

General Instructions

1. This form has five (5) tabs - Instructions, Travel Policies, Authorization, Reimbursement Report, & Insurance Form
2. All college travel must be approved prior to the date of departure, including recruiting travel, for any employee without spending authority according to the DOA.
3. Those with spending authority need to complete the first section of the Authorization tab and submit it to the Risk Manager for every business trip/college function trip they take prior to leaving.

Instructions for the Travel Authorization

Pre-Approval

1. This form must be completed for all travel.
2. **Out of state travel** requires approval of the Department/Budget Manager **in advance**, before **ANY** registration, airline, or rental car reservations are made. Travel forms must be approved prior to any departure for travel on College business.
3. This form is also required for **all grant funded travel** regardless of the destination, and requires supervisory approval similar to other travel, **prior** to submitting to the Business Office.
4. All air travel must start/end with the Gillette airport. Special exceptions only on approval of the CFO.
5. Complete this form in Excel. Many of the cells are formulas to make the math easier for you.
6. Save this form to your desktop to complete the Travel Expense Reimbursement Report after your trip, if necessary. Some of the cells of the report are pre-populated from information on the Travel Authorization Form.
7. No hand written forms will be accepted, however you may print the form to sign it. You may also electronically sign and submit.
8. Once supervisor approval is obtained, submit the completed form to the Business Office.
9. If you have any questions about how to complete this form, please contact the Business Office.

Post-Approval

11. Once your travel is approved, you are responsible for making your hotel and airline reservations. You must also complete any conference or event registrations. Please contact the Business Office for assistance and/or use of a college credit card.
12. Airfare should be booked through a travel agent or directly with the airlines. If you use Expedia, Orbitz, Travelocity or any other third-party booking service, it may be difficult to process changes or cancellations when needed, therefore, if you use one of those sites, any change expenses would be your responsibility unless approved by the CFO.
13. Hotel reservations can be made and paid with the Business Office credit card if necessary. The hotel will need to send a "Credit Card Authorization Form" to the Business Office for completion. A copy will be provided to the traveler.
14. After making your reservations/registration, send the confirmations or receipts or other documentation to the Business Office for payment so the receipt can be attached to the business office credit card report.
15. If attending a conference, include the conference schedule to verify any provided meals.
16. Per Diem will be processed automatically and the payment can be made up to seven days prior to your travel. For the quickest receipt, please complete a Direct Deposit form so that we can send the funds directly to your bank. If per diem is not requested in advance, you have ten business days after completing the trip to submit expense reimbursement requests.

Post-Travel

17. If you require a reimbursement after traveling, usually for mileage on a personal vehicle or charges for a rental car, please submit the Travel Expense Reimbursement Report **within ten (10) days** of the completion of your travel to the Business Office. Include receipts for all expenses you want reimbursed. Credit card statements DO NOT qualify as receipts.

How to Complete the Authorization

1. Visit <http://www.gsa.gov/portal/content/104877> to determine the per diem rates for your travel destination.
2. Per Diem rates are per day. On travel days (first and last day), you will receive 75 percent of the Per Diem daily rate. On non-travel days, you will receive the full Per Diem rate. Incidental expenses are tips for taxis, drivers, bell hops, etc. and are included in the Per Diem. Reduce the amount for any meals included with the event registration or hotel reservation.
3. Estimated Cost of Trip - For each type of cost, enter the estimated amount under the column heading that best explains how that cost will be paid. For example, registration, airfare and lodging are generally paid prior to the trip. If these expenses are paid by a PO then list them under that column. For eligible costs incurred during the travel, you would use either your Per Diem for meals and incidentals, your College MasterCard, or personal funds (this should mostly be local transportation).
4. Funding Sources - Enter your department name(s) and account number(s) that will be charged for these expenses. The totals for all account the numbers should equal the total of all the estimated costs.

Instructions for Per Diem

Pre-Approval

1. Per Diems are for employees and students only.
2. Visit <http://www.gsa.gov/portal/content/104877> to determine the per diem rates for your travel destination.
3. Per Diem rates are per day. On travel days (first and last day), you will receive 75 percent of the Per Diem daily rate. On non-travel days, you will receive the full Per Diem rate. Incidental expenses are tips for taxis, drivers, bell hops, etc. and are included in the Per Diem.
4. If you are attending a conference or event, you must provide a copy of the schedule and details of the conference to determine if any meals are provided. Meals provided must be deducted from the total Per Diem.
5. You are not required to take the maximum Per Diem if your department or funding has a lower allowable amount. However, once the Per Diem is issued, you cannot ask for additional funds.
6. Because we pay per diems, we will not reimburse for meals and incidentals. The College does not reimburse for alcohol or entertainment. No receipts are required for per diems. -Parking and tolls will be reimbursed per receipt.
7. If you have any questions about how to complete this form, please contact the Business Office.

Post-Approval

8. Direct deposit is the preferred method of providing your Per Diem. If you've not already done so, please complete a BO Direct Deposit form found on the provided by the business office.

Post-Travel

9. Within thirty (30) days of the completion of your travel, complete a Travel Expense Reimbursement Report detailing only **additional** reimbursable expenses incurred during your travel. Do not include meals and incidental expenses covered by your Per Diem.
10. Give the completed Travel Expense Reimbursement Report to the Business Office. Include any receipts from your trip for which you are seeking reimbursement.

Instructions for the Travel Reimbursement Report

1. This form must be completed if you **need a reimbursement**.
2. Complete this form in Excel. Many of the cells are formulas to make the completion easier for you.
3. No hand written forms will be accepted, however you may print the form to sign it, or an electronic signature is acceptable
4. Tape receipts to a clean sheet of paper.
5. If you have any questions about how to complete this form, please contact the Business Office.
6. Some cells are pre-populated from the Authorization tab. If these cells need to be changed, change them on the Authorization tab and the information will be updated on the Reimbursement Report.
7. List each receipt on a separate line in the appropriate expense column.
8. If you took your own vehicle and are eligible for mileage reimbursement, enter the number of eligible miles and the formula in column 4b will calculate for you. Your normal commute to and from your home campus is not eligible for reimbursement.
9. Enter the total amount to be charged to each GL#. The total of all of these must equal the total of all expenses entered.

COLLEGE FACULTY/STAFF TRAVEL PROCEDURE**I. Conduct**

When traveling as a GCCD Employee or student representing GCCD, you are expected to exhibit professional conduct at all times. This includes refraining from excessive drinking and partying, avoiding public conflict, and addressing all others in a professional and courteous manner. Best practice discourages transporting students in personal vehicles and traveling with less than three persons per vehicle.

II. Reimbursement for approved College faculty and staff travel will be computed on the following schedule for each trip.

Registrations and hotel reimbursements are designed to cover appropriate expenses and will be paid based on actual itemized receipts. Your College Credit Card can be used for all travel expenses if applicable.

Employees are encouraged to rent a vehicle for all CGGD travel and are discouraged from using their personal automobile. When car pooling, only the vehicle owner is eligible for the reimbursement. Your normal commute to and from your home campus is not eligible for reimbursement. If an employee utilizes commercial airlines for travel, reimbursement will be made for the actual receipted charges if prior approval is obtained. No charter flights are permitted without presidential approval. No reimbursement will be provided for un- approved travel.

Rather than require receipts and reimburse for actual cost of meals and incidentals while traveling, we will provide a per diem reimbursement effective September 15, 2022. No other meal or incidental reimbursements will be paid. Receipts will not be necessary for meals and incidentals.

- * Meals & Incidentals Expenses (M&IE) are allowed up to the full daily limit per www.gsa.gov/perdiem. (Note: Hotel rates do not apply - hotels will be paid per receipt.)
- * First and last day of travel are paid at 75% of M&IE per diem per Federal regulations.
- * Per diem is reduced for meals that are included in a conference registration fee or provided by a hotel. The breakdown for breakfast, lunch and dinner are used to determine these reductions.
- * Applies to out of state and out of district (in-state) travel
- * Meals for single day trips within our district (Campbell County) are not eligible for per diem.
- * Meals for overnight trips within our district are eligible for dinner and breakfast per diem.
- * When a travel authorization is approved by a supervisor with relevant oversight and spending authority per the DOA, the business office will process the per diem requested and the traveler will get a check/direct deposit. Per Diems can be requested before or after the trip and can be paid by check or direct deposit.
- * Travel authorization must include the conference schedule, if applicable, and the name of the hotel to verify any provided meals.
- * Please contact the President or CFO for consideration of unusual circumstances, such as treating guests.
- * All grant travel, requires a Travel Authorization form and these per diem guidelines will apply.
- * Recruiting per diem must be requested from the Business Office using the Travel Authorization Request Form

III. All travel requests and reimbursements must be approved by the employee's immediate supervisor with spending authority. Any requests requiring pre or post travel reimbursement, also needs to be submitted to the Accounting Manager in the Business Office for payment processing. These processes and forms can be found on "the Bridge".

Gillette Community College District Faculty/Staff Travel Authorization and Per Diem Request				Important: The purpose of this form is to request approval for ALL travel, including travel for recruiting purposes. Out-of-state travel requires approval at least 4 weeks prior to the date of travel. This form is formula driven. The gray cells calculate for you. No hand written forms will be accepted. Print the form for signatures.							
Employee/Student Name				Employee/Student #							
Destination		Departure Date		Time							
		Return Date		Time							
Purpose of Travel											
Conference link, if applicable:				Hotel link, if applicable:							
Grants Only	Goal Supported				Strategy Supported						
	Save this form to your desktop to complete the Travel Expense										
Calculating Per Diem (Recruiters, please attach Multi-Destination Per Diem Request form instead):											
Visit http://www.gsa.gov/portal/content/104877 to determine the per diem rate for your travel destination.											
Total Rate		Breakfast		Lunch		Dinner		Incidental Expenses			
0											
Calculate 75% of Total Rate for the first and last day of travel and the Total Rate for each day in between. Reduce the total by any meals provided by a conference or hotel. This will be the MAXIMUM per diem allowed. We do not reimburse for meals by receipt unless you are treating others, which requires pre-approval. Reimbursements will not cover alcohol or entertainment and must have an original receipt.											
Calculating Mileage (Round Trip, Gillette to destination):											
Visit https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc to determine the mileage rate for your travel destination.											
Mileage to		Mileage from		Total Round Trip		Rate		Reimbursement			
				0		0.67		0			
Insert reimbursement amount into appropriate column below.											
Estimated Cost of Trip:											
Method of Payment ==>		College PO		College MasterCard		Per Diem		Personal Funds		Total	
Registration Fees										-	
Airfare										-	
Lodging										-	
Mileage/Fuel Costs										-	
Rental Car/Taxi/Shuttle/Parking										-	
Per Diem/Meals/Incidentals										-	
Other / Baggage and Cultural Experienc										-	
Total Estimated Cost of Trip		-		-		-		-		-	
Funding Source(s)		Department Name				Registration		Account #		Amount	
						In-State Travel		-9320			
						Out-of-State Travel		-9320			
Funding Source(s)		Department Name				Registration		Account #		Amount	
						In-State Travel		-9320			
						Out-of-State Travel		-9320			
Total of funding sources must equal total estimated cost of trip, which is \$										-	
Total of all Funding Sources =											
-											
Out-of-State Per Diem Request:											
Your Per Diem request cannot exceed: You have not estimated any meal costs											
Per Diem will be issued approximately 7 days prior to your travel date. NOT CONSISTENT If you do not have direct deposit set up, a check will be available at the Business Office											
You may choose to be reimbursed actual meal costs after your travel or to take a per diem lower than the gov't rate.											
How much per diem would you like? PLEASE ENTER AMOUNT HERE==>											
Authorization:											
I request authorization to travel as indicated above in accordance with the travel regulations of GCCD.											
I agree to complete a Travel Expense Reimbursement Report, when necessary, and submit it with receipts attached within TEN (10) days of the completion of travel.											
I have a valid drivers license and my driving record is in good standing.											
Employee/Student Signature				Date							
Supervisor/Faculty Signature				Date							
If per diem is requested prior to departure for travel:											
Accounting Manager's Signature				Date							
Original: Accounting Manager, srankin@gillettecollege.org											
If travel is grant funded, grant administrator must approve before submitting to Accounting Manager											
Updated 7/18/23											
For Grants Office Use Only						For Business Office Use Only					
EPLS/SAM Data Ext # _____ Date: _____ Reasonable? Allowable/Justified? Allocable to the Grant? Budget Available -OR- Funds Transferred: Date _____ BE# _____ Amount \$ _____ From GL# _____ To GL# _____						Amount of Per Diem Requested _____ Voucher # _____ Amount _____ \$0.00 _____					

Gillette Community College District
Travel Expense Reimbursement Report

Important:
The purpose of this form is to detail additional, reimburseable, expenses associated with this trip.
Tape original receipts to the back of this form. Use other paper if needed.
This form is formula driven. No hand written forms will be accepted.
Print the form for signature.

Name/ Address	0	Employee #	0
		Dates of Travel	

Departure Time from GCCD		Arrival Time at GCCD	
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List all expenses associated with this trip for which you are seeking reimbursement:

[illegible]

To change account #s, change them on the Authorization tab.

GL #'s to charge, enter amount(s)	Registration	00-000-000000 -9740	0.67 Federal mileage rate	Amount GCCD owes me: <div></div>
	IS Travel	00-000-000000 -9320		
	OS Travel	00-000-000000 -9320		
	Registration	00-000-000000 -9740		
	IS Travel	00-000-000000 -9320		
	OS Travel	00-000-000000 -9320		
Total Reimbursement (must agree with cell M48)			-	

Authorization:

I hereby certify that this is a valid travel claim to the District in accordance with statutes and administrative procedures.

Employee's Signature	Date	Supervisor's Signature	Date
Accounting Manager's Signature	Date		

For Grants Office Use Only	
EPLS/SAM Data Ext # _____	Date: _____
<input type="checkbox"/> Reasonable? <input type="checkbox"/> Allowable/Justified? <input type="checkbox"/> Allocable to the Grant?	
<input type="checkbox"/> Budget Available -OR- <input type="checkbox"/> Funds Transferred: Date _____	
BE# _____	Amount \$ _____
From GL# _____	To GL# _____

For Business Office Use Only		
Amount of Per Diem Requested	Voucher #	Amount
-		

EPLS/SAM Data Ext # _____ Date: _____
 Reasonable? Allowable/Justified? Allocable to the Grant?
 Budget Available -OR- Funds Transferred: Date _____
 BE# _____ Amount \$ _____
 From GL# _____ To GL# _____

Amount of Per Diem Requested	Voucher #	Amount

Decline all offers for insurance on rented vehicles
We are already covered for insurance and you will not be
reimbursed for insurance charges on rental cars.

AMERICAN FAMILY HOME INSURANCE COMPANY
Administration Office: 555 College Road East, Princeton, NJ 08543-5241
800.305.4954
Statutory Office: 1301 Riverplace Blvd., Suite 1300 - Jacksonville, FL 32207
(a stock insurance company)

COMMON POLICY DECLARATIONS

POLICY NUMBER: 7NASCAG000944-01		PRIOR POLICY NUMBER: 7NASCAG000944-00	
COMPANY NAME American Family Home Insurance Company 555 College Road East Princeton, NJ 08543-5241 (800) 305-4954		PRODUCER NAME Wright Specialty Insurance 900 Stewart Avenue, Suite 600 Garden City, NY 11530-4869	
NAMED INSURED: Gillette Community College District			
MAILING ADDRESS: 300 W Sinclair St. Gillette, WY 82718			
POLICY PERIOD: FROM 07/01/2023 TO 07/01/2024 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE.			
BUSINESS DESCRIPTION College			
IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.			
THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.			
COMMERCIAL AUTOMOBILE COVERAGE PART		PREMIUM	
		TOTAL:	\$11,602.00 \$11,602.00
For immediate insurance assistance, call Tanner Tetrault at HUB Insurance 307-441-8130 To report an accident, call Ben Opfar 307-681-6336 For emergency dial 911			