

MORAIN VALLEY COMMUNITY COLLEGE
TRAVEL POLICIES AND PROCEDURES GUIDELINES
SHORT VERSION

*Following is a synopsis of MVCC Travel Policies
Please read the full version for more in-depth information*

Travel Authorization

- *All employees traveling on college business must complete and have all appropriate signatures on the Travel Authorization Form prior to making any travel arrangements.
- *Supporting documentation must be attached. This includes a full conference schedule.
- *If air travel is required, a quote from travel coordinator on estimated fare should be included.
- *Once the Travel Authorization Form is completed, employee must send it on to the travel coordinator for review. Once it has been reviewed, the travel coordinator will forward the Form to the correct dean/supervisor for approval. Complete routing is: travel coordinator to dean/supervisor to vice-president to president (if necessary) and back to travel coordinator for flight booking.

Air Travel

- *The travel coordinator must make all air travel reservations once the signed Travel Authorization is received. The lowest convenient airfare will be used.
- *Due to September 11th airport security requirements, all air travel will be billed to employee's credit card of choice. This will also enable the college to take advantage of online fares and to avoid surcharges by a travel agency.

Lodging

- *Travel coordinator can assist employee with hotel reservations for conferences at the time the Travel Authorization is approved.
- *If conference/convention lodging is needed the employee must reserve the lowest priced room available at or near the hotel in which the conference is hosted.

Car Rental

- *Car rental will be approved only in extenuating circumstances and requires pre-trip approval.
- *Once approved, the reservation of an economy class car, must be made by travel coordinator.
- *If multiple employees are traveling together, car rental will be approved if the cost is less than the costs of alternate transportation (cabs, shuttles).

Employee Vehicles

- *Valid driver's license and proof of adequate insurance must be on file in Human Resources.
- *Reimbursement based on current IRS rate, using actual miles driven. No additional costs will be reimbursed.

Meals

- *\$30.00 maximum daily allowance unless listed on the standard meal allowance schedule.

Reimbursement of Travel

- *Original fully itemized receipts are required for any transportation, lodging, meals, tolls, etc. Copies are not acceptable.
- *All Travel Authorizations must be submitted within 14 days of travel completion for reimbursement.
- *Failure to follow guidelines as outlined in MVCC Travel Policies and Procedures may result in a denial of reimbursement.