



Massachusetts College of Liberal Arts (MCLA)  
**Travel Policy**

Reviewed May 2020

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**Purpose:** This document outlines the approved process for college business-related travel and reimbursement for such travel.

**Policy:** MCLA will reimburse employees for all, or part of, business-related travel depending upon contract language, and administrative decisions. All travel purchases should be made in the most fiscally responsible way. All out of pocket expenses are reimbursed after the date of travel on the appropriate form. College Credit Cards are available to faculty and staff for necessary or required prepaid travel expenses and can be reserved through the Administration & Finance Office. To obtain the college credit card traveler must email Melissa (Melissa.maxon@mcla.edu) or Bill ([William.norcross@mcla.edu](mailto:William.norcross@mcla.edu)) with VP approval attached or noted in the email.

**Approval:** All College related travel must be approved by the staff member's immediate supervisor and/or department head prior to embarking on travel, email approval is sufficient. This approval sanctions the employee's leave from campus during the time of travel and event/meeting. This approval also ensures coverage under the college's liability insurance.

### **Means of Travel**

**By car:** For all travel it is most economical to use college vehicles. College vehicles are available either from A&F or Public safety (vans) for large groups. All offices have access to college vehicles. Should a college vehicle not be available and your trip is less than 100 miles round trip your personal vehicle may be used. If that is not an option and for all other travel, a rental car should be rented through Enterprise Rental in Pittsfield (413-443-6600). Enterprise vehicles can be dropped off and picked up at Public Safety for your convenience. These options including use of personal vehicle should be discussed with your immediate supervisor during the travel approval process.

**By air, train or bus:** This travel must be pre-approved by your immediate supervisor and/or Vice President. College employees travel in coach class and depart from closest practical airport or station. The choice of airport or airline should be determined by cost of airfare, location from traveler's home, or distance from the college.

### **Travel Reimbursement**

#### **General**

After traveling, if reimbursement is required, a reimbursement form (see dynamics forms) must be completed and signed by the approving supervisor. Travel reimbursement requests must be



submitted within 15 days of travel completion to guarantee reimbursement. Providing all required documentation has been received and verified by A&F, reimbursements will be made during the next payment processing cycle. Lack of documentation will delay the payment process.

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**For car**

College vehicles should be returned with a full tank of gasoline as a courtesy for the next traveler. The cost to refill college vehicles with gasoline is reimbursable to the traveler with a receipt. If a personal vehicle is used, mileage for reimbursement will be checked using google maps. Mileage will be determined by the closest starting point (either the college or your home address) to the destination and back. MCLA reimburses for mileage at the prescribed Federal (IRS) rate.

**Meals, and Other Costs**

Travel reimbursement requires original receipts as proof. Travel time information including location and events attended should be listed

**Meals: When meals are reimbursable under this policy or under any applicable collective bargaining agreement, they will be reimbursed at the rates then in force under the applicable collective bargaining agreement.**

Meals reimbursement will be based upon receipt amounts submitted **NOT** to exceed the per diem rate described on the form.

Meal reimbursement will not be provided if conference or meeting registration states that such meals are provided. Special events at conferences will not be reimbursed unless pre-approved. Meal reimbursement for special events, groups, and/or candidate interviews must include the names of people attending with receipt(s). It is expected that these expenses will be cost effective and reasonable.

**Expenses which are not reimbursable:** Entertainment expenses (i.e. hotel movies), credit card fees, personal telephone calls, laundry, traffic fines, parking tickets, or personal trip insurance.

**Other:** Business office staff will review travel reimbursement receipts, mileage, toll receipts, etc. Employees sign the reimbursement form confirming that the information is accurate. The



College reserves the right to request additional information to confirm the accuracy of the reimbursement request. Knowingly submitting a falsified reimbursement form or attempting to be reimbursed for travel not completed will result in appropriate disciplinary action under the applicable collective bargaining agreement.

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Not every situation can be covered by a set of written guidelines. If you have any questions contact A&F prior to travel.

**Review:** This policy will be reviewed annually by the Vice President of Administration and Finance.

- September 2005
- July 2007
- November 2008
- August 2009
- December 2012
- June 2014
- May 2020