

Bergen Community College
Board of Trustees
Section FIN

Policy # FIN: 013-001: 2018

Effective Date: November 1, 2017

Responsible Official:

Executive Director of Finance

Travel, Mileage, and other Reimbursable Expenses for College
Personnel

Reason for Policy: To update and supersede all previous travel policies.

Entities Affected by this Policy: Faculty and Staff

Policy Statement:

This policy covers all College employees. Any person seeking reimbursement under this policy shall obtain from his/her supervisor, prior approval for any item or expense for which reimbursement is sought.

Travel requires approval from the appropriate Executive Team member in advance using the *Request for Travel Authorization* form whenever expenses over \$100.00 are incurred or the trip involves an overnight stay.

The President **must approve requests for and reimbursement of international travel.**

Travelers are expected to use the most economical mode of transportation where practical. Travel arrangements may be made through the College designated travel agent or by the employee him/herself. If there is a discrepancy in cost, the College will reimburse the employee for the lower cost of travel.

All Travel reimbursements must include a brief report explicitly stating the purpose, sessions attended or presented, any key lessons learned, information being brought back to the Institution and how this information might be shared.

Any employee of Bergen Community College who meets with any other individual related to the business activities of Bergen Community College and who wishes to be reimbursed by the College for any expenditures made by that employee for the meal of the person with whom the employee has met, must use prudence in such expenditure, otherwise, reimbursement may be denied.

No reimbursement shall be given for any expenditure by a College employee for any alcoholic beverage.

Expenses such as cleaning, pressing of clothing, laundry, etc., will not be reimbursed.

The cost of special activities associated with a conference, e.g., tours, recreation fees, etc., will not be reimbursed by the College.

The cost of viewing in-room movies will not be reimbursable.

A monthly travel expense report will be prepared for the Audit and Finance Committee of the Board of Trustees by the Accounting Department.

Reimbursement allowances are as follows:

- The mileage allowance is in accordance with the annual IRS rate, effective upon approval by the Board of Trustees.
- Mileage will be calculated from the College to the destination and back to the College.
- Mileage should be calculated from one's home to the destination and back if shorter than from the College.
- MapQuest or Google Maps is required for mileage verification.
- Meal allowance: \$80.00 per day, receipts required
- Hotel (per day maximum): \$175.00 or at the published conference rate (An itemized bill is required for reimbursement.)
- Gratuities (per trip for luggage handling, parking etc.): \$10.00
- Travel to and from public carrier: \$150.00 for the entire trip, receipt required
- Tolls: receipts or EZ Pass statement required

If shuttle service is available for round trip travel, the shuttle should be used.

Where the use of a personal vehicle is necessary for business travel, Bergen Community College will reimburse the employee at the mileage rates approved by the Board of Trustees at the time the employee travels. Reimbursable mileage refers to miles incurred for business purposes in

excess of the normal commuting miles from an employee's residence to their regular location at the College.

Insurance

- A. The automobile insurance liability policy of the employee using his/her personal vehicle on official College business will be the primary insurance in case of accident and resulting suits. If the suit exceeds the amount of the employee's automobile coverage, then the College and its insurance carrier will be responsible for such excess.
- B. Whenever an employee is on an official trip representing the College, he/she is considered an employee during the entire period of the trip and maintains the benefits afforded by the College insurance, including worker's compensation.

The following mileage schedule represents one-way distances between college sites and should be used when submitting travel documents for reimbursement:

Paramus to Lyndhurst	13.7 miles
Paramus to Hackensack	7.5 miles
Paramus to Fort Lee	12.1 miles
Paramus to Mahwah	13.8 miles
Paramus to Englewood	10.4 miles
Lyndhurst to Hackensack	7.8 miles
Lyndhurst to Fort Lee	12.6 miles
Lyndhurst to Mahwah	22.4 miles
Lyndhurst to Englewood	12.3 miles
Hackensack to Fort Lee	7.2 miles
Hackensack to Mahwah	17.2 miles
Hackensack to Englewood	4.9 miles
Fort Lee to Mahwah	21.0 miles
Fort Lee to Englewood	4.8 miles

Procedures:

1. The **Request for Travel Authorization** form (for expenses over \$100.00) must be submitted to Accounts Payable prior to any cost being incurred. Only one form is to be submitted for each trip. If multiple funding sources are used (e.g. Perkins, Department Operating Budget, Faculty Development) each budget code must be listed with the amount approved.
2. All requests for reimbursement related to travel and other reimbursable expenses, including those for travel between Bergen Community College locations, must be submitted to Accounting within 30 days of a return to campus. Original receipts must accompany the requests.

Related Documents/Policies:

Board of Trustees Travel Policy

Policy History: (adopted/amended)

Section C: CH

Adopted: 2/1/95

Resolution: P15, A/F 6 (2017)

Amended: 4/5/06, 12/5/07, 2/6/08

Updated: 11.1.17