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Policy

This policy is established to provide guidance to faculty and staff regarding travel and associated reimbursements while on College business. This policy applies to all travel reimbursements, regardless of the source of funding.

In summary, it is the policy of the College to reimburse an employee for all reasonable expenses incurred while on official college business consistent with the applicable collective bargaining agreement or personnel policies handbook, state and federal guidelines.

Responsibility of the Traveler

A traveler on College business has the responsibility to act prudently and to only incur travel expenses which are necessary, reasonable, appropriate, and are only made for travel that benefits the College. Travel must be previously approved by the immediate supervisor with funds in the budget to support the travel. Travelers must submit for reimbursement appropriate documentation which substantiates the amounts, dates of travel and business purpose of the expenses.

Responsibility of the Vice Presidents, Department Heads or Directors

Authority and responsibility for approval and control of travel by employees rests with the Vice Presidents, Department Heads or Directors. By approving actual reimbursements, the Vice Presidents, Department Heads or Directors are ensuring compliance with College/Department guidelines and that funds are available in the department budget.

Responsibility of the College

The College is responsible for establishing travel management procedures that clearly communicates guidelines to travelers and department heads.

Process

I. TRAVEL AUTHORIZATION

A. Travel authorization form

A travel authorization form should be completed prior to traveling out-of-state. A completed and approved *Request for Travel Authorization* form is documentation that you are on full travel status. In the event of adverse circumstances, having this form on file will expedite processing and minimize employee out-of-pocket expenditures.

B. Travel advance

Travel advances may be authorized for travel when use of NECC P-Card is not possible. With a completed *Request for Travel Authorization* form, the College will make an advance payment to an employee up to 80% of the projected cost of a trip, if requested. Please allow at least one week for processing the advance request and include price quotes for airfare and hotel costs, if available.

The *Request for Travel Authorization* form is available at <http://facstaff.necc.mass.edu/wp-content/uploads/2011/10/af-travel-authorization1.pdf>

II. BOOKING TRAVEL

NECC has preferred vendors for travel. With the exception of NECC group travel, (see B below) it is

not mandatory to use these vendors but, it is to the travelers benefit to use them.

A. Travel Agent

PanAm, Inc. is an MHEC contracted travel agency. PanAm, Inc. can be reached by phone: 978-377-8382, or by email at NECC@panam.travel. An online booking tool will be available soon.

B. Group Travel

NECC groups which consist of five or more people, that are traveling are required to use PanAm, Inc. Prior approval must be given by Procurement to use another travel agency.

C. Shuttle Service

Rite Way Travel offers shuttle service to and from our local general area to Boston airport. The general area consists of: Lawrence, Methuen, Andover, North Andover, Haverhill, Bradford, Groveland, Georgetown, Plaistow, NH and Salem, NH. Additional charge may be incurred for services outside the general area. They can be reached by calling 978-682-3245. When calling for this service please inform the vendor that you are associated with NECC.

D. Car Rental

Enterprise Holding Inc. is an MHEC contracted vendor for car rentals. The contract offers a 20% discount If you utilize the below link, there are no booking codes required.

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=028&refId=MHEC257

Booking by phone: Enterprise - 800-RENT-A-CAR (736-8227), National - 877-222-9058. If booking by phone you must identify yourself as an MHEC member and reference the following booking codes: No Insurance Coverage - XZ48258, With Insurance Coverage - XZ48257.

E. Airport Parking

Thrifty is an MHEC contracted vendor for airport parking. Parking locations in this contract include Logan International Airport, Boston, MA, and TF Green/PVD Airport, Warwick, RI. The benefit of using this contract is a 20% discount off retail rates. Reservations can be made via phone at 401-732-2000 or on-line at www.thriftyparking.com. If making reservations on-line, enter mhcc (lower case) in the Promo Code block and you will automatically receive your discount. If making your reservations with an agent, please be sure to state that you are an MHEC member and reference the current contract number NC10-H02.

III. REIMBURSEMENT FOR TRAVEL-RELATED EXPENSES

A travel reimbursement form must be filled out and submitted to Accounts Payable upon return from travel status. *Travel Expense Reimbursement* form is available at: <http://facstaff.necc.mass.edu/wp-content/uploads/2011/11/af-travel-reimbursement.pdf>

The College will reimburse an employee for all reasonable and documented travel-related expenses, consistent with the policies outlined below.

The reimbursement request should be submitted and approved within **30 days** following the completion of a trip and within the same fiscal year in which the travel occurs. The *Travel Expense Reimbursement* form must include original itemized receipts for transportation, lodging, and other related expenses.

Reimbursement for travel expenses which are not properly documented are considered by the IRS

to be taxable income to the employee and must be reported on the employee's W-2. Please retain and submit thorough documentation to ensure you are not at risk for this happening.

A. Transportation (personal vehicle)

Employees may use a privately-owned vehicle as means of travel on College business, when it is cost effective to do so. The mileage reimbursement rate is all inclusive. Reimbursement will not be made for separate operating expenses such as the purchase of gas, oil changes, or other routine maintenance repairs. Travelers will be reimbursed based on the actual driving distance by the most direct route. This is considered the shorter distance, either from the traveler's home or where their regular college office is located, to the destination point. In addition to the current mileage allowance, other related expenses, including tolls and parking will be reimbursed, however, receipts are required.

Mileage reimbursement will be based on mileage times the applicable rate per mile as provided for in the applicable collective bargaining agreement or personnel policies handbook.

The Controller's Office may review mileage reimbursement requests as deemed necessary, and request additional information prior to processing such requests.

The following is a guideline when traveling between campuses:

Haverhill Campus to Lawrence Campuses - 24 miles round trip.
Haverhill Campus to Riverwalk Campus - 22 miles round trip.
Riverwalk Campus to Lawrence Campuses - 4 miles round trip.

In the event a privately-owned vehicle is used on a business trip in excess of 24 hours, reasonable incidental miles traveled to and from the hotel, local restaurants and conference location will be reimbursed. The College encourages car-pooling when a group of employees is attending the same conference. Mileage reimbursements will be made to only one person traveling with other employees in the same vehicle.

B. Air Travel

Travelers are encouraged to seek the lowest airfare and take advantage of travel discounts when available. Coach class seating should be used at all times. Exceptions are made in the event of single flights that exceed four hours or in cases that no coach seating is available. Travelers are then allowed to book economy class seating. The College encourages the use of Southwest Airlines whenever possible. Although, the traveler is not prohibited from using internet travel sites such as Hotels.com or Priceline to obtain a lower fare, the traveler should utilize NECC's preferred travel agency (see section II). At this time Southwest Airlines offers 100% of the ticket value on cancellations which is applied to future travel, to be completed for up to 12 months or by the ticket's expiration date, whichever comes first. They also have a free two checked baggage policy. Receipts are required.

C. Transportation (all other)

Actual expenditures for other forms of transportation such as bus, railroad, subway, and taxi will be reimbursed. Receipts are required with the exception of subway fare reimbursement.

D. Employee (individual) meals

MCCC/MTA and AFSCME

Meal expenses will be reimbursed per allowances as established by and in accordance with the applicable collective bargaining agreement. Note that these allowances are inclusive of meal expenses and gratuities.

Non-Unit Professional and Contract Employee

Reimbursement is on a per diem basis based on the destination. Per diem destination rates can be found at: <http://www.gsa.gov/portal/category/21287>, (see Appendix A). This per diem amount is in lieu of the actual cost of individual meals and gratuities. Meals provided in conjunction with a conference, training, meeting or workshop must be deducted from the per diem total. Agendas reflecting meals provided must be submitted with the travel reimbursement form.

Documentation such as a conference agenda should be included with the reimbursement request. Reimbursement requests should not be submitted for meals provided and included as part of the registration for a conference, training, meeting or workshop.

If you are seeking reimbursement for *business group meals* please refer to section IV.

E. Gratuities (Other than for meals)

As a guide \$2.00 is suggested for porters and bellman, \$2.00 per day for housekeeping staff and 15% is suggested for taxi drivers.

F. Hotel and other lodging

Actual reasonable costs for hotel/lodging expenses will be reimbursed. As a guide overnight accommodations should not exceed a maximum of 150% of the GSA guidelines for the destination. These rates can be found at: <http://www.gsa.gov/portal/category/21287> (see Appendix B). All hotel/lodging bills must be original, itemized, and indicate a zero balance due. These are generally received at the end of your stay. Quotes, itineraries, and reservation confirmations are not sufficient documentation for reimbursement.

When traveling to a conference the College encourages the attendees to stay at the hosting conference hotel. The maximum rate of payment is usually the rate negotiated by conference organizers for standard rooms. Occasionally, however, conference room rates may be inflated because organizers have negotiated lower rates for other hotel services in exchange for higher guestroom rates. If the traveler is familiar with the area and safety factors are considered, another hotel may be selected or a stay extended provided that the cost does not exceed that of the budgeted amount for the conference hotel.

The number of days of lodging is based upon consideration of the conference start and end dates. Generally, arrival should be no earlier than the day before the conference begins and departure should be no later than the day following its conclusion.

Charges incurred as a result of the failure to cancel guaranteed reservations in a timely fashion are not reimbursable. Travelers should request the hotel's cancellation policy at the time of booking.

Personal expenses such as alcohol, room service, movies, laundry, dry cleaning, gym fees and any other items of a personal nature are non-reimbursable expenses.

Reasonable charges such as, business telephone calls, internet connection, and fax charges will be reimbursed with proper documentation.

IV. P-CARD TRAVEL

When on travel status and using a NECC P-Card, the policy and guidelines previously stated above in sections I, II, III, apply. In addition:

A. Expense Report (Travel Expense Reimbursement)

On return from travel status a Travel Expense Reimbursement form must be filled out to include:

- 1.Meal information to include per diem rate, meals provided (if applicable), and actual transaction amount charged on P-card. The cardholder will be reimbursed the difference if total is a positive amount. If the amount is negative then the cardholder is responsible for reimbursing NECC for the difference. Copies of meal receipts must be attached to Travel Expense Reimbursement form.
- 2.Conference agenda if applicable.
- 3.All other portions of travel that have been self-paid, and not transactions using NECC P-Card.Appropriate documentation if required.

B. Reallocation

All P-Card transactions must be reallocated in CitiManager according to the P-Card policy found at <http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/NECC-P-Card-User-Guide.pdf> . All original receipts must be kept by the cardholder or department for seven years.

V. OTHER TRAVEL CONSIDERATIONS

A. Combining business and personal travel

The College will reimburse the business portion of a trip that is combined with personal travel. Documentation must be provided that clearly delineates the business-related expenditures.

B. Non-employee travel

Payment of or reimbursement for spouse or personal guest travel is prohibited. If the spouse or guest is a participant on a conference panel or program, reimbursement of expenses should be sought from the sponsoring organization or personal funds should be used.

C. Grant Funding

When seeking any type of reimbursement from grant funding consult the grant administrator.

D. Prohibited expenses

Expenditures of a personal nature, unreasonable or excessive expenses, and those not specifically related to the conduct of College business are not reimbursable. The following are examples of the type of expenditures which are prohibited:

1. Excessive or extravagant costs (e.g. exclusive restaurants, first class travel)
2. Personal entertainment
3. Fines for traffic or parking violations
4. Personal articles stolen from a personal or rental car
5. Unexplained or undocumented expenses

VI. BUSINESS OR GROUP MEALS (NOT ON CAMPUS)

Actual meal expenses for business or group meals will be reimbursed. Business and group meals including food and non-alcoholic beverage expenses must be reasonable and appropriate

under the circumstances.

Group meals consisting of NECC employees must have prior approval.

The following is required for reimbursement for both business and group meals:

- Travel expense reimbursement form
- A receipt/invoice itemizing the meals and refreshments (non-alcoholic). A summary credit card receipt with only a total will not be accepted as proper documentation.
- A list of the people in the group, along with their affiliation (if not college employees) and business relationship.
- A brief description of the business purpose and benefit to the institution for incurring the expenses.
- Alcoholic beverage reimbursement is prohibited unless approved by the President or appropriate Vice President.

An employee included in the group may not submit a meal reimbursement request for the same event.

VII. RELATED INFORMATION

Receipts are not required in amounts less than \$20.00 with the exception of P-Card receipts. For P-Card receipts please refer to the P-Card Policy and Procedures manual located at <http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/NECC-P-Card-User-Guide.pdf>.

A. Request for Reimbursement

All travelers should submit an approved “Travel Expense Reimbursement form” to Accounts Payable in the Controller’s Office. Requests should include itemized receipts for the following:

Self Pay Travelers:

- Hotel/lodging itemized expenses
- Conference/Registration Fees
- Conference Agenda
- Air Fare, Buses, Taxis, Trains, and Limo Vans
- Baggage Fees
- Parking
- Tolls
- Car Rentals
- Business Meals

P-Card Travelers:

- Copies of P-Card meal transaction(s) receipts
- Conference Agenda
- All self pay items that have not been paid using NECC P-Card. Self pay transactions must be handled same as Self Pay Travelers

B. Reimbursable Expenses

The following items are examples of reimbursable expenses as long as they are necessary and reasonable:

- Air travel
- Baggage fees which are reasonable and necessary
- Mileage allowance for personal vehicle on College business
- Tolls and parking fees
- Car rentals • Car rental insurance is reimbursable if being paid with personal credit card.
(Purchasing rental insurance on a P-Card is not necessary. NECC's participation in the P-Card program provides for rental car coverage.)
- Transportation expenses for taxis, buses, limo vans, trains, and subways, which may include a reasonable tip not to exceed 15%
- Airport self park and lock services
- Lodging on approved business travel which includes reasonable tips for doorman, bellhops and housekeeping staff
- Specific meal(s) allowance or per diem amount, as applicable, when on College business.
- Unlimited business calls and personal calls for notification of safe arrival and prior to departure
- Conference registration fees

C. Non-Reimbursable Expenses

Expenditures, which personally benefit or may be viewed as personally benefiting a traveler will not be reimbursed regardless of the amount. The following examples, although not all-inclusive, are representative of items that will NOT be reimbursed by the college:

- Fines for parking or moving violations and court fees
- Car repairs
- Commuting between home and work locations
- Movies, health club fees, other personal entertainment.
- Laundry services
- Lost or stolen personal property (including cash)
- Costs incurred at home such as childcare, pet care, or lawn/home maintenance
- Personal expenses such as haircut, toiletries, clothing, etc
- Costs incurred due to unreasonable failures to cancel transportation or hotel reservations
- Recreational or site seeing activities
- Any unexplained expenses or expenses related to personal business
- Purchase of luggage or briefcases
- Lost or stolen baggage
- Life, flight or baggage insurance
- Rental car insurance if paid with NECC P-Card (NECC's participation in the P-Card program provides for rental car coverage)
- Companion expenses (including travel, meals and additional driver costs on rental cars)
- Babysitting while on travel status
- Unnecessarily excessive costs such as expensive restaurants or exclusive hotels not warranted by the circumstances
- Mini bar items
- Airline club memberships
- Unauthorized trips
- Air phone usage

Appendix A – IRS Meal Reimbursement Rates Non Unit Professionals and Contract Employees

Reimbursement rates change annually and are set by fiscal year, effective October 1. Please check to ensure you are using current rates.

www.gsa.gov

Select Per Diem Rates
Click on the state to which you are traveling
Review the list of cities and associated rates

NECC reimbursement will be 100% of the per diem rate for meals and incidental expenses.

Home > Policy & Regulations > Travel, Transportation, & Relocation > Travel Management > Per Diem > M&IE Breakdown

Per Diem

- Overview
- ▶ **M&IE Breakdown**
- Factors Influencing Lodging Rates
- FAQ
- FY 2012 Highlights
- Fire Safe Hotels
- Have a Per Diem Question?
- Per Diem Files (Archived)
- Per Diem Mobile App
- Per Diem Rates

Meals and Incidental Expenses (M&IE) Breakdown

The following table shows the breakdown of continental breakfast/breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government.

NOTE: The first and last calendar day of travel is calculated at 75 percent.

The M&IE rates differ by travel location. View the [per diem rate](#) for your primary destination to determine which M&IE rates apply.

M&IE Total	\$46	\$51	\$56	\$61	\$66	\$71
Continental Breakfast/ Breakfast	\$7	\$8	\$9	\$10	\$11	\$12
Lunch	\$11	\$12	\$13	\$15	\$16	\$18
Dinner	\$23	\$26	\$29	\$31	\$34	\$36
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5
First & Last Day of Travel	\$34.50	\$38.25	\$42	\$45.75	\$49.50	\$53.25

CONTACTS

Federal Travel Discussion

- View Contact Details

Traveling?
Find Resources to Help

RELATED GSA TOPICS

- State Tax Exemption Forms
- FedRooms®
- Travel E-mail Notification
- POV Mileage Reimbursement Rates

GOVERNMENT LINKS

- Fire Safety Information

Appendix B – IRS Lodging and Incidentals

Lodging reimbursement should not exceed 150% of the per diem rate

www.gsa.gov

- Select Per Diem Rates
- Click on the state to which you are traveling
- Review the list of cities and associated rates

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[Home](#) > [Policy & Regulations](#) > [Travel, Transportation, & Relocation](#) > [Travel Management](#) > [Per Diem](#) > [Per Diem Rates](#) > [Per Diem Rates Look-Up](#)

FY 2012 Per Diem Rates for Florida

(October 2011 - September 2012)

SEARCH BY CITY, STATE OR ZIP CODE

Enter your city Enter your ZIP Code

OR

FIND PER DIEM RATES

Per Diem Map >

- ADDITIONAL PER DIEM TOPICS**
- Meals & Incidentals Expenses Breakdown (M&IE)
 - FAQs
 - State Tax Exemption Forms
 - Factors Influencing Lodging Rates
 - FY 2012 Per Diem Highlights
 - Fire Safe Hotels
 - Have a Per diem Question?
 - Downloadable Per Diem Files

Cities not appearing below may be located within a county for which rates are listed.
 To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website](#) (a non-federal website).

You searched for: Florida														
Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)											Meals & Inc. Exp.**	
		2011			2012									
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		Sep
Standard Rate	Applies for all locations without specified rates	77	77	77	77	77	77	77	77	77	77	77	77	46
Altamonte Springs	Seminole	77	77	77	82	82	82	77	77	77	77	77	77	61
Boca Raton / Delray Beach / Jupiter	Palm Beach	84	84	84	118	118	118	118	84	84	84	84	84	71
Bradenton	Manatee	80	80	80	97	97	97	97	80	80	80	80	80	56
Cocoa Beach	Brevard	99	99	99	99	99	99	99	99	99	99	99	99	51
Daytona Beach	Volusia	82	82	82	82	101	101	101	101	101	101	82	82	51
Fort Lauderdale	Summit	104	104	104	104	104	104	107	107	104	104	104	104	74