

CPTC Procedure: Travel

The Official Statewide Travel Regulations are the regulations and procedures which Coastal Pines Technical College follows. Coastal Pines Technical College may establish procedures that further restrict an employee's travel and travel reimbursement if it is determined that stricter procedures are necessary. Coastal Pines Technical College is not authorized to set more lenient procedures than those authorized by the Statewide Travel Regulations.

The Statewide Travel Regulations are available on the internet at www.sao.georgia.gov under Travel Policy. In addition, information related to Concur and the State of Georgia Hotel/Motel Tax Exemption form are available on the CPTC Intranet under Administrative Services.

Travel Procedures for Coastal Pines Technical College (CPTC)

As of January 3, 2017, Coastal Pines Technical College implemented Teamworks Travel and Expense (TTE) system, an online travel system administered by the State of Georgia State Accounting Office. Hotel and Airline reservations, Travel Requests and Reimbursements are processed in TTE/Concur. Documentation and approvals of Travel Requests and Reimbursements are located in the TTE system. Documentation of reimbursement of travel expenses is maintained by Accounts Payable staff.

TTE Hotel/Airline Reservations

Employees are required to use the TTE/Concur system for booking air travel and hotel reservations. Hotel reservations may be made outside of TTE when the travel is associated with a conference where you have to book directly with the hotel to obtain a conference rate, or your agency is hosting a conference and providing for direct billing arrangements.

TTE Travel Requests

Employees are required to submit Travel Requests in TTE when 1) reimbursement of travel expenses will be requested, 2) travel is outside of the Coastal Pines Technical College Service Delivery Area, or 3) travel is within the Coastal Pines Technical College Service Delivery Area and a personal vehicle is used for authorized travel for college business. TTE Travel requests should reflect all expenses associated with an employee's travel (i.e., meals, lodging, and registration fees) whether or not payment is in the form of a reimbursement to an employee or direct payment by the College to a third party. The TTE Travel Requests shall be approved by the employee's immediate supervisor.

TTE Travel Requests - Authorization for Out-of-State Travel

Authorization for Out-of-State Travel must be approved by the President at least 30 calendar days prior to departure date.

TTE Employee Travel Expense Reimbursement

All full time employee travel expense reimbursements are processed in TTE. The employee must complete the TTE travel expense reimbursement and include all required documentation (e.g. hotel receipts) in TTE. The TTE Expense Reimbursement must be approved by the employee's immediate supervisor and/or Vice President/Executive Director of the division prior to processing for payment. After the appropriate approvals in TTE, then the TTE Expense Reimbursement will be reviewed/approved and processed for payment by Administrative Services. Part time employees will use the manual Travel Expense Form located on the Intranet for travel expense reimbursements.

Expense Reimbursement Schedule

IRS regulations state the traveler must submit travel expense reimbursement requests within 60 days of the end of the trip. Expenses submitted in excess of 60 days may not be reimbursed. Such expenses, IF reimbursed after 60 days, become taxable income to the traveler and will be included on the employee's IRS Form W-2.

Employee Travel Expense statements are to be submitted at least once a month, but not more than twice a month. Administrative Services will reimburse employees for travel on a weekly basis.

Travel Advances

Coastal Pines Technical College does not issue travel advances. This includes the College prepaying hotels on behalf of the employees prior to a trip. Employees will be responsible for paying 100% of travel related expenses (with the exception of rental vehicles) then submitting the TTE Travel Expense Reimbursement.

Mileage Reimbursement Rates for Use of Personal Vehicles

Tier 1 Rate: When a fleet (government owned) vehicle is not available, the employee will be reimbursed for business miles traveled based on the current applicable rate.

Tier 2 Rate: If a government-owned (agency owned) vehicle is available, but a personal vehicle is used, the employee will be reimbursed for business miles traveled at the current rate.

Enterprise and Hertz Car Rentals

Enterprise Rent-A-Car has offices located in Hinesville and within our service delivery area in Brunswick, St. Marys, and Waycross. Hertz Car Rentals has offices located within our Service Delivery Area in Waycross and Brunswick. However, employees may use Enterprise and/or Hertz car rental locations in areas located outside of the College's Service Delivery Area.

Car rentals must be booked through the TTE system (or through a TMC agent assisted call) to ensure contracted State rates are obtained and billed under the mandatory statewide vendor contracts, and to ensure other Policy requirements are met. Refer to the [SAO Travel website](#) for relevant TMC contact numbers.

Employees should contact the Director of Accounting or Vice President for Administrative Services with questions when planning to use Enterprise Rent-A-Car or Hertz.

Determination of Business Miles Traveled

Departure Location:

- If an employee departs from headquarters, mileage is calculated from the headquarters to the destination point.
- If an employee departs from his/her residence, mileage is calculated from the residence to the destination point, **with a reduction** for normal one-way commuting miles.

Return Location:

- If an employee returns to headquarters, mileage is calculated based on the distance to such headquarters.
- If an employee returns to his/her residence, mileage is calculated based on the distance to the residence, with a reduction for normal one-way commuting miles.

Reimbursement for Miscellaneous (Non-Travel Related) Expenses

To request reimbursement for miscellaneous (non-travel related) expenses, employees shall complete the Miscellaneous Expense Form and attach all required supporting documentation. The request reimbursement shall be approved by the employee's immediate supervisor and division Vice President/Executive Director. Reimbursement shall be processed by Administrative Services in accordance with the Expense Reimbursement Schedule above.

Fuel Purchases

Refer to CPTC Procedure: Fuel Cards when purchasing fuel for a College vehicle using a College issued Fuel Card.

Responsibility

The Vice President for Administrative Services has the overall responsibility of ensuring this procedure is implemented.

Adopted: February 27, 2014

Revised: November 14, 2023