

SECTION: 4.0 Administration

SUBJECT: Travel

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**Background:** The purpose of this policy is to convey basic procedural and statutory guidelines for Lewis-Clark State College employees when traveling on official college business. This policy is in accordance with Idaho Code sections 67-2004, 67-2006, 67-2007, and 67-2008.

**Point of Contact:** Controller's Office

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** The President's Office and Vice President for Finance and Administration

**Date of approval by LCSC authority:** June 28, 2021

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** June 2021

**Summary of Major Changes incorporated in this revision to the policy:** This revision incorporates changes to align with the LCSC Travel Procedures manual, specifically to not allow approval of one's own travel, and updates to no cost travel.

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**SUBJECT: TRAVEL**

## **1. Policy Overview**

- A. This policy pertains to employees and students who travel on behalf of the College on official business. While official travel is a normal and necessary part of LCSC operations, travelers and supervisors are advised to apply care in planning, conducting, and documenting travel. Travel may involve inherent risks for the traveler as well as for the College's mission and reputation. Inadequate planning and questionable decisions on official travel by government organizations throughout the nation have made this area a high visibility issue for lawmakers and the American public. In light of these concerns, travel arrangements must be reviewed and approved by LCSC authorities in a systematic process as described in the Travel Procedures Manual, which is located on the Controller's Office. For example, in light of the expense of travel and to ensure adequate oversight of public resources, Presidential or designated authority, approval is needed for out-of-state travel, except travel involving states contiguous to the state of Idaho (i.e., Washington, Oregon, Montana, Utah, Nevada and Wyoming). Employees may not approve their own travel.
- B. Overseas travel entails potential risks and significant expenses. Employees who accompany student groups on overseas travel should consult with the LCSC International Programs Office for a detailed briefing before planning and embarking on travel outside

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of the United States. LCSC travelers should use due care and caution when traveling either domestically or overseas and should carefully consider any applicable safety and insurance-related issues during trip planning. Employees may contact Risk Management at 208-792-2240 for assistance with insurance considerations. With adequate planning and good coordination, official travel should, and can, be a rewarding and highly productive component of unit operations in support of the College's mission.

## **2. Travel Procedures**

A. The typical travel cycle includes:

1. Employee/supervisor determines travel is needed or necessary and pre-plan details of the trip;
2. Travel Authorization is completed (including the pre-plan details and estimated cost) and approval(s) are obtained;
3. If needed, travel advance issued;
4. Travel takes place;
5. Upon return, the employee completes and designated authority/authorities approves the Travel Expense Claim form;
6. If needed, the employee is reimbursed for expenses;
7. Records are filed and retained.

B. Travel Authorization and Expense Reimbursement

1. It is College policy to pay for reasonable and necessary travel expenses incurred as a result of official College business. The travel policy applies to all travel conducted by College employees and students that involves College reimbursement or liability. Individuals should neither gain nor lose personal funds as a result of expenses associated with approved business travel.
2. In order for travel expenses to be reimbursed by the College, the expenses must be incurred relative to official LCSC business. Documentation standards set forth in the Lewis-Clark State College Travel Procedures Manual must be met. These standards apply to all College funds; including but not limited to budgeted state funds, discretionary local funds, grant and contract funds, and auxiliary enterprise funds.
3. Travel expenses incurred by students and part-time employees may be reimbursed by following the guidelines in the Travel Procedures Manual.

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4. The Travel Authorization form should be used to support the expected travel costs. Should there be no cost for travel, the Travel Authorization form should be filled out, approved by the designated authorities and retained at the division/department level.
5. The Travel Authorization form, for permission to travel, must be completed following the approval process documented in the Travel Procedures Manual.
6. Failure to follow these guidelines may result in invalid or rejected travel reimbursement.

C. Other Sources of Information and Assistance

1. The Travel Procedures Manual is located on the Controller's Office site at:  
<https://www.lcsc.edu/controllers-office/employee-travel>
2. The State Board of Education Travel Policy is found at:  
<https://boardofed.idaho.gov/board-policies-rules/board-policies/financial-affairs-section-v/v-j-travel-and-moving-expenses-12-2008/>.