



Travel Policy	Fiscal
	Effective Date: November 19, 2018
	Board Approved Date: November 19, 2018

- (1) Authorization
 - (a) Any authorized person may travel on official college business at college expense providing the budget is approved and the travel has been authorized.
 - (b) Travel Authorization Forms must be completed for all travelers. These forms are available from the Finance Department prior to the first day of travel and must include projected expenditures approved by the Budget Executive. Each traveler should submit a separate Travel Authorization Form, except when group travel will be covered under one Travel Authorization Form and the organizer of the group completes and submits a single form. To ensure proper reimbursement, signatures from the appropriate Budget Executive must be obtained.
 - (i) Where the traveler is the Budget Executive, the authorization form shall be approved in writing by the Budget Executive's direct supervisor (an email or other electronic confirmation is sufficient in the case of the College President).
 - (ii) Where the traveler is the College President, the authorization form may be signed by any member of the Executive Team.
- (2) Expenses may be paid in a variety of ways. In all cases, effort should be made to ensure that travel is as economic as reasonably possible. Expenses may be paid by the traveler and pre-approved expenses reimbursed by check from Dixie Tech. Other than meals, which are normally paid on a per diem as set forth below, authorized expenses may be paid with the traveling employee's P-Card. Dixie Tech may pre-pay approved travel expenses, for example in the case of airline tickets.
- (3) Meals
 - (a) Dixie Tech provides a meal allowance for all college travel. This allowance is not normally taxable income to the employee.
 - (b) The allowance for meals is an established daily amount.
 - (i) The standard per diem amount for meals should be adjusted for meals not eaten as part of the trip (i.e., when the traveler is traveling for only a portion of the day).
 - (ii) The College will reimburse the recipient for meals away from home without regard to meals provided by airlines, conferences or meetings. This will allow the traveler flexibility in managing his/her daily meal allowance, and may enable him/her to claim the standard allowance even when some meals may substantially exceed the allowance for that meal.
- (4) Per Diem, Mileage & other standard reimbursables.
 - (a) See addendum 'A' for current rates (no receipt required). Under most circumstances, per diem rates will be used for meals. Cases in which actual cost reimbursement is requested may be examined and approved at the discretion of the College President. Detailed receipts will be required. The traveler will only be reimbursed standard or actual rates for a trip.
 - (b) Lodging with relatives is reimbursable at the current rate listed on Addendum 'A'
- (5) Travel Claims
 - (a) A completed travel claim form is required within 30 days following the return of the trip.
 - (b) Travel claims filed after the 30 day deadline will be denied.
 - (c) Travel claims requesting reimbursement for costs exceeding the estimate on the

travel authorization form by greater than 10% will require approval from the Budget Executive.

- (d) Receipts are always required for reimbursement of expenses except where standard rates such as per diem and mileage are applied.
- (e) Dixie Tech will allow a maximum gratuity for meals (when actual cost reimbursement is requested and approved), taxi service, maid service, shuttle bus drivers, bellhops, etc. reimbursable at current rates found on Addendum 'A.' and may be subject to the scrutiny of the Budget Executive and the Finance Department.