



## Travel Policy

### Trip Preparation

#### 1. Administrative

- a. Assess whether a Professional Development form is required for travel. If it is, then complete the Professional Development form *prior* to a Travel Authorization (TA) form.
  - a. Professional Development forms are needed for all travel *except* if the employee is traveling to a required meeting, recruiting event, or to instruct a class.
    - i. Description of meetings that would not qualify for professional development:
      1. Meeting where you will be representing the college.
      2. Grant required meeting.
    - ii. Description of meetings that would qualify for professional development.
      1. Non-grant required meeting.
      2. Meeting that doesn't require your attendance.
  - b. The employee must ensure all requested information on the Professional Development form is completed. Additionally, the employee's supervisor, besides signing, must also initial whether the request is Waived or Not Waived. Failure to complete it will automatically result in the request being marked as "**Not Waived.**"
- b. A Travel Authorization (TA) form, with required signatures, including grants (if appropriate), must be completed before any reservations are made. The supervisor's signature must be from the appropriate department head.
  - a. A completed Professional Development form must accompany the TA (see 1.a) if appropriate.
- c. The Travel Department will complete **ALL** travel reservations for Ilisagvik employees, students, and contractors as per the approved TA. This includes airfare, hotel, rental car, and/or conference registrations when applicable. To assist with travel arrangements, employees must submit the following estimates:
  - a. Travel route (i.e. Alaska Airlines travel route which the employee can print/PDF the cart)
  - b. Hotel estimate- draft itinerary with arrival and departure dates of hotel stay.
  - c. Rental car estimate- Print/PDF.
  - d. Conference registration when applicable- complete registration prior to clicking payment to provide travel staff the details (print/PDF).
  - e. Conference agenda- Print/PDF
- d. Conference registrations that require the traveler to login to an individual account with a member organization will be handled according to the following policy:
  - i. Traveler provides the travel office with their login information to complete the registration and pay the conference fees or;
  - ii. Traveler visits the travel office, logs into their individual account, and allows.
  - iii. The travel coordinator will pay for the conference fees and reserve any lodging that is in conjunction with the conference, using a corporate credit card.
- e. Although TAs may be turned in several months in advance, to stay within grant compliance and budget accountability, actual travel arrangements will not be finalized prior to eight weeks of departure.
- f. In the event of an emergency, a traveler may make their own reservations for reimbursement with supervisor approval. They must abide by the Travel Policy.
- g. Travelers are not required to take overnight (red eye) flights unless no other options exist.
- h. Deviation from the most reasonable, direct and/or efficient route or means of travel for the

traveler's convenience requires prior approval from their department head. College employees are expected to take the first reasonable flight home after completing College business, unless prior approval is obtained. Any expenditures of time or money that results from a deviation for the traveler's convenience shall be borne solely by the traveler.

- i. The initial signature of the department head on the TA form is considered an approval of all deviations (flight, hotel, per diem, etc.) unless the original travel itinerary changes and those changes result in an increase of greater than \$200 from the original travel estimate.
- j. If changes to an original travel itinerary result in an increase of more than \$200 on any TA, the TA must be approved by the department head via email confirmation.
- k. Per Diem, travel allowances, and reimbursements stop the hour a traveler interrupts business travel for personal reasons and resumes the hour the traveler returns to duty or resumes route of travel required by College business.
- l. Employees will note if there are personal contributions on the Travel Authorization form and Professional Development Form when applicable. Example deductions would be reduction in per diem, car rental, airfare, etc. Personal contributions pertain to non-grant funded travel.
- m. The College will cover any additional expenses incurred with proper receipts for unanticipated/unexpected delays as per supervisor approval.
- n. A TA form is still required when traveling as a representative of Iḷisaḡvik College even if all travel arrangements and expenses **including per diem** are managed and handled by another organization.
- o. Waivers to any of the Travel Policies must occur with the support of the travelers' department head and approved by the President.
- p. International Travel is limited and subject to the President's approval.

## 2. Air Travel

### I. Commercial Flights

- a. Air travel with Alaska Air or their partners will be booked using EasyBiz.
- b. In order, to take advantage of cost savings, all air travel must be booked **at least 3 weeks** in advance. As a result, approved TAs received **less than 3 weeks** in advance (excludes village travel) of travel must be initialed by the President on the travel checklist form.
- c. Tickets will be purchased using the most cost-effective manner, with reasonable travel times and connections.
- d. Tickets may be purchased using full-flex fares if necessary to avoid unexpected changes and costs.
- e. Tickets will be purchased using Iḷisaḡvik College Alaska Airlines' mileage when it is the most cost-effective option (only for non-grant funded travel).
- f. Direct pricing for flights should be used for traveler TA forms.
  - i. For Example: If the trip is to Washington D.C. the TA should reflect a round trip BRW- DC-BRW flight plan, with no deviations. If the traveler wishes to make changes, they may do so at their own time and expense.
- g. First class travel will not be booked by the College. If travelers wish to upgrade to first class, they may do so at their own time and expense.

### II. Charter Flights

- a. Prior to booking a charter flight, the organizer must make a cost comparison between the charter flight expense and commercial flight expense.
  - a. Federal regulations restrict the use of federal funds for charter flights if they exceed the cost of commercial flights. If using federal or grant funds, the organizer must select the cheaper option or justify the expense with the understanding that the difference between the charter and commercial flight may have to be paid using another or additional source of funds.
    - i. Example: If the commercial flight is \$6,000 and the charter is \$8,000, then the \$2,000

difference must come from a non-federal source.

- b. All grant-funded charter flights must be approved by Grants Administration prior to booking.

### 3. Lodging

- a. When available, contracted hotels will be used in Alaska.
  - i. Contract Hotels should not charge a bed tax.
- b. Travelers attending events at a hotel with a room block at a lower nightly rate will be reserved. Please note many of these have deadlines associated with them.
- c. The most reasonable and cost-effective hotels will be reserved.
- d. Upon booking, the Travel Coordinator faxes the required credit card authorization form to the hotel. Incidentals are still the responsibility of the traveler, and a debit or credit card will be requested upon check-in.

### 4. Car Rentals

- a. Car rentals will be provided at the traveler's destination (where College-approved business or travel is occurring) at the supervisors' discretion.
  - i. Car rentals will not be provided at layover stops during travel (i.e. overnighing in cities while traveling to or from final destinations) unless the traveler is engaging in approved College business.
- b. When available, contracted car rentals will be used.
- c. In most cases, a mid-size or smaller car will be booked for the traveler, unless prior approval from supervisor.
- d. Only HR-approved drivers may rent cars.
- e. Travelers **should not** sign up for the pre-paid fuel option. Please fill up the vehicle before returning it to the car rental.
- f. Although the College will reserve the vehicle with a car rental company, the traveler will be required to use a personal credit or debit card to pick up the vehicle. If you are going to use a debit card, please contact the car rental company before traveling to ensure that they accept debit cards. If you cannot use either a personal credit or debit card to pick up the vehicle, please contact the travel department for assistance.
- g. When renting vehicles (in or out of state) for College business, the traveler shall rent the vehicle and add the College's name as "Company" and deny all insurance.
  - i. If the traveler needs to rent the vehicle using their personal credit card that is acceptable. The car, if rented for College business, will still be under College insurance.
  - ii. When renting a vehicle, please make sure to carry Iḷisaḡvik's insurance ID card.
- h. If there is damage to a rental car, personal injury or an accident, the traveler is required to comply with the rental agreement and contact the Dean of Administration Office **as soon as possible**. In addition, the traveler should report the situation to their immediate supervisor and executive level supervisor.
- i. The traveler is responsible for reimbursing the College for vehicles damaged due to her/his negligence or unlawful activities.

### 5. Travel Documents

- a. The Travel Coordinator will provide an email that will have necessary travel documents to assist the traveler during travel. The email will consist of the following:
  - i. Airline itinerary
  - ii. Hotel confirmation
  - iii. Hotel credit card authorization (credit card info will be blacked out for safety)
  - iv. Car rental confirmation to include College insurance card (when applicable)

v. Registration Summary (when applicable)

b. Save all receipts pertaining to travel to assist with closeout. The travel receipts will be returned to the Travel Coordinator no later than three business days after the travel is completed. If the traveler wishes to keep track and/or submit receipts digitally to the Travel Coordinator, that is an alternate option.

5. Per Diem

- a. Per Diem will be provided to travelers to cover meal expenses. If the conference/meeting fee includes meals, the traveler will still get per diem for those meals.
- b. If the traveler requests an additional fee be paid to attend a conference/meeting special meal/banquet, no per diem will be paid for that meal.
- c. Per Diem is paid from the moment the travel begins and is calculated using three time periods:
  - i. 12:00 to 7:59 AM
  - ii. 8:00 to 3:59 PM
  - iii. 4:00 to 11:59 PM
- d. Per Diem is \$25/meal in-state and \$17/meal out of state. If the traveler is going out of state, per diem is calculated at \$25/meal while in state. Per Diem for any time period is calculated using the destination where the traveler is at the end of the time period. For example, a traveler who flies from Anchorage at 7:30 pm and arrives in Seattle at 11:30 pm would be paid \$17 for that period. Travelers who are in-flight during a period change will be paid according to the departure city per diem rate for that time period.
- e. Per Diem calculations for student travel are determined by the individual department and may vary from employee travel rules based on travel considerations, cafeteria schedule and/or class schedule. Additionally, departments may provide per diem for a student's time in Barrow and not for transit time if they so choose.
- f. Per Diem checks are issued no more than 2 days prior to travel. If travel is on the weekend or Monday, the per diem check is issued on Friday.
- g. Per Diem is not paid for supported village travel (where lodging prices include meals)

**Cancellation Policy**

If you need to cancel your trip after it is initially booked for any reason, you should do so through the travel department as soon as possible to avoid any cancellation fees. Should cancellation fees be imposed for any trip that is cancelled due to personal reasons, the travel department supervisor will decide if the employee will be charged the cancellation fees after consulting with the employee's supervisor.

**While On your Trip**

1. Iñisaġvik employees are expected to attend all functions for which they are traveling. They are expected to take appropriate notes for their trip report to be prepared to share what they learned upon their return to campus.
2. All work-related receipts must be kept to turn in with closeout TA: boarding passes, hotel & car rental receipts, taxi, fuel, etc. Please see trip close out section for detailed information on required receipts for reimbursable expenses.
3. Baggage, when traveling on work-related business on airlines that charge baggage fees, will be covered by reimbursement. Excess baggage, unless warranted for the purpose of the trip will be paid for by the traveler.
  - a. When traveling with an Alaska Airlines partner please show MVP/MVP Gold card to avoid baggage charges (when applicable).
4. Iñisaġvik College will pay for only reasonable and legitimate expenses which are incurred carrying out Iñisaġvik business which is the purpose of the travel and may not reimburse expenses for the following specific items:

- a. car impoundment.
- b. lost vehicle, or room keys, and any locksmith fees.
- c. entertainment.
- d. laundry services.
- e. alcohol.
- f. change fees to facilitate activities not related to the business purpose of the travel.
- g. expenses for personal travel and activities.
- h. taxi fares to locations that are not a part of work activities.
- i. hotel upgrades.
- j. personal air travel changes.
- k. not approved TA charges; and
- l. other.

#### **Trip Close Out**

1. All receipts and a trip report must be submitted to the Travel Coordinator with the TA no greater than **10 business days** after return to the office.
  - In addition to the trip report, employees are also required to prepare and present what they learn, and share any relevant information obtained during their training or professional development activities. This will help promote knowledge sharing, collaboration, and continuous learning within the College.
2. Until an employee's current TA is closed, no additional travel will be approved. The exception to this rule is when an employee has another trip scheduled within 10 business days of the previous trip. In this case, both trips are required to be closed out within 10 business days of the end of the second trip.
3. If a reimbursement is requested, a check request must be submitted by the traveler with a closeout TA no greater than **10 business days** after return to the office. It is the responsibility of the traveler to provide receipts that follow the current Business Office policy for grant or non-grant funded travel. If original receipts are lost or no longer available, the traveler must have their direct supervisor submit a memo verifying that the expenses are valid. Repeated lost receipts may result in the suspension of an employee's travel privileges. Please see the Business Office for further clarification.
4. If the traveler does not carry out the business which was the purpose of the travel, the traveler may be required to reimburse the College for costs by payroll deduction and may be denied further travel or further advances until the debt is repaid.

#### **Accounting for Work Hours While on Work Related Travel**

1. Hourly employees are paid by the hour for the work performed (see Employee Handbook). Salaried employees will note regular working days as days worked. Work performed on a weekend will not count as any additional regular workdays worked.