

Travel Procedures

General Requirements

This procedure is designed for use by any WSCC employee or group and is intended to serve as a reference source for the primary areas associated with travel necessary for the proper execution of official college business and objectives. [WSCC Employee Travel Policy 07:01:00](#) contains the complete travel policies. Travel policies and reimbursement rates are subject to change from time to time.

An Authorization for Official Travel form must be processed to obtain prior authorization for an employee to travel. The request must have completed the approval process before the travel begins.

A Travel Claim for travel expenses form must be entered and submitted within thirty (30) days after travel is completed. The claim form allows reimbursement to the employee of all allowable expenses.

Once the travel claim has completed the approval process, allow approximately two (2) weeks to process reimbursement. Walters State processes checks on Tuesday and Thursday. Payment will be by direct deposit.

Types of Travel

In general, travel falls into two categories:

- **Professional development** – travel to workshops, conventions, conferences, seminars and similar activities of a professional nature that will increase a person’s usefulness to the College.
- **Other Travel** – travel of a routine nature required for the proper execution of official College business.

For a complete description of travel account codes, please review the travel account codes for additional information.

Travel Request Procedures

Approval must be obtained before any travel occurs. To obtain approval, complete an Authorization for Official Travel form and submit for the appropriate approvals. Each employee is responsible for making all travel arrangements.

The Authorization for Official Travel is completed in the following manner:

- A. Complete the traveler’s information, including the name, WS ID, date, position and type of travel.
- B. Indicate the purpose of the trip in narrative form in the area provided.
If travel is to attend a conference, convention, conference, seminar or workshop, a brochure and/or agenda **must** be attached. This provides essential information necessary for registration, room, and meal reimbursements.

Example: “To attend a TBR-sponsored training session in Nashville, TN on February 4-6, 2012”.

- C. Provide departure and return dates, hotel (if applicable), event and destination information.

- D. Enter registration and transportation information, as requested.
 - a. If a Motor Pool vehicle is requested, traveler must call Facilities Management at 585-6907 to reserve.
 - b. If traveling by personal vehicle, enter **ONE**-way miles from MapQuest to destination.
- E. Enter Lodging and Meals & Incidentals information, as requested.
 - a. If applicable, choose Instate Location from list provided. TBR approved lodging and M&I rates will be populated.
 - b. For overnight stays, enter number of days lodging is required
 - c. Enter lodging rate, from reservation. If travel is for a conference, workshop or seminar, please attach literature/brochure documenting lodging rate.
 - d. Select total travel days, including departure and return. M&I will be calculated based upon the Instate Location chosen.
 - e. Enter other anticipated costs (i.e. parking, cab, etc...)
- F. Account Budget Information
 - a. Select Travel Classification. See Travel Account Code Definitions to determine appropriate selection.
 - b. Provide the appropriate fund, org & program number.
 - i. If multiple FOAPs to be charged, enter each fund, org & program to be charged
 - c. Enter amount to be charged to each FOAP
- G. List other employees accompanying traveler on trip. These employees must also complete a travel authorization.
- H. Traveler should sign Authorization for Official Travel and submit for approvals to Department/Division Head before routing for remaining approvals.
- I. Once all approvals have been received, Authorization for Official Travel will be returned to traveler.
- J. Once travel is complete, Authorization for Official Travel must be attached to Travel Claim requesting reimbursement.

Airfare & Registration Fees

Airfare and registration fees will be prepaid by the college, if requested. A requisition should be entered in Jaggaer for the airfare and/or registration fees. For registration fees, the registration form must be completed and attached to the requisition. The approved request must be received in Accounts Payable allowing adequate time for processing payment and mail delivery to meet the registration deadline. If you have any questions about airfare or registration fees, please contact the Purchasing Office – (423) 585-6960.

Blanket Travel Authorizations

Blanket travels should only be completed for faculty or staff who travel on a regular basis (weekly) within the defined service area. Blanket travels should not be completed for individuals who travel infrequently (i.e. once or twice a month). A standard Travel Authorization Form should be completed for these trips.

1. Please remember that blanket travel authorizations may only be completed for a **six month period** (e.g., 7/1/17 – 12/31/17).

2. Blanket travel authorizations can only be used for travel within the **WSCC service area and the defined extended service areas**. WSCC's service area includes the counties of Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier and Union. WSCC's extended service area includes the following counties: Knox, Washington, Sullivan, Carter, Unicoi, and Johnson counties in Tennessee; Lee County, Virginia; Bell County, Kentucky; and Madison County, North Carolina. **Blanket travels cannot be used for travel to any area outside the above listed counties.**
3. **Separate forms** must be used for the use of a **state vehicle** and the use of a **private vehicle**; these cannot be combined on one form.
4. If the possibility exists for requesting reimbursement for the use of a private vehicle, then a dollar amount must be included on the blanket travel authorization.
5. The submission of a blanket travel form does not ensure a WSCC vehicle will be available at any time. Please make sure Facilities Management is notified in advance of your travel schedule.

NOTE: A FOAPAL number should be included on ALL TRAVEL AUTHORIZATION FORMS.

Reimbursement of Travel Expenses

Travel Claim for Mileage Only

- A. A Travel Claim for expenses form must be submitted to claim reimbursement of travel expenses within (30) days after travel is completed.
- B. Expenses must be separated by day. Daily expenses should be on separate lines of the claim form. The Travel Claim form must include the following:
 - a. Name, WS ID, and official workstation
 - b. Date, place left, place arrived, miles, commute (if applicable), and purpose of travel must be clearly indicated in the space provided. This information is essential to determine reimbursement amounts.
- C. Select Travel Classification. See Travel Account Code Definitions to determine appropriate selection.
- D. Provide the appropriate fund, org & program number.
 - a. If multiple FOAPs to be charged, enter each fund, org & program to be charged
- E. Enter amount to be charged to each FOAP
- F. Attach travel authorization and MapQuest.
- G. Traveler should sign Travel Claim form and submit for approvals to Department/Division Head before routing for remaining approvals.

Travel Claim for Overnight

- A. A Travel Claim for expenses form must be submitted to claim reimbursement of travel expenses within (30) days after travel is completed.
- B. Expenses must be separated by day. The Travel Claim form must include the following:
 - a. Name, WS ID, home address and official workstation
 - b. Date, destination start address, destination end address, and purpose.

- c. Travel Expenses as indicated on the Travel Claim form.
- C. Select Travel Classification. See Travel Account Code Definitions to determine appropriate selection.
- D. Provide the appropriate fund, org & program number.
 - a. If multiple FOAPs to be charged, enter each fund, org & program to be charged
- E. Enter amount to be charged to each FOAP.
- F. If travel advance received, include amount in appropriate field as negative number.
- G. Attach all required documentation, including travel authorization, MapQuest (if applicable), receipts and conference literature.
- H. Traveler should sign Travel Claim form and submit for approvals to Department/Division Head before being routed for remaining approvals.