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Procedure Responsibility: System Office of Business Services

Out- of- Country Travel

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Section 8.4.1 – General Information

This procedure provides direction for KCTCS employees who travel out-of-country for business purposes. Please refer to business procedures 8.1 Travel Expense and Reimbursement and 1.17 Vehicle Rental as the basis for in-country travel expenses. The reimbursement rates and other requirements stated in this procedure are specific to out-of-country travel and supersede those stated in business procedures 8.1 Travel.

KCTCS does not provide travel advances for out-of-country travel, nor may a procurement card be used for any travel expenses, except with the purchase of airline tickets. Any exceptions to this procedure must be approved in advance by the KCTCS System Director of Business Services.

Please refer to business procedure 2.1 Insurance, Section 8 International, for securing international travel insurance for KCTCS employees. **Note:** travel dates and destination must be given to the KCTCS Office of Facilities Management Property Management Division 30 days prior to travel.

Section 8.4.2 – Pre-Travel Authorization

A. The KCTCS President has delegated the KCTCS Chancellor the authority to approve all out-of-country travel requests. The KCTCS Chancellor will ensure that the employee traveling out-of-country on KCTCS business understands the reimbursement procedure. In addition, other information or conditions related to

projects, studies, grants, and partnerships will be provided to the employee in advance of their travel. Questions regarding out-of-county travel procedures should be sent to the attention of the KCTCS System Director of Business Services.

B. College CEO's and KCTCS cabinet officers may authorize out-of-country travel by providing the purpose and benefits of the trip to the KCTCS Chancellor. Advance approval is required by the KCTCS Chancellor. The approval may be in the form of an e-mail to which the employee shall include with their reimbursement request as documentation of approval for purposes of internal control and audit corroboration.

Section 8.4.3 – Lodging

A. A KCTCS employee shall be reimbursed for the actual cost of lodging.

B. Reimbursement for lodging shall not exceed the cost of a single room rate, unless employees are sharing lodging. In this case, each employee shall be reimbursed for their portion of the rate. In general, accommodations are to be at the most economical rate. An explanation of the bona fide business purpose and necessity of the higher rate accommodation must be attached to the travel voucher if the room is more than the basic single room.

Section 8.4.4 – Subsistence (Meals)

A. Employees may be reimbursed actual meal expenses up to the maximum amounts allowed as noted below or receive a daily meal allowance. An employee must select one of the two methods of reimbursement for the entire trip. In either case, gratuities are included as a part of the meal reimbursement.

B. Employees opting for the actual meal expenses method of reimbursement may be reimbursed, including gratuities the actual amount of the meal up to:

1. $16.00 – Breakfast
2. $20.00 – Lunch
3. $37.00 – Dinner

A receipt for each meal must be attached to the travel reimbursement request and the meal receipt must be a detailed itemized receipt, not just a summary credit card payment receipt. Excluded from reimbursement are alcoholic beverages and room service charges.

C. Employees opting to receive a daily meal allowance (versus actual receipts) are permitted a meal allowance of $65.00 for each day of travel out-of-the country (a day is defined as travel requiring an overnight absence from the employee's residence). Receipts are not required for employee's meals selecting this method of reimbursement. Any meals that were provided should be deducted from the reimbursement request based on the following:

1. $10.00 – Breakfast
2. $20.00 – Lunch
3. $35.00 – Dinner

Section 8.4.5 – Other Miscellaneous Allowable Expenses

The following charges are allowable expenses and do not require a receipt if the charge is $20.00 or less. ***Note:*** employees may be reimbursed for tips at what is construed as ordinary and customary, e.g., $1 to $2 per bag, $1 to $2 per day for maid service, and 15 to 20 percent for all other services, less applicable tax. Any request for reimbursement beyond what may be construed as ordinary and customary must include an explanation as to the bona fide business purpose of the expense. Amounts without the bona fide business purpose and above what is ordinary and customary will be assumed by the individual.

1. Baggage handling
2. Taxis
3. Passport fees
4. Currency Exchange Fees - Employees are encouraged to obtain foreign currency at a local bank without an exchange fee.

Section 8.4.6 – Receipts

Original receipts or other credible evidence for all expenditures greater than $20.00 must be attached to the travel reimbursement request. Any request for reimbursement beyond what may be construed as ordinary and customary must include an explanation as to the bona fide business purpose of the expense. Amounts without the bona fide business purpose and above what is ordinary and customary will be assumed by the individual.

Section 8.4.7 – Transportation

A. All KCTCS employees shall use the most economical standard transportation available and the most direct and commonly traveled routes. Expenses added by use of other transportation or routes will be assumed by the individual.

B. Commercial airline travel shall be the lowest coach or tourist class. Additional expense for business or first-class travel will not be reimbursed by KCTCS unless some exception to normal business procedure exits and the exception must be approved in advance by the KCTCS System Director of Business Services. Tickets may be purchased using one of the following methods at either commercial travel agencies or on-line ticketing.

1. Procurement Card – (KCTCS' preferred method of payment.) Some procurement cards are approved for this commodity. Please refer to Business Procedure 4.2 Procurement Card, for additional information.

2. Personal Credit Card – An employee may use their personal credit card to purchase airline tickets if there is a bona fide purpose for not using a KCTCS ProCard. In such an instance, the explanation as to the reason for not using a KCTCS ProCard must be attached to the reimbursement request.

   A ticket receipt must be attached to the travel reimbursement request when submitted following the official travel. Reimbursement prior to the official travel is not permitted.

C. For out-of-country travel, employees are encouraged to use buses, subways and trains. Taxi fare is allowed when more economical transportation is not feasible.

D. Rental cars should not be used except in those situations that other commercial transportation is not available or is more expensive. The approval for a rental car should be obtained in advance of the travel; please see Business Procedure 1.17 Vehicle Rental for additional information and requirements regarding vehicle rental. Only the most economical vehicle, based on the number of passengers or materials being transported is approved for reimbursement.

Section 8.4.8 –Communications

A. Telephone and fax charges for necessary KCTCS business will be reimbursed.

1. Telephone calls to the employee's operating unit shall be made using:

   a. A KCTCS issued cell phone

   b. Lowest priced available service

2. An employee is allowed one safe arrival phone call home after arrival at their destination when traveling out-of-country. The call is not to exceed 5 minutes.

B. Employees may use an internet connection to monitor and check e-mail on a reasonable and periodic basis. In such instances the employee may seek reimbursement for this expense.

Section 8.4.9 - Entertainment

A. Necessary business entertainment (meals) will be reimbursed if documented as to the bona fide business purpose and attendees. Prior approval of any entertainment expense should be obtained from the KCTCS official authorizing the trip to ensure reimbursement is permissible. Questions regarding entertaining expenses should be sent to the KCTCS System Director of Business Services.

B. Personal entertainment or amusement related expenses such as event admission, transportation, and/or accommodations are not reimbursable.

Section 8.4.9 – Waivers and Compliance

A. The KCTCS System Director of Business Services may approve a waiver relating to this procedure. The request must be submitted prior to the travel expense occurring.

B. The KCTCS System Director of Business Services will make the initial interpretations of this procedure. Any request for a second interpretation shall be made to the KCTCS Vice President for Finance. The KCTCS Vice President for Finance's interpretation shall be the final and conclusive interpretation of this procedure.

Section 8.4.10 – Reimbursement Approval

A. All reimbursements will be based on the currency exchange rate in effect on the day of return from the foreign country. Employees must submit travel vouchers in US Dollars.

B. Employees must obtain the signature of the approving authority on the travel voucher.

Section 8.4.11– Student International Travel/Study Abroad

A. KCTCS students traveling out-of-country per a recognized approved KCTCS study abroad program are required to complete a college travel form in addition to the KCTCS Insurance Form and Emergency Contact Information Form. The KCTCS Insurance Form and the Emergency Contact Information Form may be

found at KCTCS International Travel Guidelines (http://www.kctcs.edu/system_initiatives/~/media/System_Office/System_Initiatives/International%20Travel%20guidelines.ashx)

B. Funds collected for student international travel/study abroad must be coordinated with and maintained by a third-party agency, such as:

1. Travel agencies [i.e., Education First (EF) Study Tours, Kentucky Institute for International Studies (KIIS), etc.]
2. College Foundation

Note: Faculty/staff who are coordinating international student travel must not hold travel funds collected for student travel in a personal checking account or a banking account under that faculty or staff member's name. To do places both the faculty/staff member and KCTCS at risk and is in violation of KCTCS business procedure regarding cash handling. Please see BP 3.12 Cash Accounting.

C. Stipend(s) paid the Travel Coordinator: If a faculty or staff member receives a stipend beyond the cost of travel for serving as the international travel/study abroad leader, those funds are taxable under IRS code and regulation. The third-party agency must submit a 1099 for tax purposes for that individual.

D. Colleges that create a student organization in which funds are maintained for international travel/study abroad must follow guidelines under Business Procedure 7.11.

E. Questions regarding this procedure should be directed to the KCTCS System Director for Business Services.

END OF PROCEDURE