

POLICY TITLE: TRAVEL AND BUSINESS RELATED EXPENSE POLICY

I. Purpose

Lansing Community College recognizes the need for its employees to travel for professional development, training purposes, and to conduct College business. This policy outlines acceptable expenses for which an employee may be reimbursed when traveling on College business.

II. Scope

This policy applies to all employees.

III. General

A. Elements of Travel Procedures

The College's travel procedures will contain the basic elements of an accountable plan and include the following requirements:

1. Travel must be preauthorized by the employee's supervisor.
2. Expenses incurred by an employee in connection with the performance of services for the employer must be business related.
3. The employee must account for expenses within ten (10) business days after completion of trip.
4. The College shall not advance cash for travel unless approved by the President or the Board Chair in cases of travel by the President.
5. Employees may be temporarily or permanently assigned an LCC credit card for use on college related travel. Such card shall be issued and utilized pursuant to the LCC credit card usage policies and regulations.
6. Employees shall make air and other reservations for approved travel through the college established agency to minimize out-of-pocket costs to the employee. The College will not pay for Business or First Class air travel. Hotel expenses shall be the approved convention rate or equivalent.

7. Exceptions to this policy must be approved in advance by the President and reported to the Audit Committee prior to any authorization of such expenses.
8. The College shall process reimbursements for business related travel within 15 days of submission of valid expenses reports and requisite receipts.

The College will pay faculty, staff and elected trustees for reasonable and necessary expenses incurred in connection with approved travel on behalf of the College when reimbursement is not received from any other source.

Authority and responsibility for approval and control of travel by employees and guests of the College rests with the employee's supervisor.

When travel is funded by a grant or contract, the use of travel funds will be governed by the more restrictive, the grant, contract or College travel requirements.

The expenses of an employee's spouse, family or others accompanying the business traveler will not be paid by the College. Exceptions to this policy must be approved in advance by the President and reported to the Audit Committee prior to any authorization of such expenses. Exceptions for the President and Board of Trustees shall be approved by the Board Chair or his/her designee and reported to the Audit Committee.

B. Acceptable Business Related Expenses

The standards for deductible business expenses are listed in IRS Publication 463 Travel, Entertainment, Gift and Car business expenses may be paid by the College, providing the following conditions are met:

1. It is appropriate to the conduct of official college business;
2. If such expenses are approved by the vice president, dean, or budget supervisor;
3. The group or individual is identified;
4. The business reason or benefit gained or expected to be gained is identified.
5. Adequate documentation to support expenses is provided.

6. The per diem is at rate as authorized by Government Services Agency (GSA)

The cost of alcoholic beverages is not an allowable expense. While it is recognized that employees may choose to consume alcohol, it is expected that employees will drink responsibly when representing the College.

IV. Responsibility

The College's Chief Financial Officer is responsible for developing an overall administrative procedure to implement the College's travel expenses policy.

Adopted: June 5, 2006, Amended June 15, 2009