

SECTION: 4.0 Administrative

SUBJECT: Travel

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**Background:** The purpose of this policy is to convey basic procedural and statutory guidelines for Lewis-Clark State College employees, when traveling on official college business. This policy is in accordance with Idaho Code sections 67-2004, 67-2006, 67-2007, and 67-2008.

**Point of Contact:** Controller's Office

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** The President's Office and Vice President for Finance and Administration

**Date of approval by LCSC authority:** March 19, 2019

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 03/2019

**Summary of Major Changes incorporated in this revision to the policy:** This revision incorporates changes to out of state approval. The document has been condensed to focus on over-arching policy considerations, and detailed instructions for employee travel have been consolidated on the Controller's Office website where they can be updated in real time to reflect the latest guidance from the State or College administration.

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## **I. Policy Overview:**

- A. This policy pertains to employees and students who travel on behalf of the College on official business. While official travel is a normal and necessary part of LCSC operations, travelers and supervisors are advised to apply care in planning, conducting, and documenting travel. Travel may involve inherent risks for the traveler as well as for the College's mission and reputation. Inadequate planning and questionable decisions on official travel by government organizations throughout the nation have made this area a high visibility issue for lawmakers and the American public. In light of these concerns, travel arrangements must be reviewed and approved by LCSC authorities in a systematic process as described in the detailed procedures, which accompany this policy (these detailed, current procedures are located on the Controller's Office website at the link provided below). For example, in light of the expense of travel and to ensure adequate oversight of public resources, Presidential approval is needed for out-of-state travel, except travel involving states contiguous to the state of Idaho (i.e., Washington, Oregon, Montana, Utah, Nevada and Wyoming). Authorization at the department/division level to contiguous states suffices. In Academic Affairs, Deans may approve travel to contiguous states and in non-instructional units, department/division heads may authorize such travel. Note however, that employees may approve their own travel, and in those instances approval above the Dean or department/division head level must be approved by the President or appropriate Vice President.
- B. Overseas travel entails potential risks and significant expenses. Employees (who accompany student groups on overseas travel) should consult with the LCSC International Programs Office for a detailed briefing before planning and embarking on travel outside of the United States. LCSC travelers should use due care and caution when traveling either domestically or overseas and should carefully consider any applicable safety and insurance-related issues during trip planning. Assistance on insurance considerations is available from the LCSC Risk Management Coordinator

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(2240). With adequate planning and good coordination, official travel should, and can, be a rewarding and highly productive component of unit operations in support of the College's mission.

**C. The Typical Travel Cycle:**

1. Employee/supervisor determines travel is needed and pre-plan details of the trip
2. Travel Authorization is completed, outlining arrangements and cost – supervisor(s) approve
3. (If needed) Travel advance issued
4. Travel takes place
5. Upon return, employee completes and supervisor signs Travel Expense Claim form
6. Employee is reimbursed for expenses
7. Records are filed and retained

**D. Travel Authorization and Expense Reimbursement:**

1. It is College policy to pay for reasonable and necessary travel expenses incurred as a result of official College business. The travel policy applies to all travel conducted by College employees and students that involves College reimbursement or liability. Individuals should neither gain nor lose personal funds as a result of expenses associated with approved business travel.
2. In order for travel expenses to be reimbursed by the College, the expenses must be incurred relative to official LCSC business and documentation standards set forth in the Lewis-Clark State College *Travel Policy and Procedures Manual* must be met. These standards apply to all College funds; including but not limited to budgeted state funds, discretionary local funds, grant and contract funds, and auxiliary enterprise funds.
3. Travel expenses incurred by part-time employees may be reimbursed at the discretion of the department director following the same guidelines that apply to full time employees.
4. For students to be reimbursed for travel expenses, the expenses must occur at the request of the College, under the control of the College, and for the benefit of the College.
5. The Travel Authorization form should be used to support the expected travel costs. Should there be no cost for travel, the Travel Authorization form should not be filled out.
6. However, authorization for *permission* to travel must be obtained from one's supervisor and may be done by email or in written form. Individual areas that wish to require further authorization may implement such procedures, in addition to this requirement, for audit purposes.

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**E. Other Sources of information and Assistance:**

1. The complete *Travel Policy and Procedures Manual* is provided on Controller's Office Website:  
<http://www.lcsc.edu/controllers-office/travel/policy-manual/>
2. Controller's Office (2206).
3. Risk Management Coordinator (2240) and website:  
<http://www.lcsc.edu/administrative-services/risk-management/>
4. International Programs (2177) and website:  
<http://www.lcsc.edu/international/>
5. State Board of Education Travel Policy:  
<https://boardofed.idaho.gov/board-policies-rules/board-policies/financial-affairs-section-v/v-j-travel-and-moving-expenses-12-2008/>