



Operating Protocol-Procedure #: 407

Category: Fiscal

Office of Primary Responsibility: Fiscal Operations/Accounts Payable

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Purpose (Clearly state the rationale and purpose for this Operating Protocol)

To establish guidelines regarding the requirements for travel -for Pueblo Community College employees and students.

Applicability (Identify to whom this Operating Protocol applies)

PCC employees and students

Definitions (Define abbreviations, acronyms, and technical terms)

Home Campus is defined as the campus where the person regularly teaches or works.

In-state travel is defined as travel within the state of Colorado and to the immediate area outside the State that is a necessary part of an otherwise in-state trip.

International travel is defined as any destination not considered in-state or out-of-state. Prior written authorization by the Colorado Community College System (CCCS) shall be required for all international travel by employees within the Department of Higher Education.

Out-of-state travel is defined as: travel within the Continental United States, other than Colorado, Alaska and Hawaii.

Portal – Web page accessible to College employees that contains links to information stored on the college network, the internal intranet, and on the internet.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

Colorado State Fiscal Rules Chapter 5
[https://www.colorado.gov/pacific/sites/default/files/FR_5-1\(2009-0701\).pdf](https://www.colorado.gov/pacific/sites/default/files/FR_5-1(2009-0701).pdf)

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

None

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

Pueblo Community College follows the State of Colorado Fiscal Rules for all travel. These rules can be found at [https://www.colorado.gov/pacific/sites/default/files/FR_5-1\(2009-0701\).pdf](https://www.colorado.gov/pacific/sites/default/files/FR_5-1(2009-0701).pdf)

This operating protocol-procedure shall apply to all employees of the College regardless of the source of funds. Regardless of the funding source, all employee and student travel, related to the college or one’s role with the college, shall be for the benefit of the state and completed using the most economical means available to satisfactorily

accomplish the state's business.

College employees are required to obtain prior approval for permission to travel. Use of the state travel credit card is also required by employees to facilitate transactions regarding necessary and approved travel on behalf of the College. Business travel, including but not limited to lodging and rental cars, shall be purchased with the state travel card. Travel Purchase Orders are to be used for payment of airfare.

All employees who have a travel card must attend the Travel Card Presentation offered by the PCC Travel Compliance Designee through the Accounts Payable Office.

Procedure

407-A – Travel Requests & Authorizations

Prior authorization is required before commencement of travel. Before the travel event the traveler will complete the "Travel Request and Authorization Form" (found on the Forms tab of the PCC Portal) completing all necessary information regarding destination, purpose, and estimated expenditures and obtain all necessary approvals.

All travel must be approved by the traveler's supervisor and grants compliance designee (if travel is grant-funded). Out-of-state travel must additionally be approved by the College President. International travel requires approval by the appropriate Colorado Community College System (CCCS) designee. The President's Office will be responsible for submitting requests for international travel to the CCCS designee and informing the employee of the approval or denial of any out-of-state or international travel request.

All approved Travel Request and Authorization forms should be forwarded to the Accounts Payable Office only if the issuance of a check for registration fees is required or a Travel Purchase Order is needed. For issuance of a check for registration, the completed form must be submitted a minimum of ten (10) working days prior to the date the check is needed.

407-B – Travel Arrangements

The traveler is responsible for making his/her own arrangements for transportation, lodging, registration fees, etc.

Airline, Train and Other Common Carrier Ticket Purchases

All charges for airline, train and other common carrier ticket purchases must be charged to the College via a Travel Purchase Order. Reimbursement for cash payments or other individual credit card charges for airline, train and other common carrier ticket purchases will be permitted only in the event of an emergency. For authorization for airline, train and other common carrier ticket purchases, the Accounts Payable office will provide the employee with a Travel Purchase Order number upon receipt of the approved Travel Request and Authorization form. The employees should provide this number to the State approved travel agency when making reservations.

All ticket purchases for airline, train and other common carriers must be purchased through state-approved travel agencies. A list of approved travel agencies is available by contacting the Accounts Payable Office.

Registration Fees for Conferences, Meetings, etc.

Registration fees for conferences, meetings, etc. should be paid for with a Procurement Card (P-Card), when possible. If an organization does not accept credit cards for the payment of registration fees, then the traveler may request that a check be issued for payment. This request should be submitted through the Travel Request & Authorization Form.

Lodging

Payment of fees associated with lodging must be paid for with a travel card. Sales and related taxes may be charged to the travel card.

Vehicle Rental for Business Use

The College encourages the use of rental vehicles for in-state travel on college business (and out-of-state travel in some instances). If an employee needs to travel on college business and wishes to rent a vehicle, the following must be met:

1. Employee must possess a current, valid driver's license
2. Employee must have a state travel credit card
3. Employee must be at least 21 years old.

The State has mandatory price agreements with rental car vendors. See <https://www.colorado.gov/pacific/dfp/travel> for the State Travel Management Program list of rental car vendors.

Rentals shall be charged to the state travel card. With the state travel card, the purchase of auto rental collision damage waiver insurance is not necessary unless the rental is for a vehicle identified by the credit card provider as excluded from coverage. Purchase of unnecessary car rental insurance will not be reimbursed.

407-C – Travel Cards

To obtain an individual travel card, the employee must fill out a State Travel Card Application form (available from Accounts Payable), have the forms signed by the approving authority, and then forward the application to the Accounts Payable Office.

Upon receipt, the request for the travel card will be submitted to the travel card provider by Accounts Payable and the card mailed directly to the college for the individual to pick up from the Accounts Payable office. Before the card is released to the employee, the Travel Compliance Designee in the Accounts Payable office will require the employee to complete the State Travel Cardholder Agreement form. Information regarding the travel card and its benefits will accompany the credit card. All employees who have a travel card must attend the Travel Card Presentation offered by the Accounts Payable Office offered each semester.

Employees are personally liable for charges made on the individual state travel card and must pay the money owed to the state travel card provider according to the terms and conditions set by the issuing bank.

Violations of State Travel Card

If a travel cardholder violates the use of the credit card as outlined in the State Travel Cardholder Agreement, they will be subject to disciplinary action. Transactions posted to the travel credit card accounts can be audited. Items in question will be reviewed further and the cardholder may be called upon for explanation and documentation.

All inappropriate charges and Cardholder Agreement violations will be addressed by the Controller and the cardholder may be denied further use of the travel card. If use of the credit card is denied due to violations or misuse, the traveler will not be to travel to accomplish their job duties.

Any cardholder account that reaches the 60-days past due will be suspended by the travel card provider and necessary action will be taken by the Accounts Payable office to collect the money owed by the employee. Disciplinary action may be taken at the discretion of the college Controller and by requirements set by Fiscal Rules and State Travel Management Rules.

407-D – Travel Expense Reimbursement

Upon completion of authorized travel, a Travel Expense Form (found on the Forms tab on the Portal) must be completed and approved by the traveler's supervisor and next level supervisor, if necessary. Travel Expense Forms must be submitted to the Accounts Payable office within 60 days of the date the expense was paid or incurred to obtain reimbursement for approved travel expenses and avoid the reimbursement being reported as taxable income.

407-E – Taxability of Travel Reimbursements

All employees seeking reimbursement for business-related travel expenses must submit a Travel Expense Form with appropriate documentation within 60 days of the date that the expense was paid or incurred by the employee. Requests for reimbursement of travel expenses reported after the 60-day period will be reported to the Internal Revenue Service by PCC Payroll as taxable income pursuant to I.R.S. regulations.

407-F – Travel Compensation for Teaching Assignment at Another Campus

Faculty and part-time instructors who are assigned to teach at a campus or site other than their home campus will be reimbursed for mileage at the statutory rate.

407-G – Travel Reimbursement for Job Applicants

See PCC Operating Protocol & Procedure 221, Travel Expense Reimbursement for Applicants.

407-H – Use of Personal Vehicle for Business Travel

If an employee needs to travel on college business and wishes to use his/her own car, the following must be met:

1. Employee must possess a current, valid driver's license.
2. Employee must carry personal insurance on the car to be driven.
3. Reimbursement for use of a personal vehicle for travel on College business will be only for mileage at the statutory rate and for the lesser of the mileage from employee's normal place of employment to the destination, or the mileage from the point of departure to the destination.
4. When an employee chooses to use a personal vehicle, he/she assumes full responsibility and liability for any accidents, property damage, incidents or violations incurred.



TRAVEL

ATTACHMENT A