

College of Western Idaho Prior Approval for Travel

Purpose of Form

For approval from supervisor and VPFA to assure budget is adequate.

Who uses this form

Any Employee requesting travel.

Exemptions

The President is exempt from pre-approvals due to his status under the Board of Directors. Vice Presidents are exempt from pre-approvals for local business related meals, but are required to have pre-approvals for out-of-town travel.

Contact Information

businessoffice@cwidaho.cc

Back-up Required

- If driving a personal vehicle, a map with complete round trip mileage must be attached
- If flying, a print out of the dates, times and cost must be attached
- If requesting a rental car, a justifiable reason must be given along with an estimate of cost of the rental
- Conference cost needs to be shown by way of registration
- Hotel cost of where you will be staying
- If a third party is paying a portion of the travel, attach the name of the third party and their affiliation to the employee/college

Routing

- Requestor should complete the form, attach meeting schedule or Agenda and forward to the Department Head for approval
Department Head then needs to forward the approved form to the VPFA
Approved forms will be returned to the Requestor/Traveler
Department is then authorized to make any travel arrangements
Traveler will need to attach the Prior Approval for Travel Form to the Out of Town Travel Form upon returning from the trip.
If travel arrangements are made on a Pcard, the cardholder must attach a copy of the Prior Approval form with Pcard log.

Procedure

Transportation:

1. Airfare - Employees will be reimbursed for airfare at the actual cost.
2. Private Auto – Employees will be reimbursed .535 cents per mile for "in-state" travel.
3. Out of State Travel – If a private automobile is used, reimbursement will be at the airfare price or .535 cents per mile, whichever is lower. Maps must be included if claiming mileage. At times it will be cheaper to rent a car over driving a "personal auto". The State of Idaho promotes using the most "cost effective" means of transportation.
4. CWI Vehicles – CWI vehicles are to be used for official CWI business only. Employees will be reimbursed for actual out of pocket fuel costs only, when using a CWI vehicle.

Airport Travel

1. If possible arrange for a family/friend to drop you off at the airport and pick you up to save on parking.
2. Only Economy (long term) parking will be reimbursed.
1. If arrangement can not be done the lesser of the taxi or airport parking will be reimbursed.

Lodging:

1. The actual cost of the hotel room will be reimbursed, less phone, meal or other miscellaneous charges.

Single Vendor costs over \$2,000

1. If a travel related cost to a single vendor, such as airfare or hotel exceeds \$2,000, a PO needs to be completed and turned in with the Prior Approval for Travel form.
2. A printout showing the estimated travel costs to the vendor must accompany the PO.
3. The approved PO must accompany the receipts as backup for the actual expense, whether paid with p-card or with a check.

Meals:

1. Per Diems will be reimbursed on travel days @ 75%. Use the full GSA rate for this calculation
2. Meals provided by the conference or paid for by third party will not be reimbursed.
3. Use www.gsa.gov everytime for the correct per diem rates

Other:

1. A maximum tip of 20% will be allowed.
2. Any reimbursement requested without an itemized receipt must have a written explanation signed by both the employee and supervisor. Or use the missing receipt form.
3. All claims other than mileage must be supported by itemized receipts. If the receipt is not on letterhead, it must be signed by the provider of the services.
4. Travel reimbursement requests must be totaled with all receipts attached and signed by the appropriate supervisor with the complete fund-function-cost center and project # (when applicable) filled in. Incomplete requests will be returned to the employee.
5. Requests for reimbursement must be turned in at least monthly or within 30 days of the last day of travel.
6. Car rentals should utilize the most practical and available rental equipment. *Employees are encouraged to deny the insurance coverage associated with rental car insurance. In the event an employee is involved in an accident or another form of loss claim associated with a rental car, the insurance provided by the College of Western Idaho will be used to cover the costs, unless malicious intent on the part of the employee is discovered.*
- 7 **When a conference concludes at noon, the traveler must return home.** If they wish to stay an extra night, the college will not pay for that unless they can document a valid business purpose and submit with the Prior Approval form. Just because a cost center has budget does not justify spending extra time overnight.

Student Travel: Please contact the Business Office for guidance.

Student Clubs, Student Organizations, and Student Field Trips all require advance planning.

Sales Tax:

EMPLOYEES- will not be reimbursed for sales tax paid. You can avoid paying sales tax by:

1. Use a Pcard to make the purchase. If you don't have a Pcard see if someone who does can make the purchase for you.
2. Take a tax exempt form (available on the Portal) to the store with you. Present it to the cashier upon checkout

EXCEPTIONS- Sales tax will be reimbursed for the following items:

1. Meals at restaurants
2. Rental car payments
3. Hotels

Reviewed and updated 3/20/17



PRIOR APPROVAL FOR TRAVEL FORM

Business Office - businessoffice@cwidaho.cc - 208.562.3500 phone - 208.562.3535 fax
MS 1000 - PO Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

This form **must** be completed and approved **prior** to making any travel arrangements and at least 10 business days prior to travel. Each person traveling must complete this form. (1 person per form)

EMPLOYEE INFORMATION - Please print clearly

Name _____	Date of Departure _____
Dept Name _____	Date of Return _____
Dept to charge _____	Destination _____
Fund - Function - Cost Center - Project ID(if applicable)	
Type of Travel	Conference <input type="checkbox"/> Training <input type="checkbox"/> Education <input type="checkbox"/> Recruitment <input type="checkbox"/> Research <input type="checkbox"/> Field Work <input type="checkbox"/> Other <input type="checkbox"/>
Purpose of Trip	_____

Copy of Meeting Schedule or Agenda Must be Attached

Original receipts for all expenses other than Per Diem meals are required for full reimbursement upon return.

ESTIMATED COSTS

Transportation - the lower of private auto or airfare will be reimbursed. Please see instruction tab for info regarding insurance information.

Private Auto	_____	x	0.535	Total \$ -
Airfare Round Trip	_____			\$ -
Luggage Fee's	_____			\$ -
Public Transportation (shuttle, taxi)	_____			\$ -
Car Rental	Days _____	@	\$ -	Total \$ -

Justification for rental car: _____

Airport travel - the lower of the taxi or airport parking will be reimbursed if drop off and pick up can not be arranged.

Taxi	_____	\$ -
Airport Parking	Days _____	@ \$11.50 long term parking at BOI
Miles _____	x 0.535	Total \$ -

Per Diem Meals - Use the M&IE Per Diem Table for out of town traveling rates. Exclude any meals provided by 3rd party.

Travel Day(s) 75% TOTAL	_____	@ \$ -	Total \$ -
Breakfast(s)	_____	@ \$ -	Total \$ -
Lunch(es)	_____	@ \$ -	Total \$ -
Dinner(s)	_____	@ \$ -	Total \$ -
Incidentals	_____	@ \$ 5.00	Total \$ - Total Per Diem

Lodging - The actual cost of the hotel room will be reimbursed, Per Diem rate is an guideline as to what to expect.

Number of Nights	_____	Amount per night	\$ -	Total \$ -
Is this a group rate?	Yes	No		

If no, why not? _____

Miscellaneous charges - any charges expected not listed above.

Registration Fee	_____	\$ -
	_____	\$ -
	_____	\$ -
Total Estimated Cost \$ -		

Travel is being fully reimbursed by 3rd Party

Travel is being partially reimbursed by 3rd Party

Total 3rd party will pay \$ -

Total cost CWI will pay \$ -

SIGNATURES

I certify I have selected the most economical means of Travel. I understand that if I do not choose the most economical means of travel, I will only be reimbursed the maximum allotted amount.

Prepared By/Return to _____ MS _____

Traveler's name _____ Date _____

Department Head _____ Date _____

VPFA Approval _____ Date _____

ATTACH APPROVED FORM TO OUT OF TOWN TRAVEL FORM AND PCARD LOGS

Expenses Not Allowed

The following list, which is not all-inclusive, represents some travel expenses that are **NOT** reimbursable

- Alcoholic beverages
- Cancellation charges- unless justified
- Cell Phone Expenses- submit allowance requests on the Mobile Communication Agreement
- Childcare costs
- Expenses for non-business related activities such as sightseeing or entertainment
- Expenses incurred by spouse or family
- Extra baggage charges for personal items, i.e. golf clubs or skis
- Extraneous rental car amenities (unnecessary toll and GPS devices, roadside assistance, etc.)
- House hunting trips or expenses
- Late check-out fees
- Laundry, cleaning, pressing expenses for trips of six days or less
- Lodging within 50 miles or headquarters or home- unless justified
- Lost or stolen cash or personal property
- Meals included in the cost of registration
- Mileage from home to headquarters or headquarters to home
- Parking expenses at assigned workplace
- Pay-for-view movies in hotel/movie room
- Personal insurance on rental vehicles
- Personal phone calls, including calls home
- Pet care costs
- Personal plane use
- Personal travel in conjunction with but separate from business travel
- Repairs, towing service, etc. for personal vehicles
- Room service
- Fees for the use of a hotel safe, unless mandatory by the hotel
- Taxi or other transportation to restaurants when meals are available near the hotel
- Traffic citations, parking tickets, and other fines
- Travel insurance
- Upgrades, i.e. airfare or hotel

through CWI Travel:

The M&IE rates differ by travel location. View the per diem rate for your primary

www.gsa.gov/mie

Remember to enter in both the City AND State of the destination, calculate

Day of Travel

75% of the TOTAL GSA Allowed Per Diem will be paid on actual tra

Full travel days

All meals are reimbursed unless provided by the conference, meet

Incidentals will be reimbursed at \$5 - except on "Travel Days"

destination to determine which M&IE rates apply.

ions frequently change.

level days

:ing, etc...

Accountable plan. To be an accountable plan, your reimbursement or allowance arrangement must require your employees to meet all three of the following rules.

1. They must have paid or incurred deductible expenses while performing services as your employees. The reimbursement or advance must be paid for the expense and must not be an amount that would have otherwise been paid by the employee.
2. They must substantiate these expenses to you within a reasonable period of time.
3. They must return any amounts in excess of substantiated expenses within a reasonable period of time.

Amounts paid under an accountable plan are not wages and are not subject to the withholding and payment of income, social security, Medicare, and federal unemployment (FUTA) taxes.

If the expenses covered by this arrangement are not substantiated (or amounts in excess of substantiated expenses are not returned within a reasonable period of time), the amount paid under the arrangement in excess of the substantiated expenses is treated as paid under a nonaccountable plan. This amount is subject to the withholding and payment of income, social security, Medicare, and FUTA taxes for the first payroll period following the end of the reasonable period of time.

A reasonable period of time depends on the facts and circumstances. Generally, it is considered reasonable if your employees receive their advance within 30 days of the time that they incur the expenses, adequately account for the expenses within 60 days after the expenses were paid or incurred, and return any amounts in excess of expenses within 120 days after the expenses were paid or incurred. Also, it is considered reasonable if you give your employees a periodic statement (at least quarterly) that asks them to either return or adequately account for outstanding amounts and they do so within 120 days.

