

Subject: Employee Travel

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1. Purpose

This policy addresses employee travel while on official college business. It complies with the Commonwealth’s Accounting Policies and Procedures Manual ([Section 20335 - State Travel Regulations](#) and [Section 20336 - Agency Travel Processing](#)).

2. Policy

Tidewater Community College shall reimburse individuals traveling on official college business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review.

2.1 Authorization

Travel authorizations (pre-approval) must be reviewed and approved by the employee’s immediate supervisor prior to travel. Travel-related expenses for official business shall be reimbursed as previously approved. Travel reimbursement claims exceeding the pre-approved dollar amount will be routed to the respective Business Manager for approval.

Funds to support travel for official college business, including professional development, are allocated to the appropriate college/campus administrator or constituent group administrator. Those administrators are responsible for controlling the distribution of funds in accordance with this policy and the applicable college procedures.

Certain instances, listed below, require written prior approval of the Vice President for Administration & Chief Financial Officer.

- Travel outside of the 48 contiguous United States.
- Travel by more than three college employees to attend the same event (e.g., conference, meeting, etc.) except in cases where the Virginia Community College System (VCCS) is a sponsor of the event.
- Travel that involves a Lodging Exception above 100% (not to exceed 150%) of the GSA rate.

2.2 Travel Planning

Economy, prudence, and necessity are of primary concern when planning for travel. The use of State funds to accommodate personal comfort, convenience, and taste is not permitted. Where practical, travelers must explore the use of video-conferencing, teleconferencing, carpooling for off-campus and intercampus travel, and the use of a state vehicle to reduce costs.

Modes of Transportation:

- State Vehicle: The college has state vehicles available for checkout at each campus business office for official business. Although the college does not require the use of a state vehicle, this option is available and encouraged to reduce costs.
- Personally Owned Vehicle (POV): The use of a POV is an option. Please note, the college reimburses mileage at the “convenience rate” (not the GSA rate) determined by the Commonwealth of Virginia for POV usage.
- Rental Vehicle: The college’s contracted vendor must be used if a rental car is authorized.

2.3 Local Mileage Reimbursement

Reimbursement of employee travel for business-related mileage incurred away from your home campus, or for travel that does not include overnight accommodations must be entered into Chrome River within thirty (30) working days of completion. Costs may include mileage (at the “convenience rate”), parking, and tolls.

2.4 Cost of Travel and Source of Funds

The availability of sufficient funds to cover the travel request shall be verified as part of the travel authorization process. Generally, travel reimbursements from state funds, local funds, grants and sponsored program funds, and private gifts held by the college are all controlled by the same policies and procedures. The Commonwealth of Virginia utilizes the [Per Diem Rates](#) established by GSA to reimburse lodging and meals.

2.5 Travel Reimbursement

Reimbursement for employee travel expenses involving state or grant funds will be made by direct deposit to the bank account the employee has designated for employment purposes. Employee reimbursements for travel charged to local funds and reimbursements to non-employees will be paid by check.

3. Responsibilities

The Vice President for Administration & Chief Financial Officer shall develop and maintain procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

4. Procedures

All Virginia Community College (VCCS) employees are required to utilize the Chrome River Travel System for travel requests and reimbursements. Detailed procedures and access to Chrome River may be found on the [myTCC](#) webpage.

Non-employee travel is processed utilizing the [Non-Employee Travel Workbook](#).

5. Definitions

State Funds: Funds on deposit with the Treasurer of Virginia. These funds will have fund and department codes that begin with a “1, 2 or 3.”

Grants and Sponsored Programs: Restricted funds allocated for the specific purpose of a federal, state, and/or private grant, gift, or sponsored program activity. Unless the terms and conditions of an individual grant or contract state differently, travel expenditures are governed by the State Comptroller. Generally, these funds will have fund and department codes that begin with a “2.”

Local Funds: Funds generated by local college activities and allocated to specific college programs and departments. These funds will have fund and department codes that begin with a “4.”

Travel authorization: Pre-approval entered into Chrome River prior to traveling.

6. References

- [CAPP Manual, Section 20335 State Travel Regulations](#)
- [CAPP Manual, Section 20336 Agency Travel Processing](#)

7. Review Periodicity and Responsibility

The Vice President for Administration & Chief Financial Officer shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions. The policy shall also be reviewed when changes to the relevant policies and procedures are directed by the State Comptroller.

8. Effective Date and Approval

This revision of the policy is effective upon its approval by the College President on March 4, 2024.

Policy Approved:

Dr. Marcia Conston
President

Procedure Developed:

Heather Hardiman
Vice President for Administration
& Chief Financial Officer

9. Review and Revision History

The initial version of this policy was approved March 20, 2001.

Revision	Description	Date Approved
1	Requirement to reimburse travel expenditures via the Commonwealth’s Electronic Data Interchange (EDI) program. Authority for prior approval of specific types of travel from College President to the Vice President for Finance. Specific instances that require prior approval updated to include travel outside of the 48 Contiguous United States, total cost increased from \$1,500 to \$2,000, and reduction from five to three employees attending the same event.	July 1, 2005
2	Reformat into subsections 2.1 – 2.4. Requirements added to section 2.2 for consideration of video-conferencing, teleconferencing, and carpooling for off-campus and inter-campus travel. This addition to college policy was made in accordance with Executive Order 19 – Conservation and Efficiency in the Operation of State Government.	August 30, 2010

	Inclusion of reference to Executive Order 19 – Conservation and Efficiency in the Operation of State Government.	
3	<p>Requirement removed from section 2.1 for the Vice President for Finance to pre-approve travel expense estimates exceeding \$2,000.</p> <p>Requirement removed from section 2.1 for the college President or appropriate member of the executive staff to approve travel authorizations of \$500 or less.</p>	November 13, 2014
4	<p>Removed the reference to Executive Order 19, as that order has been amended.</p> <p>Removed the reference to the Financial Services Operating Manual and added wording and website for the VCCS Shared Services Center.</p>	January 24, 2019
5	<p>Reflects updated position titles.</p> <p>Updated Section 2 to list modes of transportation, add personal vehicle mileage reimbursement at the convenience rate determine by the State of Virginia, the use of the college’s contracted vendor when rental car is authorized, and local mileage reimbursement.</p> <p>Updated Section 4 to include requirement directing employees to utilize the Chrome River Travel System via myTCC and added a reference for processing non-employee travel via the Non-Employee Travel Workbook.</p> <p>Updated Section 5 to provided fund and department code reference in each definition and added travel authorization to the list of definitions.</p>	March 4, 2024