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**Subject: Travel**

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1. Purpose .....	1
2. Policy .....	1
2.1. Authorization .....	1
2.2. Travel Planning .....	2
2.3. Cost of Travel and Source of Funds .....	2
2.4. Travel Reimbursement .....	2
3. Responsibilities .....	2
4. Procedures .....	3
5. Definitions .....	3
6. References .....	3
7. Review Periodicity and Responsibility .....	3
8. Effective Date and Approval .....	3
9. Review and Revision History .....	4

**1. Purpose**

This policy addresses travel while on official college business. It complies with the Commonwealth's Accounting Policies and Procedures Manual ([Section 20335 - State Travel Regulations](#) and [Section 20336 - Agency Travel Processing](#)).

**2. Policy**

Tidewater Community College shall reimburse individuals traveling on official college business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review.

**2.1. Authorization**

Travel expenses for official business may be reimbursed to the degree that they have been previously authorized. Travel authorizations must be reviewed and approved by the traveler's immediate supervisor. Reimbursement for travel expenses associated with an approved authorization totaling \$500 or less will be limited to \$500 unless the excess was due to unforeseeable and unavoidable circumstances. Travel authorizations exceeding \$500 must also be approved by the College President or appropriate member of the President's Executive Staff.

Funds to support travel for official college business, including professional development, are allocated to the appropriate college/campus administrator or constituent group administrator. Those administrators are responsible for controlling the distribution of funds in accordance with this policy and the applicable college procedures.

Certain instances, listed below, require the prior approval of the Vice President for Finance.

- Travel outside of the 48 contiguous United States;
- Travel by more than three college employees to attend the same event (e.g., conference, meeting, etc.) except in cases where the Virginia Community College System (VCCS) is a sponsor of the event.

## **2.2. Travel Planning**

When planning and paying for travel, economy, prudence, and necessity are of primary concern. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted. In accordance with Executive Order 19 – Conservation and Efficiency in the Operation of State Government, travelers and travel planners must seek ways to reduce the cost of essential travel. In pursuit of cost-effectiveness and “Conservation and Efficiency in the Operation of State Government,” travelers must explore the practicality of achieving the goal of the travel activity through use of video-conferencing, teleconferencing, and using carpooling for off-campus and intercampus travel.

## **2.3. Cost of Travel and Source of Funds**

The availability of sufficient unencumbered funds to cover the travel request shall be verified as part of the travel authorization process. Generally, travel reimbursements from state funds, local funds, grants and sponsored program funds, and private gifts held by the college are all controlled by the same policies and procedures. The Commonwealth of Virginia sets maximum rates for reimbursement of in-state and out-of-state lodging and meals. Exceptions to state policies, however, are allowed for travel under highly unusual circumstances and must have prior documented approval.

## **2.4. Travel Reimbursement**

Reimbursement for employee travel expenses involving state or grant funds will be made by direct deposit to the bank account the employee has designated for employment purposes. Employee reimbursements for travel charged to local funds, and reimbursements to non-employees will be paid by check.

## **3. Responsibilities**

The Vice President for Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

## **4. Procedures**

Detailed travel procedures and applicable forms are provided in the [Financial Services Operating Procedures Manual, section 43.700](#).

## **5. Definitions**

**State Funds.** Funds on deposit with the Treasurer of Virginia. State Funds are held in funds and departments that begin with a 1, 2 or 3 as the first digit of the applicable fund and department code.

**Grants and Sponsored Programs.** Restricted funds allocated for the specific purpose of a federal, state, and/or private grant, gift, or sponsored program activity. Unless the terms and conditions of an individual grant or contract state differently, travel expenditures are governed by the State Comptroller.

**Local Funds.** Funds generated by local college activities and allocated to specific college programs and departments. Few exceptions may be granted for the use of local funds, and only when approved by the Director of Fiscal Services.

## **6. References**

- [CAPP Manual, Section 20335 State Travel Regulations](#)
- [CAPP Manual, Section 20336 Agency Travel Processing](#)
- [CAPP Manual, Section 20360 Travel Charge Card](#)
- [Executive Order 19 \(2010\) – Conservation and Efficiency in the Operation of State Government](#)

## **7. Review Periodicity and Responsibility**

The Vice President for Finance shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are directed by the State Comptroller.

## **8. Effective Date and Approval**

This revision of the policy is effective upon its approval by the College President on November 13, 2014.

Policy Approved:

Edna V. Baehre-Kolovani, Ph.D.  
President

Procedure Developed:

Phyllis F. Milloy  
Vice President for Finance

## **9. Review and Revision History**

The initial version of this policy was approved March 20, 2001.

- Revision 1

Section 2.

- Requirement to reimburse travel expenditures via the Commonwealth's Electronic Data Interchange (EDI) program.
- Authority for prior approval of specific types of travel from College President to the Vice President for Finance.
- Specific instances that require prior approval updated to include travel outside of the 48 Contiguous United States, total cost increased from \$1,500 to \$2,000, and reduction from five to three employees attending the same event.

Approved July 1, 2005, by President Deborah M. DiCroce.

- Revision 2

Section 2.

- Reformat into subsections 2.1 – 2.4
- Requirements added to section 2.2 for consideration of video-conferencing, teleconferencing, and carpooling for off-campus and inter-campus travel. This addition to college policy was made in accordance with the Executive Order 19 – Conservation and Efficiency in the Operation of State Government.

Section 6.

- Inclusion of reference to Executive Order 19 – Conservation and Efficiency in the Operation of State Government.

Approved August 30, 2010 by President Deborah M. DiCroce.

- Revision 3

Section 2.

- Requirement removed from section 2.1 for the Vice President for Finance to pre-approve travel expense estimates exceeding \$2,000.
- Requirement removed from section 2.1 for the college President or appropriate member of the executive staff to approve travel authorizations of \$500 or less.

Approved November 13, 2014 by President Edna V. Baehre-Kolovani, Ph.D.