

Procurement Policy and Procedures
FM 2500 Travel

Policy:

The College will reimburse employees for necessary, reasonable and prudent travel expenses incurred while conducting authorized College business without regard to funding source such as grants or contracts. Necessary and reasonable expenses are defined as the minimum expenses required for the travel. Payment for personal, entertainment, convenience, or other unauthorized expenses are the employee's responsibility. This policy does not apply to travel under the Travel Studies Program.

Employees may not authorize their own travel or approve their own expense reimbursements; a supervisor or designated individual must do so.

The Division of Financial Services is responsible for the travel policy and procedures and the VP of Financial Services shall establish and communicate reimbursement and mileage rates.

I. General Procedures:

1. Each employee should submit their own online Expense Reimbursement
2. Travel and meal expense reimbursements are made by using the Web-based Bank of America Expense Reimbursement Program. Employees should contact Procurement/Accounts Payable to schedule training for this program.
3. Travel expenses should be submitted within 30 days of incurring the expenses. Necessary expenses exceeding established reimbursement rates or expenses required by exceptional circumstances will be allowed when submitted with written justification and approved by the respective Division VP and the VP of Financial Services. For questions regarding this policy or unique circumstances surrounding a claim, contact the Director of Procurement prior to commencing travel.
4. Reimbursement is not made for the following:
 - a. Alcoholic beverages
 - b. Parking or traffic violations
 - c. Additional travel insurance
 - d. Travel between an employee's residence and the work site
 - e. Additional periods for personal convenience such as side trips, layovers, or late returns unless it is cost effective for the College
5. The traveler's supervisor/designee certifies the travel was for College business, the reimbursements are in accordance with College policies, and the GL number is correct and budget availability.
6. Foreign travel expenses are reimbursed using the US Department of State foreign per diem rates for country visited. If receipts are in foreign currency, the expenses must convert to US currency using the exchange rate at the time the expense was incurred. The exchange rate must be noted on receipt and a copy of the exchange document attached. A foreign exchange currency converter is available at: <http://www.oanda.com/convert/classic>.
7. Incidental travel expenses outside of the meal per diem allowance requires a receipt. Incidental expenses include, but are not limited to, fees and tips for persons who

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provide services, such as porters and baggage carriers. Original receipts must be scanned and uploaded to support reimbursement claims. If a receipt is not available, a written justification must accompany the on-line Expense Reimbursement Request. Once scanned, it's not necessary to retain the original receipts.

8. Cancellations and refunds associated with College travel are the responsibility of the department or traveler. The Procurement Department should be notified promptly of any changes, cancellations, or expected refunds regarding travel expenses.
9. Cash Advances are discouraged and will only be allowed with supervisor's approval.
10. CSM PCard: Receipts are required for all expenses. A receipt must provide the appropriate detail for the claimed expense (i.e., amount, date, time, item(s) purchased, service(s) received, name of vendor, event, name of employee attending the event, etc.). Acceptable receipts include:
 - Itemized credit card receipts-not a credit card summary receipt
 - E-ticket or purchase confirmation showing payment method
 - Copy of cancelled check together with documentation detailing expenses incurred.

II. Ground Transportation:

1. Travelers are encouraged to use a College fleet vehicle for local travel whenever possible.
2. The cost of traveling between the employee's residence and a work site is considered a personal commuting expense and is not reimbursable. When business travel is incurred during one's daily commute, reimbursement is limited to mileage exceeding the employee's normal daily commute.
3. Travelers using their own vehicles must possess Maryland's minimum automobile insurance requirements:
 - \$30,000 for bodily injury per person
 - \$60,000 for bodily injury for two or more people
 - \$15,000 for property damage
4. Damage to a privately-owned vehicle used while on college business is covered by the individual's private insurance.
5. Rental Cars: The use of rental cars is limited to instances when it is the most economical or practical means of transportation. The size of rental car is determined by the number of travelers:
 - i. 1 person – economy
 - ii. 2 persons – compact
 - iii. 3 persons or more – intermediate

The incremental cost of rental vehicle upgrades is considered a personal expense. Rental car reimbursement includes the cost of the car, gasoline, emergency repairs, parking, and toll charges. The traveler should refuel prior to returning the vehicle to the rental

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agency to avoid the high fuel costs at the rental agency. Rental car insurance from the rental agency is not required and is not reimbursable. The College's insurance covers rental cars. Employees completing a lease/rental agreement should specify "College of Southern Maryland" after their own name. In the event of an accident involving a rented/leased vehicle, a copy of the accident report (or other notification) should be submitted to the Office of General Counsel as soon as you return to campus.

6. Inter-campus Travel Reimbursement:
- a. Mileage for travel between College campuses:

Travel Between:	Mileage (One Way):
La Plata & Leonardtown	37
La Plata & Prince Frederick	27
La Plata & The Waldorf Center	08
La Plata & Hughesville	15
Leonardtown & Prince Frederick	31
Leonardtown & Hughesville	23
Prince Frederick & Hughesville	14
Waldorf Center & Hughesville	10
Waldorf Center & Leonardtown	31
Waldorf Center & Prince Frederick	22
Velocity Ctr. & La Plata	12
Velocity Ctr. & Leonardtown	43
Velocity Ctr. & Prince Frederick	37
Velocity Ctr. & Hughesville	25
Velocity Ctr. & The Waldorf Center	16

7. Public transportation (i.e. Metro, Taxi, Uber, etc.) expenses are reimbursable for actual cost of transportation. Receipts required.

II. Air Travel:

1. Air travel is appropriate when the work destination is 400 miles or more away.
2. Flight arrangements should be made far enough in advance to avoid premium airfares.
3. Air travel should be made with the carrier offering the lowest fare available for coach class or main cabin. If an employee chooses a higher-class fare, the traveler will be responsible for the cost differential.
4. Additional seat expenses are generally not allowable. Exceptions may include: Wifi accessibility, seat selection, extra leg room, etc. as approved by the employee's Vice President.

III. Meals and lodging:

1. Meal reimbursements are based on a per diem rate of \$74 and do not require receipts. A full day of CSM related business travel is when you depart at or before 7AM and return at or after 7PM to qualify for the full per diem reimbursement.

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2. If an event includes meals, the \$74 per diem allowance is reduced by the per meal allowance for the meal provided (breakfast \$17, lunch \$18, dinner \$34, incidentals \$5). An event itinerary must accompany the Expense Reimbursement.
3. For partial travel days, depart after 7AM or return before 7PM, the per diem allowance is reduced by the breakfast or dinner allowance.
5. Lodging accommodations should be the most cost effective and reasonably available. The traveler's Vice President shall determine if lodging is required. Lodging prices will be honored for accommodations offered at the host facility or for conference designated accommodations. An itemized hotel bill showing the daily posting must be submitted with the reimbursement request.
6. Lodging costs: Costs for lodging include room charges and taxes. Employees staying at Maryland hotels should secure exemption for MD State Sales and Use Tax by using a Tax Exemption Certificate obtained from AP. Lodging costs do not include room service (meal expense), movies, etc. for which additional charges are assessed.

IV. Definitions:

- a. Traveler: Any faculty member, staff employee, or non-employee authorized by the College to attend an event or travel on behalf of the College.
- b. Incidental expenses: Incidental expenses include, but are not limited to, fees and tips for persons who provide services, such as porters and baggage carriers.
- c. Non-employee: Any person other than a college employee or Board member, representing the College on official business with prior approval from one of the following: Board of Trustees, President, or Vice-President.
- d. Missing Receipt: In rare instances when a receipt is not obtainable, not complete, or lost, the authorized traveler must attach a detailed description and justification for each transaction.

For more information contact: VP of Financial Services at x7715 or Director of Procurement/Contracts at x 7822

Policy revised and approved: 01/15/20
Policy revised and approved: 08/16/18
Policy revised and approved: 06/06/17
Policy revised and approved: 05/01/15