Travel / Check Disbursement

Dona Trousdale
Items to be Discussed

- Request for Travel
- Automobile Usage Policy, Effective July 20, 2015
- In-state reimbursement
- Out-of-state reimbursement
- Check disbursement
- Grainger
Travel Request

- Please fill out the form entirely
- Estimated Costs section is for out-of-state only
- Expenses will be paid from, list the budget numbers. General account numbers 1100 #### #### ## are submitted to Dona. Federal account numbers 2000 #### #### ## are submitted to Vanessa
- Refer to the last section for required signatures of approval
Automobile Usage Policy - In-State Travel

- Employees must use a college vehicle, if one is available
- Travel for distances less than 200 miles, when a college vehicle is not available, the traveler may use a personal vehicle and charge the applicable mileage rate
- Travel for distances greater than 200 miles, the traveler must use a rental car if the rental cost for a mid-sized car is less than the mileage reimbursement that would be charged for the use of the traveler’s personal vehicle
  - When the rental cost is more than the mileage reimbursement that would be charged for the use of the traveler’s personal vehicle, the traveler may use a personal vehicle and charge the applicable mileage rate
Automobile Usage Policy Out-of-State Travel

- **Travel for distances less than 200 miles:**
  - A college vehicle must be used, if available
  - When a college vehicle is not available, the traveler may use a personal vehicle and charge the applicable mileage rate

- **Travel for distances greater than 200 miles:**
  - A college vehicle may be used, if available
  - When a college vehicle is not available, and the traveler does not choose air travel:
    - The traveler must use a rental car if the rental cost of a mid-sized car is less than the mileage reimbursement that would be charged for the use of the traveler’s personal vehicle
    - The traveler must limit reimbursement to the airline fare for coach travel, round trip if the cost of a rental is more than the mileage reimbursement that would be charged for the use of the traveler’s personal vehicle
Policy: In-State and Out-of-State Travel

- Travel cost inquiries must be documented and attached to the Request for Travel form when the form is submitted to the supervisor for approval.
- Car rental companies may be selected from the approved vendors posted on the employee personnel web page.
- Travel distances must be documented using MapQuest.
- Transportation line on Request for Travel form must state “college car”, “rental car”, or personal car”, not simply “car”.
- Inquiries as to the availability of a college vehicle must be documented with the date inquired and name of personal who verified the availability.
- Employees traveling with a family member or guest (not a Calhoun student) must use a personal vehicle and claim the applicable mileage rate. For out-of-state travel, distances over 200 miles, the mileage reimbursement must be limited to the cost of a coach fare, round trip airline ticket to the destination and return. For in-state travel the mileage reimbursement limit does not apply to travel with a family member or guest (not a Calhoun student).
In-state travel Reimbursement

- Code Number is your Calhoun C#
- List your name as it appears in Banner and your home mailing address
- For employees that travel on a regular monthly basis, we request you submit a monthly blanket leave form and submit the travel reimbursement on a monthly basis rather than one every week
- Track the travel as follows, date, from - to miles are recorded in whole numbers (21 miles, not 21.44 miles) hours of departure and return to base
Out-of-state Reimbursement

- Name and address of employee
- Calhoun C# in the code number space
- Funds - 1100 accounts go to Dona, 2000 accounts go to Vanessa
- Official base
- Fill out entirely with required approval signatures per your division
- Next slide shows Per Diem rate by state
Per Diem by State / City

- Obtain the Per Diem rate from the Alabama Department of Finance-Personnel Division

Check Distribution

- Weekly check authorizations are submitted to Pat before 4:00 pm on Tuesday afternoon. These will be invoiced by Dona on Wednesday and printed by 4:00 pm. This will allow Tina to verify checks by noon on Thursday, giving Pat the final check release on Thursday afternoon.

- Purchase order checks will be invoiced on Thursday, Friday and Monday. Dona will print the checks by 4:00 pm on Monday afternoon.
Grainger purchase orders

- Dona emails all Purchase Orders to Grainger
- Typically this is done on a daily basis, there are no deliveries for LCF on Friday and Grainger is not able to modify our account to specify “no Friday deliveries”
Questions?