

Travel

References: ACCS Board of Trustees Policy 316.01, Code of Alabama 1975, Title 16, and 36

General Guidance

The guiding principle behind the policies and procedures governing travel is to travel responsibly. The word “responsibly” means that the traveler exercises the same care in incurring expenses for travel in service of the state that a prudent person would exercise if traveling at personal expense.

In-State

The President is authorized to approve in-state travel for institution employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

Out-of-State

The President is authorized to approve out-of-state travel for institution employees or students traveling on institution-related activities. Reimbursement shall be made in accordance with applicable state laws.

Foreign

The Chancellor of the Alabama Community College System must approve all foreign educational and non-educational travel prior to the commencement of the travel. Refer to Policy 709.01 related to educational foreign travel. The Chancellor shall issue a procedure and reporting format. The Chancellor shall report all foreign travel to the Board of Trustees.

Traveler Responsibility

An individual traveling in service of the state is responsible for

- 1) obtaining authorization and any required certifications from the head of his or her agency prior to traveling
- 2) incurring only those costs that are reasonable and necessary for carrying out service to the state; and
- 3) seeking reimbursement for qualifying expenses in accordance with the procedures outlined below.

A traveler must seek in writing pre-authorization to travel off-campus and include all foreseeable travel expenses including, but not limited to, registration, meals, hotels, and transportation expenses with the pre-authorization request. (Code of Alabama 1975 Section 36-7-21) A traveler must submit a request for reimbursement within thirty (30)

days of the conclusion of travel. Payment must be processed in the fiscal year the trip occurs.

Requests for all official off-campus travel must be submitted through the established administrative channels and have proper approval. An traveler/employee cannot be reimbursed by the College for travel undertaken without prior approval. *Request to Travel* forms are used for all travel requests and may be obtained online at ESCC Insider. There must be funds in the requester's budget for travel and if not, then a budget amendment must be requested. All Request to Travel must be submitted to the appropriate administrative channels at least **one (1) month** in advance of the travel or as soon as scheduling permits. All travel is to have final approval by the College President prior to the date of travel. Overnight travel will be permitted if the travel destination is eighty **(80)** miles away from home or base (whichever is closer).

President, Dean and Director Responsibility

President, Deans and Directors are expected to exercise good judgment and sound fiscal policy when approving travel. The traveler's president, dean and director must authorize, in writing, any travel for which a traveler intends to seek reimbursement from the state. The written authorization must contain the president's, dean's, and director's certification that the traveler's estimated reimbursable travel expenses have been reviewed and approved by the president, dean and director as being necessary.

Additionally, for in-state travel where actual expenses are authorized, the president, dean and director must certify

- 1) that the person is traveling in service of the state for the purpose of attending or assisting in hosting a convention, conference, seminar, or other meeting of a state, regional or national organization; and
- 2) the institution is a dues-paying member of the state, regional, or national organization and has documentation of membership on file.

The Business Office and/or President shall be responsible for recovering public funds paid to a traveler in the event

- 1) duplicate expenses are claimed and reimbursed; or
- 2) expenses are claimed as personal, but the institution was billed directly.

Should the Business Office and/or President be unable to recover funds owed to the institution, he or she shall immediately notify the Comptroller and the Attorney General so that appropriate legal action may be instituted to recover public funds owed under this chapter.

Deviations from Pre-Authorized Travel

There are situations beyond a traveler's control which may cause the amount of actual expenses to exceed the amount of pre-authorized travel expenses. For example, a flight

may be delayed or canceled, requiring a traveler to return to base a day later than expected and causing the traveler to incur additional travel expenses, such as an extra night in a hotel. For such unforeseen expenses to be reimbursed, a traveler should provide receipts along with an explanation of the circumstances when submitting a request for reimbursement. Additionally, the business office and/or president should certify the increased expense as necessary.

Reimbursement of Travel Expenses

The Code of Alabama 1975, Section 41-4-57 states, "All officers and employees who travel at the expense of the state or any of its departments, agencies, boards, bureaus, or commissions shall file with the comptroller an itemized statement of expenses incurred including those for transportation in connection with such travel at the expense of the state agency, institution, board, bureau, or commission before any warrant shall be issued for such expenses." Note: as the System institutions are under the direction of the Chancellor, per Board of Trustee Policy 102.01, and the System Office is a body corporate agency, per Act 2017-171, the Chancellor has the approving authority for System Office policies. Reimbursements will be routed per the Institution's established approval paths and not the State Comptroller. Documentation should include meeting agendas, program brochures, or other appropriate documentation.

Reimbursement for travel is paid once the trip is complete and the required forms and documentation are completed and submitted to Accounts Payable. If any required criteria are missing, the Accounts Payable Accountant will notify the traveler by email that an updated form must be completed and submitted.

Receipts Required

Receipts will be required for the following expenditures

- 1) Commercial transportation (tourist class), vehicle rental (the State does not pay for rental insurance), and gasoline purchases.
- 2) Motel / hotel lodging (single rate only).
- 3) Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.
- 4) Meal receipts for In-State Actual (Dues Paying) and Out-of-State travel that does not require an overnight stay.

Mileage Reimbursement Rate

The current state mileage reimbursement rate is set to be equal to the travel expense mileage allowance established by the United States Internal Revenue Service. The Business Office is responsible for notifying employees when this rate changes and revising travel request forms. (Code of Alabama 1975 Section 36-7-22)

Private vehicle mileage is reimbursed and calculated based on the State of Alabama Comptroller Mileage Rate. **Be sure to report mileage in whole miles.** Current map mileage must be used where mileage is given.

Some exceptions to consider when claiming mileage reimbursement:

1. An employee electing to travel by personal vehicle at state expense, when a state vehicle was available, **will not** receive mileage reimbursement.
2. An employee is paid mileage for travel from their home to their destination or from their official base to their destination, whichever is less. Must attach a state vehicle request denial to travel request and reimbursement.
3. If during travel, there is an interruption of travel or deviation from the direct route, the mileage allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical usually traveled route.

Use of College Vehicles for Travel

State vehicles should be used when traveling on official College business if a vehicle is available. Persons attending the same meeting or functions are expected to travel together to minimize travel costs. Personal use of state vehicles is prohibited.

College employees driving on official College business must maintain a valid driver's license and must submit a copy of their driver's license to Accounts Payable Accountant prior to official College travel. If an employee fails to submit a copy of his or her driver's license or is uninsurable through the College's auto insurance carrier, the employee is prohibited from driving a vehicle on official College business whether using a state vehicle, their personal vehicle, or any other vehicle. Employees who drive on official College business are required to notify the Chief of Safety & Security and Accounts Payable Accountant immediately if their driver's license is restricted or taken away for any reason.

No driver of any state vehicle may possess controlled substances or intoxicating beverages while operating vehicle. Institution presidents shall establish random testing procedures in cases where more than 50 drivers are employed. See Random Testing Procedures under Transportation.

Reservation of a Vehicle for Travel

State vehicles may be reserved through the ESCC Help Desk, and reservations will be approved on an as-requested basis to approved travelers. Should travel plans change after making a reservation, the person making the reservation is responsible for canceling the request in a timely manner so that other employees can reschedule the vehicle for use. Vehicle reservations are subject to change if a request is received for a trip greater than those reserved. Notification will be sent to traveler if a change in reservation is made.

Seat Belt Usage

Any person driving or riding in a State, college-operated, or college-hired vehicle shall have a duty to comply with Alabama's mandatory seat-belt law, including drivers of vans and buses.

Use of Gas Credit Cards for Travel

Authorized employees may use a college gas credit card only when traveling in a state vehicle. College gas credit card use is authorized only for expenses (fuel, oil, or emergency repairs) required in the operation of a state vehicle. The employee understands that the gas credit card issued is for making authorized purchases only and agrees to reimburse the College for any unauthorized purchases made on this card during the time it is released to them. This could be handled by payroll deduction. The College credit card expenses will be attributed to the appropriate division, department, or program.

Payment of Registration Fees

The College is allowed to pay registration fees in advance. The College will prepay registration fee expenses for which an invoice may be obtained in advance of the travel. In the event the employee does not make the trip for any reason, and the vendor will not refund the registration fee the employee agrees to reimburse the college. The College does not provide any advance payment of travel or payments directly to the employee. Registration fees should be listed on the Request to Travel form with the registration form attached.

Registration fees may be pre-paid using the following process:

1. Prepare a purchase requisition for registration fee,
2. Send signed gold copy of the purchase order to Accounts Payable, with the original invoice for the registration fees. Allow at least 2 weeks for check to be processed.
3. Checks for registration fees will be mailed unless otherwise specified on signed gold copy of the purchase order.
4. Registration fees should be paid with check when allowable.

PREPAYMENT OF AIRFARE EXPENSES

Prepayment of airfare expenses is defined as payments made directly to the vendor on behalf of an employee. The College is allowed to prepay airfare when requested and approved. The following guidelines are to be followed:

1. Prepayment is not to be made directly to the employee.
2. No prepayment of airfare expenses will be made from one fiscal year's funds if the trip is to be made in a different fiscal year. Payment must be processed in the fiscal year the trip occurs.
3. In the event the trip is not made due to personal, professional, or business reasons, any prepayment of airfare expenses made on behalf

of an employee will be reimbursed to the College. This could be handled by payroll deduction.

4. Authorization for prepaid travel expenses should be withheld from any compensation due the employee that has been paid and the trip not made because of termination of services.
5. All airfares will be at tourist class rates.
6. Baggage fees are not included in prepayment.

An employee may request airfare be prepaid by the College by indicating the request to prepay when completing the Request to Travel. Once that form is completed by the traveler, it is forwarded for appropriate approval chain.

After final approval airfare may be prepaid using the following process:

1. Prepare a purchase requisition for airfare, Synovus Bank vendor # A02199777, and attach a copy of the approved Request to Travel
 - a. The following information is to be included on the requisition:
 - Person's name(s) taking the flight
 - Event
 - Date of the flight and return flight
 - The price of the flight (tourist class)
2. Once the purchase requisition is approved the employee can schedule the flight using the College's credit card in the Business Office.
3. After flight is scheduled the signed gold copy of the purchase order, receipt of purchase of the airfare and a copy of the approved Request to Travel is to be turned into Accounts Payable.
4. Upon the traveler's return from the trip, the traveler is to forward to Accounts Payable a boarding pass showing flight information or some document showing the flight did take place.

If prepayment is not approved, the employee will be reimbursed for airfare on their travel reimbursement after the trip is complete.

NOTE: A Request to Travel must be completed and approved before travel purchase orders are requested and travel takes place. Employees traveling without approval are not reimbursed for expenses incurred during travel.

NOTE: FREQUENT FLIER MILES - If the College pays for your airfare and frequent flier miles are awarded, they are the property of the College.

IN-STATE TRAVEL (Non-Dues Paying Event)

The following rules and regulations govern in-state travel (Non-Dues Paying Events):

1. The purpose of the trip/nature of the program involved must be shown on the Request to Travel form and a **copy of the agenda must** be attached to the request. All employees **must** seek in writing pre-authorization to travel off-campus prior to travel.
2. An employee traveling by personal vehicle at state expense, when a state vehicle was not available, will receive mileage reimbursement at the state reimbursement rate (which coincides with the federal reimbursement rate.) An employee electing to travel by personal vehicle at state expense, when a state vehicle was available, **will not** receive mileage reimbursement.
3. Current map mileage must be used where mileage is given on the road map (MapQuest). If travel involves more than one city, indicate route taken. For example, Enterprise – Geneva – Hartford – Enterprise.
4. The traveler will also receive one of the following allowances: (adjusted when meals provided)
 - a meal allowance of \$12.75 for a trip of six (6) to twelve (12) hours duration, (paid through payroll) or
 - a subsistence allowance of \$34.00 (\$12.75, meal allowance + 1/4 of the per diem allowance) for a trip that exceeds 12 hours duration but does not require an overnight stay, (paid through payroll) or
 - Per diem of \$85.00 per day for travel requiring one (1) overnight stay, (\$85.00, per diem x 2 days) (paid through accounts payable) or
 - Per diem of \$100.00 per day for travel requiring two (2) or more nights' stay (\$100.00, per diem x 3 days) (paid through accounts payable).

NOTE: Per diem amounts of \$12.75 and \$34.00 are paid to reimburse meal expense and are reported as taxable income on the employee's W-2 for that tax year. The overnight per diem rate is paid to reimburse meal and room expenses and is not reported as taxable income on the employee's W-2.

Under no circumstances will per diem be allowed for an employee at his official station or base. Where, for traveler's personal convenience or through the taking of leave, there is interruption of travel or deviation from the direct route, the per diem in lieu of subsistence allowed will not exceed that which would have been incurred on uninterrupted travel by the most economical, usually traveled route.

5. The hour of departure from base and the hour of return to base shall be reported by the employee for each trip.
6. Miscellaneous expenditures may be reimbursed as follows. Where the payment of cash is necessary, receipts are required.
 - Postage more than \$1.00.
 - Shipments, freight or express, or drayage.

- Stenographic or typewriting services more than \$1.00 (authorized or approved by the College).
 - Travel related fees such as parking, toll and/or taxi (with a notation of “to” and “from”).
 - Telegrams, cablegrams, fax messages; copy of message.
 - Telephone message, long distance, where the amount involved is more than \$1.00, a receipt will be required, except where a pay station is used at an automatic station and is so stated in the expense account.
 - Miscellaneous emergency expenditures. Receipts must be itemized, reasonable, approved by the appropriate administrator and be less than \$1,000.00.
 - Railroad and other transportation fares showing tax has been reduced.
7. Receipts will not be required for meals and lodgings; however, it would be wise to keep lodging receipts in personal files.
 8. Tips will not be reimbursed unless unusual in nature and explained and approved.
 9. Receipts will not be required when the disclosure of the traveler would be detrimental to the state’s interest.
 10. Storing personal vehicles is a reimbursable item of expense when the traveler is on official business for the state. Receipts, when practical to obtain, are required.

An In-State Travel Reimbursement Report (*Non-Dues Paying Event*) must be submitted to the Business Office on a timely basis to receive reimbursement. Employees traveling on state-funded programs must properly report and submit a reimbursement report on or before September 30. Employees traveling on federally funded programs must properly report and submit a reimbursement report on or before the end of the program.

IN-STATE ACTUAL (Dues Paying), OUT-OF-STATE AND NO OVERNIGHT STAY TRAVEL

In-State, Actual Expenses: Effective 5/26/17, per House Bill 550, which amends Code Section 36-7-21, Code of Alabama 1975, to include reimbursement of actual and necessary expenses where the institution is a dues paying member. The institution must ensure 1) the traveler, in the service of the institution, is attending or assisting in hosting a convention, conference, seminar or other meeting that is a state or national organization, 2) the traveler, or the represented institution, is a dues-paying member of the state or national organization and that documentation of the dues payment is on file with the institution, and 3) the traveler’s expenses are actual and necessary to the travel and have been verified by supporting documentation that is retained on file.

NOTE: While overnight per diem may be substituted at the request of the traveler (standard travel approval procedures must be followed), the institution must offer the traveler the option of the actual in-state expenses and retain documentation for reference.

The following rules and regulations govern In-State Actual (Dues Paying), Out-of-State, and No Overnight Stay Travel:

1. The purpose of the trip/nature of the program involved must be shown on the Request to Travel form and a **copy of the agenda must be attached** to the request. All employees must seek in writing pre-authorization to travel off-campus prior to travel.
2. Commercial airfare may be utilized for long distance trips (traveling eight hours or greater). Personal vehicles may be utilized for long distance trips. However, mileage cost for the trip must be equal to or less than the cost of a round-trip commercial airline ticket or college owned vehicle costs to the travel destination. Comparable quotes should be within a reasonable time from departure date. If an employee desires to use his personal vehicle on such long-distance trips and claims tourist class plane fare, he must take annual leave for travel time to and from his destination beyond that time which is required for commercial air travel.
3. Traveler will receive a daily per diem for meals and incidental expenses (M&IE) based upon the location (city) of duty in an amount that corresponds with the U.S. General Services Administration M&IE per diem rates for the continental United States ("CONUS"). Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Per diem is a flat-rate allowance intended to cover costs for meals and incidental expenses. A traveler will not be required to submit receipts for these items, nor will they be allowed to claim any extra expense related to them. A traveler will receive per diem, as outlined above, regardless of actual expenses. Exception would be travel requiring no overnight stay.

NOTE: If the hotel, conference, or meeting provides meals for the traveler the per diem rate amount will be reduced by the meal rates per the GSA site. As an example, if the travel destination qualified for the \$51.00 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12.00 lunch.

- Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
- On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.

- Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses. Exception meal receipt are required for actual expenses for travel not requiring an overnight stay.
4. For travel not requiring an overnight stay, the traveler will be reimbursed actual meal expenses up to the 75% (day of travel amount) of the daily rate of the allowable meal expenses for M&IE (“CONUS”) from the GSA website. If meals are provided the receipts will be reduced by the meal rate. **Receipts are required for reimbursement.**
 5. Baggage fee receipts, including overweight fees, are required for reimbursement. One checked bag fee is allowed for standard travel. Justification and preapproval are required for additional checked bags. Tips for baggage handlers are included in per diem for M&IE and will not be reimbursed as travel-related expense.
 6. Traveler will be allowed to depart home base one day before the event for which the individual is traveling begins and return to home base one day after the event concludes, regardless of the event start time or end time if it is determined by the President and the appropriate administrator to be necessary. Administrators and the President are expected to exercise good judgement and sound fiscal policy when approving travel departure and return dates. The Business Office may require written justification in cases where departure and return dates appear excessive.
 7. All out-of-state and in-state dues paying event travel will be of tourist class when commercial transportation is employed.
 8. Employees participating in professional development activities out-of-state should adhere to the rules and regulations governing out-of-state travel.
 9. Tips related to transportation (shuttle, UBER, taxi) are included in per diem for M&IE and will not be reimbursed as a travel related expense.

Travel Procedures

Complete the Following:

- Request to Travel – Must download forms
- Request State Vehicle – Help Desk – Car Request

Steps to complete the Request to Travel Combined Form:

- Check type of travel: In-State, In-State Actual (Dues Paying), Out-of-State, No Overnight Stay
 - If travel is In-State Actual but does not require and overnight stay check both In-State Actual and No Overnight Stay boxes. If travel is Out-of-State

but does not require and overnight stay check both Out-of-State and No Overnight Stay boxes. Meal receipts are required to be reimbursed.

- Traveler Name/Title
- Destination
- Reason for travel – attach Agenda
- Departure date and time
- Return date and time
 - In-State Per Diem and Mileage Travel
 - Meal Allowance – enter the correct amount (6 to 12 hours \$12.75) (Exceeds 12 hours but not overnight \$34.00)
 - Per Diem – enter the correct amount (1 overnight stay \$85 x 2 days) (2 or more nights \$100 x number of days)
 - Transportation
 - Check state vehicle yes or no
 - If state vehicle is available and traveler elects to use personal vehicle mileage **will not** be reimbursed.
 - If state vehicle is not available enter round trip mileage and attach map mileage printout and state vehicle denial.
 - Stop here if travel is In-State non-dues paying.
 - In-State Actual, Out-of-State, No Overnight Stay Travel
 - Transportation
 - Check state vehicle yes or no
 - If state vehicle is available and traveler elects to use personal vehicle mileage **will not** be reimbursed.
 - If state vehicle is not available enter round trip mileage and attach map mileage printout and state vehicle denial.
 - Request Prepayment of Airfare check yes or no – attach printout
 - See policy for Prepayment of Airfare Expenses
 - Enter Registration Fee – attach copy of registration form
 - Enter Lodging Expenses – attach printout
 - Enter Meal/Incidental Expenses – Per diem rates can be found at www.gsa.gov/travel/plan-book/per-diem-rates; attach printout.
 - Sign and forward to the appropriate approval chain
 - Immediate Supervisor
 - Dean
 - Director of Financial Services
 - President
 - If you request prepayment of airfare expenses, you must agree to the statement at the bottom of the Request to Travel form.

After the Request to Travel has been approved:

- Key requisition for registration fee - attach copy of registration form
- Key requisition for traveler's reimbursement – attach copy of Request to Travel and all documentation.

- If only claiming the meal allowance paid through payroll you do not need to key a requisition. The meal allowance of \$12.75 or \$34.00 is paid through payroll.
- Key requisition for airfare if requested prepayment – attach copy of Request to Travel and all documentation.
 - See policy for Prepayment of Airfare Expenses

After Returning from Travel:

- In-State Travel Non-Dues Paying Event)
 - Complete the **In-State Travel Reimbursement Report**
 - Traveler's Name
 - Destination
 - Departure Date and Return Date
 - In Table
 - Date
 - Time of Departure and Return
 - Point of Travel From – (where traveler left from)
 - Point of Travel To – (where traveler returned to)
 - Per Diem for overnight stay
 - Registration Fee – only if traveler paid – must submit copy of cancelled check or credit card statement showing traveler paid.
 - Miles – must submit state vehicle request denial to be reimbursed for mileage
 - Parking – must submit receipt
 - Meal Allowance - If Trip was only 6 to 23 hours (no overnight stay) indicated amount
 - Submit In-State Travel Reimbursement Report, signed gold copy of purchase order, approved Request to Travel, Agenda, required receipts and any other required documents to Accounts Payable. Allow at least two weeks to be reimbursed.
 - If only claiming the meal allowance, this will be processed with the next payroll depending on when the Payroll Office receives the In-State Reimbursement Report.
- In-State Actual, Out-of-State, No Overnight Stay Travel Reimbursement
 - Complete the **In-State Actual & Out-of-State Travel Reimbursement Report**
 - Traveler's Name
 - Destination
 - Departure Date and Return Date
 - Check if In-State Actual, Out-of-State, No Overnight Stay
 - If travel is In-State Actual but does not require and overnight stay check both In-State Actual and No Overnight Stay boxes. If travel is Out-of-State but does not require and overnight stay check both

Out-of-State and No Overnight Stay boxes. Meal receipts are required to be reimbursed.

- In Table
 - Date
 - Time of Departure and Return
 - Point of Travel From – (where traveler left from)
 - Point of Travel To – (where traveler returned to)
 - Airfare if Traveler paid – receipts required
 - Lodging – receipts required
 - Taxi – receipts required
 - Miscellaneous – receipts required (tolls, printing, etc.)
 - Registration Fee – only if traveler paid – must submit copy of cancelled check or credit card statement showing traveler paid.
 - Allowable meal expense from GSA website. If meals are provided the per diem rate amount will be reduced by the meal rate per the GSA site. On travel days traveler is only entitled to 75% of the meal rate.
 - If travel required, no overnight stay meal receipts are required for reimbursement. Actual expenses will be reimbursed up to the 75% of the daily rate of the allowable meal expenses from GSA website. If meals are provided the receipts will be reduced by the meal rate per the GSA site.
 - Miles – must submit state vehicle request denial to be reimbursed for mileage
 - Parking – must submit receipt
- Submit In-State & Out-of-State Travel Reimbursement Report, signed gold copy of purchase order, approved Request to Travel, Agenda, required receipts and any other required documents to Accounts Payable. Allow at least two weeks to be reimbursed.

TRANSPORTATION

Each institution providing transportation services for students should have adequate supervision of transportation services regardless of whether such services are provided in publicly owned or privately owned buses.

The President has designated the Chief of Safety/Security to serve as the College's transportation manager. The transportation manager supervises all transportation services provided by the College and the use of State vehicles.

All buses/vans purchased with public funds owned by institutions under the jurisdiction of the Alabama Community College System Board of Trustees should be used only for

transporting students, employees, and/or school property to and from school or other necessary school related activities as authorized by the President.

The College should have safety inspections made at least once a month whether the vehicles are publicly or privately owned. The safety inspections should be performed by a qualified mechanic.

The transport buses owned by the College should be equipped with a seat belt for the driver. The driver must wear the seat belt while operating the vehicle.

The Alabama Uniform Commercial Driver License Act requires that any person driving a bus/van designed to transport sixteen (16) or more persons, including the driver, have a current Class C or Class B Commercial Driver's License. The appropriate class of Commercial Driver's License is determined by the manufacturers recommended vehicle capacity or the gross vehicle weight rating.

No driver of any College vehicle may possess controlled substances or intoxicating beverages while operating buses. The President shall establish random testing procedures in cases where more than fifty (50) drivers are employed.

Random Testing Procedures:

The Chief of Safety & Security under the direction of the President will conduct employee drug and alcohol testing for employees in safety sensitive positions as required by and in accordance with federal law. Testing will be required for all employees holding a commercial driver's license (CDL) or who occupy a safety sensitive position as designated by the Chief of Safety & Security or President ("covered employees")

Prohibited Alcohol and Controlled Substance-Related Conduct

In addition to activities identified in other policies, rules, and procedures, College employees are prohibited from the following:

- Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration in excess of the standard set by the Federal Highway Administration (FHWA).
- Being on duty or operating a vehicle while possessing alcohol
- Consuming alcohol while performing safety-sensitive functions;
- Consuming alcohol within eight hours following an accident for which a post-accident alcohol test is required, or prior to undergoing a post-accident alcohol test, whichever comes first;
- Refusing to submit to an alcohol or controlled substance test required by post-accident, random, reasonable suspicion, or follow-up testing requirements;
- Consuming alcohol or being under the influence of alcohol within eight (8) hours of going on duty, operating, or having physical control of a vehicle;
- Reporting for duty or remaining on duty when using any controlled substance, except when instructed by a physician who has advised the driver/employee and the Chief of

Safety & Security that the substance does not adversely impact the performance of any safety-sensitive duty;

- Reporting for duty, remaining on duty, or performing safety sensitive functions with controlled substances in the employee's system.

In the event of a violation of this policy, the employee shall be removed immediately from safety-sensitive duties and shall be subject to such further actions, including disciplinary action up to and including termination, as deemed appropriate by the President.

Testing Program Authorized

The Chief of Safety & Security under the direction of the President is directed to establish a testing program whereby all covered employees will be tested for the presence of alcohol and controlled substances. The following tests may be conducted:

- **Pre-employment Testing** – Prior to the first time a covered employee performs a safety-sensitive functions for the College, the employee must undergo testing for alcohol and controlled substances.
- **Post-accident Testing** – Each surviving driver of an accident, as defined by the FHWA, will be tested for alcohol and controlled substances. In addition, covered employees who are involved in an accident involving injury to a person, or property damage in excess of five hundred dollars (\$500.00) will be subject to post-accident testing.
- **Random Testing** – The College will conduct unannounced random alcohol and controlled substance testing of its covered employees.
- **Reasonable Suspicion Testing** – A covered employee must submit to alcohol or controlled substance testing whenever there is reasonable suspicion of alcohol misuse, or the use of controlled substance based on specific, contemporaneous, and articulable observations concerning the appearance, behavior, speech, or bodily odors of the employee.
- **Return-to-Duty Testing** – A covered employee must submit to return-to-work alcohol and/or controlled substance test before being permitted to return to work following a positive alcohol or controlled substance test or other violation of this policy or federal regulation.
- **Follow-up Testing** – Any employee who continues performing safety-sensitive functions for the College, following a determination that the employee requires assistance in resolving problems associated with alcohol misuse or the use of controlled substances, shall be subject to unannounced follow-up alcohol or controlled substance testing as directed by the College's substance abuse professional (SAP).

Administration of Program

The Chief of Safety & Security is authorized by the President to oversee the testing program, to contract with appropriate providers to implement the program, to develop guidelines, rules, and regulations, to implement training programs, to develop and distribute educational materials and appropriate notices to covered employees, and to take such further action as may be required by federal law.

Tags for Motor Vehicles Owned and Used by the College

The College should apply to the State Department of Revenue for license tags for State vehicles. Form #MV40-12-250 9/97 is required.

When the vehicle for which the tag was obtained is sold, salvaged, or destroyed, the tag should be removed. The College may request the Department of Revenue to reissue the same tag as a replacement on a new registration receipt. Effective January 1, 1998, the Code of Alabama 1975, §40-12-260 (b)(1) requires that a copy of the vehicle's registration be kept in each vehicle.

State-Owned Vehicles

The Alabama Community College System Board of Trustees has authorized the College to have state-owned vehicles. No State or College-operated vehicle shall be used for any purpose other than for the authorized official transportation of students, employees, and/or school property or for such other College-related purpose as shall be specifically authorized by the President.

Any person driving or riding in a State, operated, or hired vehicle shall have a duty to comply with Alabama's mandatory seat-belt law which includes drivers of vans and buses.

Liability Insurance

The College shall purchase and maintain liability insurance coverage on all vehicles owned by the College. Proof of current liability insurance coverage should be maintained in each State vehicle.

The following parties, in addition to the College and its officials and employees, shall be included as named insured: The State of Alabama; The Alabama Community College System Board of Trustees; The Alabama Community College System Office; and the officers and officials of each of the foregoing. In the event the College shall not be able to obtain insurance which meets all of the above- stated specifications or shall not be able to obtain such insurance except upon the payment of premiums which would create a financial hardship on the College, the Chancellor shall have the authority to review and approve such automobile liability insurance coverage as the President shall submit to the Chancellor as the most appropriate coverage to be available under the existing circumstances.

Addendum to ESCC Travel Policy

Effective Date: 10/31/2023

Single-Day Travel

In-State

- No travel allowance shall be paid for a trip of less than six hours in duration.
- For a trip of six to twelve hours in duration the traveler will be paid a meal allowance of \$12.75. For travel more than twelve hours in duration the traveler will be paid \$34.00.
- Receipts are NOT required.

Out-of-State

- Traveler will be reimbursed actual meal expenses up to the 75% (day of travel amount) of the daily rate of the allowable meal expenses for the daily TOTAL M&IR ("CONUS") from the GSA website.
- If meals are provided the reimbursement will be reduced by the meal rate.
- Receipts ARE required for reimbursement.

Overnight Required Travel

- Reimbursement for lodging will be done based on actual cost. (Receipt required)
- In the absence of a hotel receipt, the employee will be paid at the current per diem rate of \$85 per day for one night (two-day travel), and \$100 per day for trips longer than one-night (three or more-day travel).
- Reimbursement for meals will be done based on the United States General Services Administration per diem rates found at www.gsa.gov. (Receipts NOT required)
- If meals are provided the reimbursement will be reduced by the meal rate.

Dues Paying travel options are NO LONGER available.

TO BE REIMBURSED BASED ON THE ABOVE POLICY:

- **TRAVELER MUST SUBMIT A COMPLETED REQUEST TO TRAVEL FORM WITH ACTUAL COSTS PRIOR TO TRAVEL**
- **TRAVELER MUST OBTAIN PRESIDENT APPROVAL OF THE REQUEST TO TRAVEL FORM PRIOR TO TRAVEL**

Some expenses may not be known prior to travel. Travel related fees such as parking, tolls, taxi, Uber, and any other miscellaneous expenses require receipts and can be added to the Travel Reimbursement when submitted.