the employees normal work hours.

If an employee is required to travel on a day they would not normally work (Saturday, Sunday), the employee will be paid for the actual time spent traveling, up to a maximum equal to the number of hours the employee is
normally scheduled to work each day, as long as the travel occurs during what would be the employee’s normal work hours. In addition, all time spent performing authorized College related work at the destination will be compensated based on actual hours worked. Meal period and sleeping time are excluded as paid time.

**Driving**

Driving a vehicle, regardless of whether the travel takes place within or outside the normal work hours, counts as hours worked. In other words the act of driving is considered a compensable act which must be counted as hours worked if it is for the benefit of the College.

**Attendance at Training Sessions or Conferences**

If an employee attends a business-related training session or conference, the employee will be paid per day for the actual hours spent in training or attending work-related conference sessions. Meal time is normally not included as paid time; meal time is paid only if the meal is served at the employee’s conference seat. Employees will not receive pay for optional training/conference events, such as receptions and social activities. Time spent in training is unpaid only if all the following criteria are met:

- Training session is held outside employee’s normal working hours.
- Attendance at training is voluntary
- Training session is not related to the employee’s job
- Employee does not perform any College-related work during the training session.
- For travel and training, the pay rate shall be the employee’s normal hourly rate. Paid travel time and paid time spent at a training session/conference shall count as hours worked when calculating eligibility for overtime pay.

**Additional Source:** § 200.474 of the Federal Register / Vol. 78, No. 248 / Thursday, December 26, 2013 / Rules and Regulations

**Contact:** Vice President of Administrative Services

**Related Form(s):**

**Adopted:** March 30, 2015

**Updated:**