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## Travel Policies & Procedures

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## Table of Contents

<b>Employee's Travel</b>	<b>2</b>
1. General	2
2. Purpose of the Travel	2
3. Definitions	2
4. Cost Sharing	2
5. Per Diem	2
6. Travel Request	4
7. Other Travel Allowances	4
8. Travel Day	5
9. Per Diem and Stipend Advances	5
10. Travel Voucher Claims (TVC) and Liquidation of Expenses	5
11. Supporting Documents	5
12. Balances Due to the Traveler	6
13. Balances Due to the College	6
• Payments to Accompany Travel Voucher	6
• Payroll Deductions	6
• Reimbursements Exceeding Original TA	7
14. Allowable Expenditures	7
15. Unallowable Expenditures	7
16. Unforeseen Flight Delays	8
17. Transportation Expenses	8
18. Trip Report	9
<b>Student's Travel</b>	<b>9</b>
1. Trip Report	10
2. Scope and Limitation	10
3. Definitions	10
4. General Procedures	11
Travel Authorization	11
Local travel	12
International Travel	12
Cost of travel	12
Alcohol, Illegal Drugs and Weapons Prohibited	12
Accident & Medical Insurance	13
Compliance and Enforcement	13

# Employee's Travel

## 1. General

Anyone traveling for the College should exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

## 2. Purpose of the Travel

It is declared policy of the College that all travel must be performed either for the direct benefit of the College or to fulfill a real legitimate obligation of the College. With this purpose in mind, all departments shall exercise prudence in sponsoring off-island travel. Travel for temporary, probationary, or retiring employees in addition to standard procedures requires a narrative explanation of the necessity of travel.

## 3. Definitions

The term "traveler" means the person who is traveling for the College

The term "business days" means days during which the College of the Marshall Islands is open for business.

The term "per diem allowance" means a daily flat rate of payment in lieu of actual lodging and meal expenses.

## 4. Cost Sharing

The traveler and person authorizing the travel may make a cost-sharing agreement as to the travel cost.

College of the Marshall Islands may make cost-sharing agreements with other institutions.

If the cost-sharing agreement is made, the traveler must submit documentation of the cost to be paid by the College.

Example: There is only \$700.00 available for travel in a department budget or a grant. The traveler may agree to assume all costs above \$700.00. Upon return, he or she would submit documentation at least \$700.00 in actual allowable expenses.

## 5. Per Diem

A person may request the per diem rate times the travel days without submitting documentation of the cost of the "meals and lodgings" for the travel period. Example a traveler travels five days to Guam. He or she may request a per diem of \$875.00 (5 Days x \$175.00). He or she does not have to submit any receipts for meals or lodgings. If he or she incurred

other expenses on the list of allowable expenses such as car rental or telephone, he or she should submit receipts for such expenses.

### 5.1 Per Diem Rates

**The per diem rates shall be as follows:**

Australia (all locations)	\$175.00
Austria (all locations)	\$175.00
China (all locations)	\$175.00
France	\$ 225.00
Germany	\$ 225.00
Hongkong	\$ 200.00
India (all locations)	\$ 200.00
Israel (all locations)	\$ 225.00
Japan	\$ 275.00
New Zealand	\$ 175.00
Philippines (all locations)	\$ 175.00
Singapore	\$ 175.00
Sweden	\$ 200.00
Switzerland	\$ 225.00
United Kingdom (all locations)	\$ 225.00
All other locations (Europe)	\$ 175.00
Taiwan (all locations)	\$ 175.00
Thailand (all locations)	\$ 175.00
United States	
California	\$ 225.00
New York	\$ 225.00
Washington DC	\$ 225.00
Hawaii	\$ 225.00
<b>All other locations</b>	<b>\$ 200.00</b>
Guam	\$ 175.00
Northern Marianas Island	\$ 175.00
Federated States of Micronesia	\$ 150.00
<b>Republic of Belau (Palau)</b>	<b>\$ 175.00</b>
Republic of the Marshall Islands	
Majuro	\$ 150.00
Kwajalein	\$ 150.00
<b>Jaluit</b>	<b>\$ 150.00</b>
<b>Wotje</b>	<b>\$ 150.00</b>
Neighboring Islands	\$ 75.00
South Pacific Countries, etc.	
Fiji	\$ 175.00
Kiribati	\$ 175.00
Nauru	\$ 175.00
Tuvalu	\$ 175.00

All other international travel destinations not listed above will be calculated at 80% of the United Nations travel per diem rate.

## 6. Travel Request

All planned travel authorizations must be completed and submitted to the Business Office (Travel Desk) on Mondays and Wednesdays at least 10 days prior to the travel date for review and approval. All travelers are encouraged to take advantage of discounted fares and registration fees. Travelers of unplanned and emergency travels of less than 10 days must submit travel authorizations with all required documents no less than 10 business days with justifications. HR TAs for recruitment for off-island hires are exempted.

A complete Travel Authorization (TA) must have the following information attached.

- a. An approved travel proposal by your immediate supervisor indicating the total cost of Trip, the Purpose of the trip and the benefits that the employee would receive as well as the College.
- b. Copy of the itinerary must be attached to the TA (noted that the Comptroller needs to verify that it is the cheapest airfare available, and the most direct route)
- c. Copy of invitation or nomination letter for a meeting, conference, or other travel duties
- d. Copy of schedule for staff development/workshop travel duties
- e. A duly approved leave indicating reason(s) for the leave (i.e. Admin., Annual, or Sick)
- f. **Copy of an approved Travel Allowance Form**

Any incomplete TAs will not be processed.

## 7. Other Travel Allowances

Any CMI employees or board members traveling on behalf of the College of the Marshall Islands may be eligible for the following traveling allowances:

- a. Comfort seating allowance - If the duration of a particular flight segment is more than 5 hours, the CMI employee or the board member is eligible for up to \$300.00 for an extra comfort seat or towards the cost of a business class upgrade. The allowance can also be used while booking the fare. This allowance is only on reimbursable basis upon providing the required documentations (upgrading receipts).
- b. Clothing allowance- If the travel destination or the purpose of the travel requires the CMI employee or the board member to wear certain attire beyond what is expected in the usual course of work duties, he/she may be eligible for clothing allowance up to \$200.00 ONLY. Receipt is required for this allowance.
- c. Representation allowance- The College may provide a representation allowance up to a maximum of \$300.00 to a CMI Board member or a Senior Leadership Team member upon approval by the CMI President. Receipts are required to be submitted via Microix as supporting documents within 15 days after returning from travel duty.

## **8. Travel Day**

The traveler will be entitled to the per diem rate for each travel day of official travel. No more than two days of per diem or expenses for traveling may be claimed before the beginning of official business.

To determine the number of travel days in a trip, the first day is counted but the last day of the trip is not included.

Example: A person leaves Majuro on September 20 and returns on September 25. The trip has five (5) travel days: September 20, 21, 22, 23, 24.

If the traveler goes on annual leave during the trip, his or her travel days end at the time of the end of the business trip.

## **9. Per Diem and Stipend Advances**

Per Diem or Stipend will be disbursed to the traveler as follows:

Per Diem - One Hundred Percent (100%) of the approved per diem stated in the approved Travel Authorization will be advanced to the traveler one (1) day before his departure.

Stipend - Fifty Percent (50%) of the approved per diem stated in the Travel Authorization may be advanced to the traveler one (1) day before his departure, if the College will pay for the accommodation (hotel).

## **10. Travel Voucher Claims (TVC) and Liquidation of Expenses**

Within 15 calendar days after the end of the trip and returning to Majuro or his home base, the traveler should submit the required documents (via Microix and inform the Business Office to properly close the original TA) If any traveler fails to properly close his/her TA, his/her subsequent TA requests will be put on hold by the Business Office.

## **11. Supporting Documents**

The following are the documents that must be attached to each travel voucher claim/report:

- a. Receipt of Departure Fee
- b. Transportation fees (i.e. taxi/bus fares) or Car Rental Invoice/Receipt (\$50.00/day for actual conference/workshop plus Airport Transfers); any transportation expenses over \$50.00 per day MUST be supported by receipt(s).
- c. Boarding Passes
- d. Trip Report (see sample 1.2) and other documents related to travel

If the TVC is supported by receipts in foreign currencies, the traveler must indicate the rate of exchange used on that date and explain the nature of the expenses. TVCs that do not contain this information to support the receipt will be returned to the traveler without processing.

The Accounts Payable Supervisor will check the validity of the supporting documents against the claims, compute the per diem and return the TVC to the traveler's supervisor for review and approval. The latter will make the final submission of the TVC to the Business Office.

## **12. Balances Due to the Traveler**

If an approved Travel Voucher Claim shows that the amount of expenses claimed for reimbursement exceeds the amount of travel advance, there is an amount due to the traveler. An employee having an amount due to him/her will normally be paid within 10 days after submission of the Travel Voucher. The Treasurer at the Business Office will notify the traveler when the check is ready to be picked up.

All Travel Voucher reimbursements will be made by check and payable to the traveler.

## **13. Balances Due to the College**

After Travel Voucher Claim is submitted, the amount due to the traveler as reimbursement for expenses is applied against the amount of advance. If a balance due to the College remains, this is due and payable within 10 business days after receiving the notice from the Account Payable at the Business Office. Further, if a travel voucher is not submitted, the employee is liable for the full amount of the advance.

The following subsections describe how repayments are to be made back to the college.

- **Payments to Accompany Travel Voucher**

When the Account Payable Supervisor completes the TVC and the reimbursable expenses are less than the travel advance, the Account Payable Supervisor will send a copy to the traveler, along with a note stating the balance due and a brief explanation. The traveler must then make payment within 10 business days after receiving the notice from the Account Payable at the Business Office. If paying in person, the traveler should show the copy of the travel voucher to the Treasurer.

- **Payroll Deductions**

If an employee/traveler is unable to come up with enough money to pay the excess of the travel advance made to the traveler, payroll deductions will be made.

Deductions from the employee's pay shall be made at a rate that provides for repayment of the advance in the least amount of time. However, deductions that exceed twenty-five percent (25%) of the employee's net pay may not be made without the employees consent except in the event that the employee is terminated prior to full repayment of the amount advanced, deductions may exceed 25%.

If the employee does not initiate steps to make the payroll deductions, by talking to Account Payable Supervisor and Payroll Department, the payroll deduction will be

done automatically. This will be done on the first payroll following the 15 calendar days during which the travel voucher was due and not submitted or a copy of the signed travel voucher was presented to the traveler with an amount due to the College.

- Reimbursements Exceeding Original TA

Claims for reimbursement exceeding the amount of the original TA by more than \$50 will not be allowed unless it has been approved in advance by the same officials who approved the original TA. If the claim exceeds \$50, the Account Payable Supervisor returns the TA to the requester to process an amended TA. If the excess claim is less than \$50, the Accounts Payable Supervisor will notify the Director of FABS for approval prior to charging the amount to the same account that was charged for the original TA.

#### **14. Allowable Expenditures**

Allowable expenditures are:

- a. Meals
- b. Lodging
- c. Telephone, Fax and Internet- when business calls from non-College telephones are necessary, they should be made on an approved telephone credit card or billed to the calling party and reimbursed on an Employee Expense Report. The use of telephones aboard aircraft is not permitted except in cases of extreme emergency.
- d. Transportation- please refer to Transportation expenses section
- e. Passport and visa charges- payable by the College only when required for College-related international travel.
- f. Baggage handling- The College will reimburse reasonable and necessary baggage handling charges, but "excess baggage" charges will be reimbursed only when carrying College equipment.
- g. Conference and seminar registration fees- Whenever feasible, registration fees for conferences and seminars should be paid by normal check requisition procedures. Such fees should be paid in advance to obtain available discounts and to permit processing through the standard accounts payable process. Any meals included in the registration will be automatically deducted from the per diem. The meals included will be calculated at the rate of Twelve Dollars (\$12.00) per Meal.
- h. Other incidental expenses that were required for the said travel

#### **15. Unallowable Expenditures**

Unallowable expenditures are:

- a. Flight Insurance - The College does not reimburse premiums for personal trip insurance. In the event of accidental death or dismemberment while traveling on College business, the coverage is described in the "Group Insurance Plan" summary provided by the Office of Personnel.
- b. Car Insurance
- c. Alcoholic beverages
- d. Athletic room fees connected with the hotel



- e. Video or cable charges
- f. Reading materials
- g. Laundry Expenses
- h. Gratuities
- i. Taxi/bus fare to/from places other than the official business
- j. Or any other unauthorized purchases

#### 16. Unforeseen Flight Delays

In the event of flight delays due to natural calamities or disaster whereby the Airlines is of no obligation to provide hotel and meal cost to its passengers, the traveler is entitled to per diem for additional travel days spent due to such unforeseen events.

The Airlines usually provide for hotel and meal costs of its passengers for flight delays due to aircraft mechanical problems, therefore, additional per diem to the traveler does not appear to be necessary.

#### 17. Transportation Expenses

##### *Airfare*

- a. Employees are expected to travel by the most direct route using the most economical and reasonable mode of travel available. If an employee travels on official business by an indirect route, reimbursement shall be based on charges as would have been incurred by traveling the most direct route. Additional time required for such indirect travel shall be charged to vacation or leave without pay in accordance with policies regarding such absence.
- b. **The College will not reimburse additional expenses incurred due to change of schedules to meet personal needs or desires.** Any unused portions of the tickets must be returned to the Business Office for reimbursement. Travelers belonging to frequent flyer programs may not refuse a better fare on one airline in order to book frequent flyer miles on another. Reservations are to be made on as timely a basis as necessary to secure Super-Saver or other reduced fares. While, it is the responsibility of the traveler to make his own reservations, **it is the duty of the Business Office to verify and to ensure that the reservations made are in accordance with the most direct route using the most economical mode policy.** Business Office personnel are authorize to make the necessary changes on the flight reservations to comply with the Airfare Policy, however such changes should be communicated to the traveler.
- c. To avoid undue burden to the traveler (i.e. unreasonable layover hours),
- d. The Business Office, after a careful study, may authorize a routing other than the most economical route available. Business Office should maintain on file the necessary documents to support any decision for authorizing a higher airfare.
- e. Airline tickets and per diem will be made available to the traveler a day before the departure date.
- f. It is the responsibility of the traveler to review his airline tickets upon delivery, to ensure that the travel dates/destinations requested and authorized agree with what was procured. Since airline tickets normally procured contain the most restrictions, it is also the responsibility of the traveler to ensure compliance with the fare restrictions to avoid penalties such as re-booking or cancellation fees.

### ***Ground Transportation***

- a. Employees are expected to use the most economical source of local transportation available to meet their needs. Car rental service may be utilized only when other ground transportation is not practicable or cost of public transportation (or taxi cabs) is greater than the rental charges.
- b. The least costly available vehicle (economy or compact car) and rental arrangement (discount rental) are to be used, taking into consideration the number of passengers, luggage or equipment, etc. Travelers should request an educational institution rate. When a more costly rental is employed, reimbursement may be limited to the amount of the less expensive rental.
- c. The college can reimburse a maximum of Fifty Dollars (\$50.00) a day for transportation on the “actual day” of workshop, conference or training. In addition to the maximum amount of Fifty Dollars (\$50.00) for the actual day of workshop, conference or training, the College will also reimburse the cost of transportation from Airport to Hotel and vice-versa.
- d. Extra Insurance: The College will not reimburse or pay for the Collision Damage Waiver commonly offered by rental companies. If Personal Accident Insurance is elected on rentals, it is at the traveler's personal expense. Necessary parking and toll charges incurred on College business can be added to ground transportation expenses.

### **18. Trip Report**

- a. All travelers must submit a Trip Report within 15 days upon arrival.
- b. Trip Report must have the following information:
  - Total cost of Trip (such as: Airfare (indicated on the ticket), Per Diem, Departure Fee, Ground Transportation, Registration, others)
  - If the travel is for professional development, the report should show the benefits to the employee as well as the college. The report should also show how it would improve his or her performance in his or her current job.
  - If the travel is not for professional development (e.g. meeting, others), the report should indicate the benefits that the College would have.
  - Trip Report must be submitted to the Office of the President thru the immediate supervisor, and copies distributed to the Business Office and the Personnel Office.

# Student's Travel

## 1. Trip Report

This policy aims to promote safety and to encourage students to engage in safe conduct when traveling to and from college activities or events. Accordingly, in addition to encouraging students to use good judgment, the College formulated this policy to encourage safe behavior on the part of students presently enrolled at the College.

## 2. Scope and Limitation

This policy applies to all students enrolled in the College who travel to an activity or event that is organized and sponsored by the College with overnight or more days stay, and/or off-island.

For purposes of this policy, an activity or event is organized and sponsored by the College when it has been planned, funded and properly approved by the appropriate College Administrator; for example Dean of Academic Affairs for travels related to a class, Dean of Student Life if travel is initiated by a student organization or Grant Directors for grant sponsored travels.

The types of activities and events covered by this policy include course related field trips, Recreational Sports club trips, the activities of sponsored student organizations, and meetings of academic organizations where a student is officially representing the College.

The policy does not apply to travel undertaken by students to attend out of town athletic events, or to engage in student-teaching, internships, practicums, observations or research, unless the research is organized by a member of the faculty and laboratory trips.

## 3. Definitions

An **organized event** is one that is initiated, planned and arranged by a member of the College's faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator.

A **sponsored event** or activity is one that the College endorses by supporting it financially, or by sending students to participate in it as official representatives of the College.

An **enrolled student** is one who has been admitted to and is attending classes at the College.

**Appropriate Administrator** is a Dean, Department Chair, a Grant Director or a Supervisor of an administrative unit, or their delegate.

A **chaperone** is any Faculty or employee of CMI who accompanies students to the sponsored/organized event.

## 4. General Procedures

### Travel Authorization

- a. In order to assure that the events or activities that involve student travel are within the course and scope of the College's mission, and that student safety issues have been addressed, travel undertaken pursuant to this policy must be authorized in advance by an appropriate administrator and must include a chaperone.

Students traveling to and from College organized and sponsored activities or events may be required to use various modes of travel under different conditions. Each form of travel requires the student to follow common safety precautions and sound judgment.

- o To request authorization, members of the faculty, staff or sponsored student organizations who organize activities covered by this policy must submit a trip proposal from the student, organization or Department indicating the cost of the trip, account/funding to be charged, the benefits of the College and student will receive to the appropriate administrator. Whenever possible, the request should be submitted at least fifteen (15) working days in advance from date of travel to the activity or event for local travels and thirty (30) days for international travel. Once approved, the following forms should be accomplished by the students prior to the activity/event.
  - o a completed Student Travel Request Authorization form (Appendix A),
  - o Release & Indemnification Agreement (Appendix B),
  - o Authorization for emergency medical treatment form (Appendix C), and
- b. Students who will travel overseas must complete the following in addition to the required forms in Subsection 'A' above.
  - o A CMI Travel Authorization form duly signed and approved by the appropriate administrator and authorized by CMI President.
  - o Copies of the itinerary and the proposed accommodation for Business Office's verification that these are the most economical rates.
- c. After the trip, the travelers must submit a trip report within 14 days upon arrival.
- d. When leading group trips, faculty or staff should carry emergency contact information, and the authorization for emergency medical treatment for each participant.
- e. Faculty who teach courses that involve frequent field trips can collect the following information from students at the beginning of each semester and keep it on file with the appropriate administrator for use throughout a semester:
  - o completed and signed medical authorization forms;
  - o completed and signed release and indemnification agreements (a single release and indemnification agreement may be used if a single description fits all the proposed trips); and
  - o proof of a valid vehicle operator's license for students who will operate vehicles.
- f. One-time approval can be provided for multiple trips led by faculty or staff that involve the same locations and same participants.

**Local travel**

Local travel includes travel by students within Marshall Islands. Where possible, College-related local travels should utilize the College's available transportation and the College's authorized driver, except when the activity will be conducted outer islands.

Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the College are required to follow the safe travel rules and applicable RMI laws.

Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier.

**International Travel**

Students traveling to locations outside the Marshall Islands are responsible for satisfying all international travel requirements, to include obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Colored photocopies of the passport must be on file with the College and the chaperone when traveling internationally and that the student is responsible for keeping their passport with them at all times.

**Cost of travel**

The faculty, staff or administrator is responsible for reviewing the students' plans, itinerary, and travel arrangements, such as transportation and accommodation, including the cost of the trip. Each student traveling will be eligible to a stipend of \$25 (international and Kwajalein atoll) or \$12.50 (outer islands of Marshall Islands) per travel day to students which will cover meals and other incidental expenses) and may be claimed in full before the beginning of official travel. The number of travel days will include the first day of the trip but excludes the last day of the trip, per CMI's travel policy.

The proposed accommodations expenses may be paid in advance directly to the vendor or may be advanced by the faculty/staff chaperone. Determination of accommodation expenses will be based on the most economical hotel available in the event area and the number of students who will participate. The faculty/staff chaperone will not share a room with students, unless special circumstances dictate.

**Alcohol, Illegal Drugs and Weapons Prohibited**

Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travels covered under this policy.

**Accident & Medical Insurance**

The faculty member or administrators responsible for the trip shall communicate to the participants that the College does not provide medical insurance for any student’s participation in trips. All student participants shall be responsible for any medical costs incurred during and/or as a result of the trip.

**Compliance and Enforcement**

College employees who authorize students to drive vehicles owned or rented for any College-related business or activities in the RMI are responsible for ensuring the student meets driving requirements established by RMI’s law and Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the personnel manual and College policy. Students will not be allowed to drive outside RMI for activities covered by this policy.

Individual students and student organizations who violate this policy and the safe travel rules approved by the College are subject to disciplinary action, in accordance with the applicable provisions of the Student Code of Conduct which may include disciplinary action and loss of funding.

I, the undersigned, do hereby authorize the College of the Marshall Islands and its agents or representatives to consent in the event that I am incapacitated or unable to act on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_20\_\_\_\_\_.

I have read the above authorization, and confirm that the information contained therein is true and accurate.

\_\_\_\_\_ Date\_\_\_\_\_20\_\_\_\_\_ .

(Signature of Individual Providing Authorization)