



EMPLOYEE TRAVEL POLICY

INTRODUCTION:

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 HR 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 approved in advance by the immediate supervisor with funds in the budget to support the travel.
- Travelers must submit the appropriate documentation for reimbursement which substantiates the related expense amounts, dates of travel and business purpose of the expenses.

TRAVEL AUTHORIZATION FORM:

- A travel authorization form should be completed in advance for overnight travel.

TRAVEL ADVANCE:

- Travel advances may be authorized for travel up to 80% of the projected cost of a trip. Please allow 7-10 days for processing the advance request and include price quotes for airfare and hotel costs.

CAR RENTAL:

Enterprise Holding Inc. is an MHEC contracted vendor for car rentals. The contract offers a 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 code XZ10X73

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.

HOTEL AND LODGING:

- 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.
- If the traveler is familiar with the area and safety factors are considered, another hotel may be selected provided 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.

REIMBURSEMENT FOR TRAVEL-RELATED EXPENSES:

A travel reimbursement form must be completed and submitted to Accounts Payable upon return from travel status.

- Travel Expense Reimbursement form is available on the NECC [accounts payable webpage](#).
- 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.
- Gratuities – Suggested gratuity rate is 15%-20%

MILEAGE:

- The mileage reimbursement rate for use of personal vehicle travel 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.
- Mileage reimbursement will be based on actual driving distance minus normal commute.
- In addition to the current mileage allowance, other related expenses, including tolls and parking will be reimbursed, however, receipts are required
- The Travel Expense Reimbursement form should be used for mileage related expenses and is available at on the NECC [accounts payable webpage](#).

Mileage Reference

Haverhill Campus to Lawrence Campus =24 miles round trip.

Haverhill Campus to Heights (160 Merrimack St) = 6 miles round trip

Lawrence Campus to Heights (160 Merrimack St) = 17 miles round trip

MEAL EXPENSES:

- MCCC 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> . The 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.

BUSINESS OR GROUP MEALS (NOT ON CAMPUS):

- Business/group meals will be reimbursed at actual cost (not per diem rate).
- An employee included in the group may not submit a meal reimbursement request for the same event.

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.
- Payment of or reimbursement for spouse or personal guest travel is prohibited.

NON-REIMBURSABLE 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:

- Personal travel expenses such as alcohol, room service, movies, laundry, dry cleaning, gym fees and any other items.
- Excessive or extravagant costs (e.g. exclusive restaurants, first class travel)
- Personal entertainment
- Fines for traffic or parking violations
- Personal articles stolen from a personal or rental car
- Unexplained or undocumented expenses
- Airline club memberships
- Companion expenses (including travel, meals and additional driver costs on rental cars)
- Lost or stolen baggage