

Rochester Community and Technical College (RCTC) employees who travel on state business at state expense are responsible for the accurate completion of all required forms, and shall follow all State, System and RCTC policies/procedures. System Board Procedure 5.19.3 will be in effect with the following additions.

Part 12. Credit Card Use

Purchase Orders are the preferred method of payment for lodging facilities and airline tickets, but the RCTC Credit Card may be utilized if the procedures outlined in Subpart A and Subpart B below are followed. Employees are responsible for completing a Travel Request form, obtaining appropriate authorization for travel, and determining estimation costs before making any reservations or requesting the use of the credit card. Misuse of the credit card, or failure to follow proper procedures as defined below may result in:

- Suspension or cancellation of charge privileges, and/or
- Legal action against the employee.

Subpart A. Lodging Facility Charges

Purchase Orders are the preferred method of payment for lodging facilities, but the RCTC Credit Card may be utilized if the following procedures are followed:

- Employees must have on file in the Business Office an approved Travel Request Form.
 - After the employee has made the tentative lodging reservation, a request may be submitted to the Business Office Supervisor or designee for activation of the College credit card. The request must include the name, address, and phone number of the lodging facility, the arrival/departure dates of the trip and an estimation of the charge.
- The Business Office Supervisor or designee will confirm the reservation directly with the lodging facility, and forward verification to the lodging facility specifically outlining what charges may or may not be accepted on the card.
 - Lodging expenses incurred by a spouse or other individual accompanying an employee on business will NOT be paid on the card or reimbursed to the employee.
 - The lowest government rate available should be secured.
 - Only the single room charge and tax will be accepted on the credit card, unless multiple employees attending the same conference are sharing a room. The employee must pay all other miscellaneous charges such as meals, dry cleaning, telephone, etc., to the lodging facility at the time of checkout. Those approved business related expenses may be reimbursed through the Employee Expense Report process.
 - Some lodging facilities require 24-hour advance notice of cancellations. The employee is responsible for adhering to lodging facility reservation requirements to ensure the state does not incur "no-show" or early checkout fees or penalties.
- Employees must submit the original lodging receipts showing the details of the charges to the Business Office Supervisor or designee within two (2) days of returning from the trip.

Subpart B. Airline Charges

College employees may use a travel agency of their choice to plan travel arrangements. Employees are responsible for booking the lowest price fare that substantially meets the requirements of the trip. Purchase Orders are the preferred method of payment for airline tickets, but the RCTC Credit Card may be utilized if the following procedures are followed:

- Employees must have on file in the Business Office an approved Travel Request Form.
 - After the employee has made tentative travel arrangements with a travel agent, a request must be submitted to the Business Office Supervisor or designee for activation of the credit card. The request must include the employee's name, travel agency name, address and phone number, the flight itinerary (including dates/times), and an estimation of the charge.

- The Business Office Supervisor or designee will confirm the airline reservation directly with the travel agency.
- Employees must submit the original invoice to the Business Office Supervisor or designee immediately upon receipt of the airline tickets.

Subpart C. Frequent Flyer Miles

Legislation requires that frequent flyer miles accrued by public employees and paid for with public funds revert to the public body that bought them. All employees will sign the following certification statement when filing for employee expense reimbursement: *“State employees and other official using state funds traveling on state business and using commercial airlines cannot claim frequent flyer mileage as their own. Employees must certify that they have not claimed frequent flyer mileage for personal use when they apply for travel reimbursement. Any benefits received belong to the state.”* When applying for employee expense reimbursement RCTC employees are certifying that they have not claimed frequent flyer mileage for personal use. Any benefit received belongs to the state.”

Subpart D. Cancellation of Trip

In the event an employee is unable to travel, it is imperative that the employee contact the Business Office Supervisor or designee, immediate supervisor, and (if traveling by air) the travel agent as soon as it is determined that the trip will not take place.

Lodging

The employee will investigate the possibility of a refund or credit voucher to apply the deposit toward future lodging at the facility.

Airfare Vouchers When Trip Is Not Taken

The employee will investigate the possibility of a refund or a credit voucher (minus a penalty fee) to apply the unused airline ticket toward the purchase of another ticket for an RCTC employee.

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Updates: 11/2/2021 (No changes)