

EAST CENTRAL UNIVERSITY
OVERNIGHT TRAVEL PROCEDURES
Procedures
July, 2011

Travel is a significant activity in higher education, both in terms of day-to-day job performance and for programmatic and continuing training purposes. Travel, especially overnight travel, is also often times highly scrutinized to ensure that public dollars are spent in full compliance with laws, regulations, Board directives and University guidelines.

To be considered as overnight travel and be eligible for meal reimbursement, employee must be on approved official travel status and meet the criteria of Distance Test and Duration Test.

Distance Test: travel distance must be that the employee cannot reasonably leave and return at the start or close of each day's work schedule. The reasonable guideline is 60 map miles (one way).

Duration Test: Must be longer than an ordinary work day. Is reasonable for employee to need and get necessary sleep/rest to complete work. Under guideline, it is necessary for the employee to have been given relief time from duties to get needed sleep and rest.

Relief time does not mean short rest stops taken for napping in car while driving to and from points. Basic guideline is 18 hours.

East Central University faculty and staff consistently practice appropriate judgment and provide adequate travel documentation. In order to ensure consistent continuation of exemplary practices and to incrementally improve the documentation of the process, the procedures for overnight travel, listed below, shall be followed:

1. The Pre-Approval Travel Estimate & Request Form shall be completed prior to any overnight travel. The form should be completed as soon as the information is available in advance of the overnight travel.
2. Minimal documentation must be attached to support the request. For example, a conference brochure or flier, excerpts of federal or state regulations authorizing the travel, or other appropriate external sources of information should be submitted as applicable.
3. Forms must be dated and signed by the person requesting the travel, the immediate supervisor, budget supervisor and if applicable the appropriate VP.
4. A copy of the Pre-Approval Travel Estimate & Request form must be included with the travel reimbursement claim. The form will be reviewed and apparent violations will be reported to the appropriate Vice President.

5. If circumstances prohibit the completion of this form prior to the overnight travel, submit a brief memo explaining why the form could not be completed in advance and have it reviewed and signed by the appropriate Vice President and/or the President.

6. Completed and approved Pre-Approval Travel Estimate & Request Form is required before airfare can be purchased.

7. Travel reimbursement forms must be reimbursed in the same budget year the travel was completed.

Director: Do not complete the form after the travel has occurred.

This procedure will not change the travel claim documentation requirements and process subsequent to the overnight travel.