

CHAPTER 10
TRAVEL POLICIES AND PROCEDURES
OF THE
LAC COURTE OREILLES OJIBWE COLLEGE

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SUBCHAPTER 10.1 - GENERAL PROVISIONS

§ 10.101 Title.

This chapter shall be known as the Travel Policies and Procedures of the Lac Courte Oreilles Ojibwe College.

§ 10.102 Authority.

This travel policy and procedure is enacted by Lac Courte Oreilles Ojibwe College Board of Regents pursuant to the Lac Courte Oreilles College Charter, Article XI section 19; “To develop general policies for the governance of the College and hold the College President accountable for administering them.”

§ 10.103 Purpose.

It is the purpose of this travel policy and procedure to provide the general policies, rules and practices governing travel by all employees of the Lac Courte Oreilles Ojibwe College in the performance of their official job duties on behalf of the College. This travel policy and procedural manual is intended to be a helpful reference to all employees or designated representatives of the College while traveling on official College business.

§ 10.104 Application.

This travel policy and procedural manual shall govern travel by all employee’s while on official College business.

§ 10.105 Effective Date.

Except as otherwise provided in specific sections, the provisions of this travel policy and procedural manual shall be effective on the date adopted by the Board of Regents.

§ 10.106 Interpretation.

The provisions of this travel policy and procedural manual:

(1) Shall be interpreted and applied as minimum requirements applicable to all employee travel conducted while on official College business.

(2) Shall be liberally construed in favor of the College.

§ 10.107 Severability and Non-Liability.

If any section, provision or portion of this travel policy and procedural manual is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this policy shall not be affected thereby. The College further asserts immunity on its part and that of its agencies, employees, and/or agents from any action or damages that may occur as a result of

reliance upon and conformance with this travel policy and procedural manual.

§ 10.108 Delegation of Authority.

(1) Generally, this travel policy delegates responsibility for business functions to the College President. As established in Article XX, section 20.1 of the College Charter, the College President has the power to exercise or limit any procedures, agreements, or contracts including this travel policy.

(2) Pursuant to Article XX, section 20.1, College President appoints and delegates all travel authority and the administration of this policy to the Chief Financial Officer (hereinafter “CFO”) when s/he performs that function, regardless of any other job, position or title s/he may have. The CFO shall issue operational procedures to implement this policy.

§ 10.109 Cost Control and Consistency with Good Business Practices.

All College personnel involved in preparing, authorizing and processing travel requests shall exercise sound business judgment in preparing and authorizing travel requests. Travel shall be via the lowest reasonable cost alternative to minimize expense. When incurring travel expenses, all employees shall be as conservative as possible consistent with sound business/ cost control practices. The Business Office may assume that, if a practice or policy or procedure is in the best interests of the College and is not addressed in this policy, nor prohibited by College law, federal law, or other directive including this travel policy and procedure manual, the practice, policy or procedure may be a permissible exercise of authority. The Business Office is advised to seek advice from the Chief Financial Officer whenever doubts arise about an intended practice, policy or procedure. In circumstance where a conflict of interest may exist between the Chief Financial Officer and an employee, then the Business Office shall seek advice directly from the College Chief of Staff or the President.

SUBCHAPTER 10.2 – DEFINITIONS

§ 10.201 General Definitions.

Any term not defined in this Section shall be given its ordinary meaning. The following terms, wherever used in this policy, shall be construed to apply as follows, except where the context indicates otherwise:

(1) “**Business Office**” a department of the College responsible for the financial operations of the Lac Courte Oreilles Ojibwe College, consisting of a chief financial officer, staff accountants and other personnel.

(2) “**Per Diem**” is a daily payment instead of reimbursement for actual expenses for meals, lodging, and related incidental expenses. The rate and computation guidance is specified and regularly updated by the U.S. General Services Administration (GSA). The published GSA Per Diem rates shall guide all Per Diem travel calculations including but not limited to mileage, lodging, meals and incidentals.

(3) “**Reduced Per Diem**” is a reduced per diem rate when there are known reductions in lodging and meal costs or when your subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

(4) “**Privately Owned Vehicle**” or “**POV**” means any vehicle such as an automobile or motorcycle operated by an individual that is not owned or leased by the College and is not commercially leased or rented by an employee under a College rental agreement for use in connection with official College business.

(5) “**Furnished meal**” means a meal provided to an employee, either directly from the College or as a result of the College paying a registration fee or other cost which allows the employee to attend a conference or other event. If the College has already paid for a meal, the employee/travel requester must deduct the prepaid meal from any precalculated Per Diem amounts and document this on the travel advance request form.

(6) “**Travel Advance Request Form**” means the form that outlines the request for travel.

(7) “**Conference**” means a meeting, retreat, seminar, symposium or event that involves employee travel.

(8) “**Accompanied baggage**” means College property and personal property of the employee necessary for official travel.

(9) “**College Vehicle**” means any automobile that is owned by the College.

(10) “**Board of Regents**” means the Lac Courte Oreilles Ojibwe College Board of Regents as established by the Lac Courte Oreilles Ojibwe College Charter.

(11) “**College**” means the Lac Courte Oreilles Ojibwe College.

(12) “**College President**” means the Chief Executive Officer of the Lac Courte Oreilles Ojibwe College.

(13) “**Chief of Staff**” means the second ranking member for the operations of the Lac Courte Oreilles Ojibwe College, often operating as acting President.

(14) “**Business Travel**” means employee travel conducted in the performance of their official job duties on behalf of the College.

(15) “**General Counsel**” means the authorized legal representative of the Lac Courte Oreilles Ojibwe College, the Regents, and employees.

(16) “**College Charter**” or “**Charter**” means the Restated Articles of Incorporation for the Lac Courte Oreilles Ojibwe College. The original document that established the College by the Lac Courte Oreilles Tribal Governing Board.

(17) “**Chief Financial Officer**” or “**CFO**” means the official authorized by the College President that has primary responsibility for managing the College's finances, including financial planning, management of financial risks, record-keeping, and financial reporting on behalf of the College. The CFO leads the Business Office.

(18) “**Employee**” for the purposes of implementing this policy shall mean any individual that is traveling on behalf of the College, including College employees, students, faculty/adjunct, Board of Regents, or any other individual that has been authorized by the President to represent the College.

SUBCHAPTER 10.3 – TRAVEL AUTHORIZATION

§ 10.301 Approval Authority.

The College President, or Chief of Staff, as “Acting” President, shall have the authority to approve or deny any business travel, in this order. Only a single authorization is required. Employees shall not approve the reimbursement or advance of their own travel related expenses and will need approval from their direct supervisor.

§ 10.302 Authorization.

Written or electronic authorization is required prior to incurring any travel expenses. Authorization is acknowledged by the signing of the Travel Advance Request Form by the employee’s supervisor.

§ 10.303 Reimbursement or Advance.

(1) The College may reimburse travel expenses, documented through receipt; provided the expense is consistent with all provisions of this Travel Policy and Procedural Manual, including without limitation § 10.108 and § 10.303 (2).

(2) Alternatively, the College may provide the employees with travel advances, which constitute a reasonable projection of travel expenses. All travel advances shall be subject to the provisions of this manual, including without limitation § 10.108.

§ 10.304 Travel Advance Request.

(1) Employee shall not be eligible to receive a travel advance, if they have failed to timely submit a prior travel advance request to the Business Office for reconciliation.

(2) Employee or a designated program/department employee shall submit the Travel Advance Request Form, and all required supporting documentation and justification/reason for travel, to their immediate supervisor. The immediate supervisor shall ensure that the Travel Advance Request Form is complete and that all required supporting documentation and justification/reason is attached. The supervisor will sign off on the travel advance request form and return it to the employee. The employee will then submit a requisition with signed travel advance form and include supporting justification and documentation. The Business Office will process once requisition has been approved by budget manager.

(a) All travel advance requests shall be submitted at least twenty-one (21) days prior to departure whenever possible to ensure a reduced rate unless extenuating circumstances arise and is approved by the President.

(b) No employee may make any travel arrangements without proper approvals. This includes airline, hotel, car rental, or any other travel related items.

(3) Program/Department Director shall ensure employees authorized for travel are following this Travel Policy and Procedure prior to authorizing business travel.

(4) Decision to approve or deny the travel shall be based, as applicable, upon a consideration of the following:

(a) Whether it is necessary for the employee to perform official duties on behalf of the College;

(b) Whether it will increase the employee's understanding or ability to perform official duties on behalf of the College;

(c) Whether it will unreasonably interfere with or delay completion of assigned duties;

(d) Whether the cost is covered by the applicable operating budget;

(e) Whether the travel advance request is consistent with § 10.108, including regarding modes of transportation, whether it is less expensive than an alternative mode or necessarily saves time;

(f) Any other appropriate factor deemed relevant.

SUBCHAPTER 10.4 – TRANSPORTATION EXPENSES

§ 10.401 Airline Travel.

Employees are required to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business when making official travel arrangements, and therefore, should consider the least expensive class of travel that meets their needs.

(1) Coach-class shall be used while on business travel consistent with § 10.108.

(2) Coach-class Seating Upgrades are not considered a new or higher class of accommodation since seating is still in the coach cabin. However, the use of these upgraded/preferred coach seating options is generally an employee's personal choice and therefore is generally deemed to be at the employee's personal expense. The supervisor of the employee may in a permissible exercise of authority authorize and reimburse the additional seat choice fee in reasonable circumstances.

(3) First-class and Business-Class may be used only when specifically authorized/approved if the following applies:

(a) No coach-class accommodations are reasonably available. "Reasonably available" means available on an airline that is scheduled to leave within 24 hours of your proposed departure time, or scheduled to arrive within 24 hours of your proposed arrival time;

(b) When use of other than coach-class is necessary to accommodate a medical

disability/condition or other special need;

(c) The use results in an overall cost savings to College by avoiding additional subsistence costs, overtime, or lost productive time while awaiting coach-class accommodations.

(d) Compensation from Airline for voluntarily vacating seat and rescheduling:

(i) Employees may retain compensation provided by an airline for voluntarily vacating their seat and rescheduling to a later flight as long as it does not interfere with performing their official duties.

(ii) Additional expenses incurred as a result of voluntarily vacating seat and rescheduling will not be reimbursed by the College which includes daily per diem expenses.

(iii) If voluntarily vacating seat and rescheduling delays your travel during work hours, the employee must use leave time for the additional hours.

(e) Luggage:

(i) The College will advance or reimburse for luggage fees, and related expenses, documented through receipt; provided expense is consistent with § 10.108.

(ii) Consistent with § 10.108, the College will generally only advance or reimburse for one checked bag if travel is for a duration that is less than one week. College may advance or reimburse for more than one checked bag if approved by Program/Department Director.

§ 10.402 College Vehicle.

(1) College vehicles shall be used only for approved business travel.

(2) Employees who seek to use a College vehicle shall obtain the prior written authorization pursuant to Subchapter 10.3.

(3) Employees must be compliant with the vehicle driver certification policy.

(4) College vehicles shall be driven on the most direct available route to and from the intended approved business travel destination. Employees shall not detour for personal use or personal reasons.

(5) Employees shall not permit any other person, except another authorized College employee, to operate a College vehicle.

(6) Employees shall not operate a College vehicle while having any blood alcohol content or while under the influence of any illegal drug, chemical or non-prescribed prescription drug.

(7) Smoking is prohibited in College vehicles.

(8) Employees shall not abuse, misuse or operate College vehicles contrary to law. If a College vehicle is damaged through an intentional or reckless act of an employee or while operating contrary to law, the employee may be charged the cost of any insurance deductible and other related costs.

(9) Only authorized College employees are allowed to travel in College vehicles.

§ 10.403 Privately Owned Vehicle (POV).

(1) Employees who use a POV for business travel must have in effect at all times, and provide the Human Resource Department with, a valid driver's license and proof of current comprehensive automobile insurance, including liability insurance and coverage limits satisfactory to the College.

(2) Employees shall only be authorized to use a POV for business travel if the employee has complied with § 10.403 (1) and the business travel is consistent with § 10.108 and § 10.303 (2).

(3) Employees must obtain prior approval consistent with § 10.301 and § 10.302 to utilize a POV when a commercial carrier is more cost effective.

(4) Mileage Reimbursement:

(a) In accordance with § 10.108, if more than one employee is traveling to the same destination for business; employees shall make accommodations and arrangements to ride share. Requests to drive separately must be approved by the Program/Department Director.

(b) If more than one employee is traveling together in one POV, mileage will be paid to the driver of the POV.

(c) Mileage will be reimbursed for travel to and from restaurants while on business travel.

(d) Employees must provide odometer readings that indicate the beginning, point of destination, other College business related mileage while at destination location and final ending odometer reading. This will be reconciled with any mileage amount that was paid in advanced to the employee. If the odometer miles are less than the estimated mileage advance, the employee will need to pay back the College for the difference. Any

amounts over the estimate must be clearly justified and documented which will be reimbursed, if permissible, during the reconciliation process.

(5) Employees assume responsibility for all parking and traffic fines and physical damage to vehicle. The College shall not be responsible for any such damages, fines, costs or expenses.

(6) Any expenses incurred during the use of POV (ex: repairs, etc.) are ineligible for reimbursement.

§ 10.404 Rental Vehicle.

(1) Rental vehicles may be approved in accordance with § 10.108 when lodging was not available at the time of making reservations at the conference/training/meeting location and it is more cost effective to rent a vehicle than pay for transportation that would be incurred for each employee without a rental vehicle. Rental vehicles may also be approved when the Program/Department Director believes a rental vehicle is necessary.

(2) The College will reimburse for fuel costs if documented through receipt.

(3) When an employee as a matter of personal preference (rental car not consistent with § 10.108 and not approved by Program/Department Director) decides to use a rental vehicle, the employee is expected to make arrangements and assume all risk, liability, and costs associated with the rental care. Upon approval by Program/Department Director, College will reimburse an amount that does not exceed what it would have cost for transportation (taxi, bus, super shuttle, etc.). Employee shall submit a copy of the receipt to the Business Office to verify the rental car.

§ 10.405 Tolls and Parking.

(1) The College will advance or reimburse road, bridge, and tunnel tolls and parking fees and similar expenses, documented through receipt; provided the expense is consistent with § 10.108.

(2) Consistent with § 10.108, employees are encouraged to reduce airport parking fees by making reservations at off-site parking.

§ 10.406 Taxi, Bus and Shuttle.

(1) The College will advance or reimburse for taxi, bus and shuttle service and similar expenses, documented through receipt; provided the expense is consistent with § 10.108.

(2) Consistent with § 10.108, employees shall use the least expensive alternative among taxi, bus and shuttle service. Therefore, taxi service is permitted only when a bus or shuttle is not available or when delay warrants taxi service.

SUBCHAPTER 10.5 – Per Diem

§ 10.501 General Per Diem Rules.

Per diem is allowed when travel is for more than a single workday. However, this can be waived by College President or designee upon consideration of the following:

- (1) Whether not allowing per diem will unreasonably interfere with or delay completion of assigned duties of employee;
- (2) Whether approval of per diem is consistent with § 10.108 of this manual;
- (3) Any other appropriate factor deemed relevant by the Director or immediate supervisor.

§ 10.502 Meals.

(1) College will advance or reimburse for meals at the federal per diem rate. The rate includes taxes and tips, so employees will not be reimbursed separately for those items.

(2) If meals are provided at the conference/training or meeting, the per diem rate shall be adjusted accordingly in the travel advance request.

(a) The College may advance or reimburse when meals are provided if:

(i) You are unable to consume the furnished meal(s) because of medical requirements or religious beliefs.

(ii) You were unable to take part in the furnished meal due to the conduct of official business.

§ 10.503 Lodging.

(1) Lodging shall be selected based upon comfort, convenience, and cost. Employees are free to select lodging based upon these considerations; provided the College will not reimburse for more than the federal per diem rate, unless approved pursuant to Subchapter 10.3 of this manual.

(2) Employees who lodge with other individuals (family members, etc.) while on business travel shall be solely responsible for all resulting additional costs, including those based upon increased room occupancy.

(3) The College will reimburse, documented through receipt; provided lodging expenses are consistent with § 10.108 of this manual. If the College pays for the lodging via the College credit card, the employee will need to obtain a “credit card authorization form” from the lodging establishment to be filled out by the business office prior to traveling.

§ 10.504 Reimbursement.

(1) Meals and incidentals (M&IE) rate will be applied as follows:

(a) First & Last days will be calculated at 75% of GSA daily rate.

SUBCHAPTER 10.6 – MISCELLEANOUS

§ 10.601 Unusual Circumstances.

(1) Reimbursement of travel expenses incurred based on unusual circumstances must be reviewed and approved by the College President.

§ 10.602 Travel Outside of Normal Work Hours.

(1) Overtime pay is not allowed in conjunction with travel. When it is not possible to avoid exceeding 40 hours in a payroll week due to travel, time above 40 hours will be considered compensatory time. Employee shall make arrangements with Program/Department Director, or immediate supervisor, to use compensatory time within the pay period if possible and is not to exceed 16 hours per trip.

§ 10.603 Ineligible Travel Expenses.

- (1) Common carrier transportation in excess of coach fare unless exception per 10.401.
- (2) Any lodging expense in excess of single occupancy, conference/government room rate.
- (3) Any vehicle rental fee in excess of the standard rate (ex: GPS units, car seats, etc.).
- (4) Additional airfare costs incurred due to personal preference in dates of travel (i.e., if employee will be staying additional days on personal time).
- (5) Any costs incurred for entertainment (i.e., in room movies, etc.).

SUBCHAPTER 10.7 – CONFERENCES AND TRAININGS

§ 10.701 Approval.

(1) Employees shall obtain approval pursuant to Subchapter 10.3 to attend a conference, training, seminar, etc.

(2) Information regarding the conference, training, seminar, etc. shall be attached to the Travel Advance Request form.

§ 10.702 Attendance.

(1) Employees shall attend the entire conference or training and obtain all materials. Employees who fail to attend the entire conference or training may not be reimbursed or receive full credit during reconciliation for amounts received through travel advance.

(2) Employee shall provide documentation which substantiates their attendance such as meeting agendas, conference program, etc.

SUBCHAPTER 10.8 – CANCELLATION/CHANGES

§ 10.801 General Rules.

(1) Business Office must be notified within 48 hours of cancellation if all possible to allow for the proper cancellation of lodging, airfare, etc.

(2) If a travel advance has been prepared and disbursed for the business travel, employee must repay the travel advance in full within five (5) business days.

(3) In the event that adequate notice is not given, and a “no-show” charge is incurred, it will be the employee’s responsibility to cover the charge, unless it is due to unusual circumstances approved by the Program/Department Director. Payments for such charges will be due within five (5) business days.

(4) All costs incurred for non-business related change fees (airfare changes, early/late hotel checkouts, etc.) must be paid by the employee.

SUBCHAPTER 10.9 – EMPLOYEE CONDUCT

§ 10.901 Expectations.

(1) When in official travel status, the employee will conduct himself/herself in a professional manner. The employee must be aware that he/she is a representative of the College and act accordingly.

(2) When attending training, attendance is required for the full course. If the employee becomes ill and cannot attend a day of training or complete the course, he/she must notify their immediate supervisor as soon as possible.

SUBCHAPTER 10.10 – ABUSE OF POLICY

§ 10.101 Allegations.

(1) Any allegations of abuse of the provisions of this policy will be investigated to the fullest extent possible.

§ 10.102 Violation or Repeated Violations.

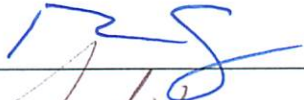
(1) Violation may result in a suspension of travel privileges and disciplinary action in accordance with College personnel policies and procedures.

Chapter 10
Travel Policies and Procedures of the Lac Courte Oreilles Ojibwe College

Date approved: 08/26/22

Review date: 08/26/23

Signature



President



Board Chair