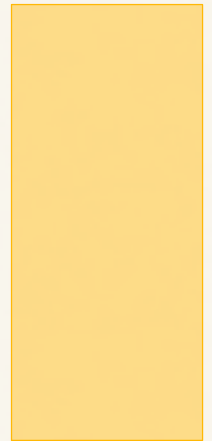




GUIDE TO TRAVEL POLICIES AND PROCEDURES

JACKSON STATE COMMUNITY COLLEGE



IT'S TIME TO TRAVEL



- ❖ **All travel must be consistent with the educational, research, and professional needs of the TBR System.**
- ❖ **Employees must conduct all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes considerations of personal advantage.**
- ❖ **Employees must exercise good judgment and conduct all aspects of travel in a cost-efficient manner.**

WHERE DO I BEGIN?



Answer:

- ❖ Complete a Travel Authorization Form (Even if cost to JSCC is \$0 - travel must be authorized)
- ❖ Use approved travel forms found on jWeb:
 - Work Tab
 - All forms and documents
 - Travel
- ❖ Submit supporting documentation w/authorization as applicable (conference brochure, conference hotel rate, mileage calculation, airfare, other)

JSCC Travel Authorization Blanket Travel One time Travel

Name: _____ Dept: _____ J# _____ Date: _____
Chart: _____ Fund: _____ Organization: _____ Account: _____ Program: _____
Travel Dates _____ to _____ Destination: _____

If classes will be missed, please list which ones and how they will be covered:

Purpose of Travel: _____

JSCC Employee Yes No Other: _____
Need college vehicle? Yes No If yes, reserve through Physical Plant. Please attach list to this form of any passengers who are not employees or students

Expenses will be at: College expense Personal expense Other expense

Estimated travel expenses will be:

_____	* Miles @ .47 per mile		
_____	* Nights lodging @ _____	per night	
_____	3/4 Days meals @ _____	per day	
_____	Full Days meals @ _____	per day	
_____	* Common Carrier costs		
_____	* Other costs		
Summary of Other _____		Total Estimated Cost	_____

* The following documentation must be submitted w/travel authorization (as applicable):
Rand McNally mileage calculation
Conference rate documentation for lodging rate in excess of per diem
Documentation in support of estimated airfare
Documentation in support of estimated "other costs"

Person Traveling _____ Supervisor _____
Approving Authority (when applicable) _____ President (when applicable) _____
Vice President for Financial & Administrative Affairs _____

10/7/2018

HOW DO I CALCULATE MILEAGE?



Answer:

- ❖ Calculate your mileage via the Rand McNally mileage calculator at:

www.randmcnally.com/mileage-calculator.do

- ❖ Calculate mileage point to point (example: street address to street address)

HOW DO I CALCULATE MILEAGE?



Answer (continued):

- ❖ **Travel that begins or ends at an employee's residence, without stopping at his/her official station**

Reimbursable mileage will be the lesser of the mileage from the employee's residence to his/her destination or his/her official station to the destination. On weekends and holidays, the employee may typically be reimbursed for actual mileage from his/her residence to the destination.

HOW DO I CALCULATE MILEAGE?



Answer (continued):

❖ **Example:**

Lesser of:

Residence to Destination = 120

Official Station to Destination = 100

Mileage = 100

- ❖ **Print and submit the Rand McNally mileage calculation w/travel authorization**

WHAT ARE VICINITY MILES? HOW DO I CLAIM VICINITY MILES?



Answer:

- ❖ Vicinity miles are miles driven on a business trip after you have arrived at your primary destination.

Example: You arrive at your hotel in Nashville but must travel to TBR offices to attend your meeting. The miles between the hotel and TBR offices are vicinity miles.



- ❖ If claiming vicinity miles, they must be reported on a separate line on your travel claim.

WHAT IS BLANKET TRAVEL? HOW DO I REQUEST BLANKET TRAVEL?



Answer:

- ❖ Use blanket travel for frequent/routine in-state travel defined by specific location and purpose.
- ❖ Complete a travel authorization form, checking the “Blanket Travel” box.
- ❖ Obtain the proper signatures and forward to FAA for further processing.
- ❖ Process travel claim **within 30 days** of travel.

HOW DO I REQUEST A TRAVEL ADVANCE?



Answer:

- ❖ A travel advance is used when the cost of travel places a financial burden on the traveler.
- ❖ Complete a Travel Advance Request Form (jWeb)
 - Faculty/staff may receive up to 80% advance
 - Students may receive up to 100% advance
 - Submit request within 30 days of departure/expenditure
 - A traveler may have duplicate advances for a single trip
- ❖ Obtain proper signatures for authorization
- ❖ Forward to FAA for further processing

CAN I USE THE JSCC CREDIT CARD FOR TRAVEL?



Answer:

❖ YES:

- Use the JSCC credit card **only** for advance registration

and

❖ NO:

- You **may not** use the JSCC credit card for booking airfare
- You **may not** use the JSCC credit card for reserving hotel



WHAT OPTIONS DO I HAVE FOR PAYING ADVANCE REGISTRATION?



Answer:

- ❖ If conference is out of town travel must be authorized before registration can be paid
- ❖ After receiving authorization to travel *(if needed)* you may:
 - Pay with the campus credit card
 - Pay with a check requisition *(turn in with travel authorization form)*
 - Make a personal payment and receive reimbursement

WHAT DO I DO WHEN I HAVE COMPLETED MY TRAVEL?



Answer:

- ❖ Complete a Travel Claim form (jWeb)
 - * Claims for reimbursement should be submitted no later than thirty (30) days after completion of the travel
- ❖ Record actual expenses - attach receipts for lodging, airfare, parking, transportation (taxi, shuttle, uber, etc.), baggage fee
- ❖ Record per diem expense meals (jWeb)
- ❖ Attach Rand McNally mileage documentation
- ❖ Obtain proper signature(s) and forward Travel Claim to FAA for further processing

I RECEIVED A TRAVEL ADVANCE – DO I COMPLETE A TRAVEL CLAIM FORM?



Answer:

- ❖ **Yes - you must complete the Travel Claim Form**
- ❖ **Total all expenses and subtract the amount received as a Travel Advance**
- ❖ **Obtain the proper signature(s) and forward Travel Claim to FAA for further processing**
- ❖ **If funds are due to you - JSCC will reimburse**
- ❖ **If you owe JSCC - submit funds to Business Office with copy of Travel Claim**

TRAVEL TIPS



JACKSON STATE COMMUNITY COLLEGE

DO YOU HAVE TIPS TO SIMPLIFY MY BUSINESS TRAVEL EXPERIENCE?



Answer:

- ❖ Always access travel forms on jWeb (For up to date forms)
- ❖ Travel must be authorized before registration can be paid
- ❖ Overnight stay is required for meal reimbursement
- ❖ Lodging tips:
 - Ask for state rate when making a reservation
 - If conference rate is applicable submit documentation with travel authorization
 - Detailed lodging receipt must be attached to claim
 - If lodging was booked on a third party travel site, documentation from hotel at time of stay is required

DO YOU HAVE ANY TIPS THAT WILL HELP SIMPLIFY MY BUSINESS TRAVEL EXPERIENCE?



Answer (continued):

❖ Airfare related reimbursement

- Airfare trip insurance is not reimbursable
- Additional fee(s) for priority seating, etc. is not reimbursable
- Reimbursement for baggage fees is limited to one per trip (two for round trip). Any reimbursement over one bag per trip should be preapproved.

❖ Rental car must be authorized prior to travel

- Insurance is not reimbursable
- Roadside assistance is not reimbursable

❖ Be aware – some grants do not allow travel advances

❖ Call FAA with questions you have at any time during the travel process



QUESTIONS & ANSWERS