



POLICY & PROCEDURES MEMORANDUM

TITLE:	PROFESSIONAL LEAVE AND TRAVEL
EFFECTIVE DATE:	January 20, 2004* <i>(*State Travel Guidelines Updates 7/1/18, 9/12/17, 7/1/17, 7/1/16, 7/1/15, 10/30/14, 7/1/14; 7/1/12, 7/1/10, 7/1/09; Title Updates 2/24/05)</i>
CANCELLATION:	DCI 1380.1C (12/1/89)
CATEGORY:	Business Affairs (BA)

POLICY STATEMENT

In accordance with Louisiana Division of Administration, [PPM No. 49, General Travel Regulations](#), faculty and staff members of Delgado Community College must follow the methods and procedures for the authorization and reimbursement of professional leave and travel as specified in this memorandum.

Only travel arrangements made through the procedures established by the Office of State Travel are considered valid travel arrangements made by the College. ***Any travel arrangements made outside of the Office of State Travel's guidelines and the procedures outlined in this memorandum will be the sole responsibility of the person making the unauthorized travel arrangements.*** Traveling employees should become familiar with these guidelines, as well as the State's meal and travel expense reimbursement rates, which are available on the [Office of State Travel's website](#), before making travel arrangements.

Prior to any commitment or purchase by the College, all travel arrangements must be approved by the appropriate division/department head and the respective Vice Chancellor or Executive Dean, as appropriate, and available funds must be verified by the Assistant Vice Chancellor for Financial Services. Some special circumstances and exceptions, according to state regulations, require the signature of the Chancellor and/or the Commissioner of the Division of Administration.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish policies and procedures for requesting and approving professional leave and travel and reimbursing employees for travel expenses.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees, student organization members, and contractors of Delgado Community College who may travel on behalf of the College.

3. **Definitions**

Routine Local Field Travel, as used in this memorandum, includes all routine travel in the local metropolitan area and surrounding parishes.

Non-Routine In-State Travel (Conference Travel) includes all travel within the borders of the State of Louisiana.

Non-Routine Out-of-State Travel (Conference Travel) includes all travel to other states within the continental United States.

Professional Leave is time employees are away from the College in order to conduct official business on behalf of the College. This may include professional meetings, workshops, seminars, etc.

4. **Authority to Authorize and Approve Travel**

A. The **Vice Chancellors/Executive Deans** may recommend authorization of travel for Delgado employees under their jurisdiction.

B. The **Chancellor or his/her designee** has been delegated authority by the State of Louisiana Commissioner of Administration, through the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS), to authorize travel. The Chancellor has delegated authority to approve special circumstances and exceptions as described in [PPM No. 49, General Travel Regulations](#).

*Updates 7/1/18; 9/12/17; 7/1/17; 7/1/16; 7/1/15, 10/30/14, 7/1/14;
7/1/12; 7/1/10; 7/1/09; 2/24/05

5. **General Travel Provisions**

- A. All professional leave and travel **MUST be approved in advance**; the maximum amount of Professional Leave an employee can be granted on any one occasion is ten (10) working days.
- B. **All air travel arrangements MUST be made by the traveler** through a State-authorized travel agency (see section 7, *State-Authorized Travel Agency*) with payment handled through the College's Controlled Billed Account (CBA). Reimbursements for air travel made through any other means than the College's CBA are not permitted.
- C. Ultimately, it is the traveler's responsibility to determine, upon initial notification of an unused air fare ticket and then every 30 days thereafter, if he/she will be utilizing the unused ticket. If it is determined that the ticket will not be utilized prior to expiration and there is a possibility to transfer the ticket, the traveler must immediately advise the Accounts Payable Office that the ticket is available for use by another employee or department. The Accounts Payable Office will then act accordingly to ensure the unused ticket is utilized.

The Assistant Vice Chancellor/Controller, upon notification by the Accounts Payable Office, at a minimum of three months prior to expiration, must review all unused airfare to recommend, based on the traveler's justification, if the reimbursement from the traveler should be made to the College for the amount of the unused ticket. The Chancellor makes the final determination regarding unused airfare reimbursements. All files must be properly documented.

- D. **All lodging arrangements MUST be made by the traveler** through either the state's optional contracted www.HotelPlanner.com portal or through the conference lodging site at which the traveler is planning to attend. All lodging must be paid for through the College's Controlled Billed Account (CBA). Reimbursement for lodging paid for by any other means than the College's CBA is not allowed.
- E. **All employees attending a conference or event that requires a registration MUST register themselves.** All conference/event registrations must be paid for through the College's Controlled Billed Account (CBA). Reimbursement for conference/event registration fees paid for by any other means than the College's CBA is not allowed.
- F. Requests for reimbursement of routine field travel must be submitted to the Accounts Payable Office within two (2) weeks after the end of each month; requests for reimbursement of non-routine travel must be submitted to the Accounts Payable Office within two (2) weeks after completion of the travel.

*Updates 7/1/18; 9/12/17; 7/1/17; 7/1/16; 7/1/15, 10/30/14, 7/1/14;
7/1/12; 7/1/10; 7/1/09; 2/24/05

- G. Personally-owned vehicles may be used for official College business if prior approval has been granted and the employee has been authorized to drive on behalf of the College **and** is enrolled in Delgado's [Driver Safety Program](#).
- H. Students not employed by the state will not be authorized to drive state-owned or rented vehicles for use on official state business. A student may be deemed as an "authorized traveler" on behalf of the State by the Chancellor. An authorized traveler can be reimbursed for their travel expenses.
- I. State-owned vehicles may be used for out-of-state travel only if permission of the Chancellor has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the department's travel reimbursement files. When the use of a state-owned vehicle has been approved by the Chancellor for out-of-state travel for the traveler's convenience; the traveler is personally responsible for any other expense in-route to and from their destination, which is inclusive of meals and lodging. If a traveler, at the request of the department, is asked to take his/her personally, owned vehicle out-of-state for a purpose that will benefit the College, then the Chancellor may on a case-by-case basis determine to pay a traveler for all/part of in-route travel expenses.
- J. Generally, unauthorized persons should not be transported during the conduction of official State business. Exceptions are allowed in accordance with Delgado's [Driver Safety Program](#).
- K. Operating a state-owned vehicle, state-rented vehicle or state-leased vehicle or operating a non state-owned vehicle for state business while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates the terms and conditions of use of the vehicle. In the event such operation results in the employee being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, such would constitute evidence of the employee: (1) violating the terms and conditions of use of the vehicle, (2) violating the direction of his/her employer, and (3) acting beyond the course and scope of his/her employment with the State of Louisiana. Personal use of a state-owned, state-rented or state-leased vehicle is not permitted.
- L. Generally, employees are not granted a monthly vehicle allowance or a lump sum allowance except for special circumstances as approved by the Chancellor. Employees granted a monthly vehicle allowance or lump sum allowance are not to request or be reimbursed for mileage, fuel or rental vehicles without prior approval from the Commissioner of Administration.

- M. Special circumstances and exceptions require written approval from the Chancellor and/or the State of Louisiana Commissioner of Administration as described in [PPM No. 49, General Travel Regulations](#) prior to travel.
- N. Air fare, lodging, conference/event registration fees and vehicle rentals are paid for directly by the College's Controlled Billed Account (CBA) if the traveler has followed the procedures outlined in the [Delgado Travel Procedures](#).
- O. Meals and other incidental travel-related expenses, such as taxi fares, airline baggage charges, etc. are the initial responsibility of the traveler and are reimbursed after travel has been completed. Reimbursement for meals is handled in accordance with the Office of State Travel's reimbursement rates, which are available on the [Office of State Travel's website](#).
- P. When a professional leave and travel request is approved and funds are verified, the travel expenses are encumbered on the budget designated and the funds are no longer available for other use.
- Q. All waivers of [PPM No. 49, General Travel Regulations](#) must receive prior approval from the Commissioner of Administration, except in emergency situations.

6. **Professional Leave and Travel Approval Criteria**

Attendance at conferences, workshops, seminars, etc., must be relevant to the employee's job responsibilities and should accrue benefits to the College. In addition, supervisors must ensure that arrangements have been made for handling the traveling employee's responsibilities during his/her absence. If these criteria are not satisfactorily met, requests may be disapproved even if expenses are paid for by an agency other than the College.

7. **State Authorized Travel Agency**

The State has entered into an exclusive contract with specific travel agencies to provide travel-related services to employees of all State agencies. These contracts cover all travel by State employees regardless of the source of funds. Using a State-authorized travel agency results in improved services with significant savings to the College. The [Office of State Travel's website](#) provides contact information for State-authorized travel agencies.

*Updates 7/1/18; 9/12/17; 7/1/17; 7/1/16; 7/1/15, 10/30/14, 7/1/14;
7/1/12; 7/1/10; 7/1/09; 2/24/05

Use of the State-authorized travel agency for purchasing air fare is **mandatory**, unless exemptions have been granted by the Division of Administration prior to travel. As a result, Delgado cannot allow employees to purchase airline travel outside of the contracted travel agency, even if a fare lower than a contracted rate is found. If an employee does purchase airline travel from another agency other than the State travel agency, the College **will not** reimburse the employee for travel.

8. **Responsibilities and Procedures**

A. **Routine Local Field Travel**

Authorization for and reimbursement of all routine local field travel on official College business are administered in accordance with the “field travel” procedures outlined in the [Delgado Travel Procedures](#), which reflects the regulations described in [PPM No. 49, General Travel Regulations](#).

B. **Non-Routine In-State and Out-of-State Travel**

Authorization for and reimbursement of all non-routine in-state and out-of-state travel on official College business are administered in accordance with the “conference travel” procedures outlined in the [Delgado Travel Procedures](#), which reflects the regulations described in [PPM No. 49, General Travel Regulations](#).

C. **Professional Leave and Travel**

Professional Leave covers the period employees are excused from regularly assigned duties on campus so that they can participate in official college business including professional meetings, seminars, workshops, etc. Professional Leave requests will not be approved for any period in excess of ten (10) working days.

A [Professional Leave and Travel Request, Form 1380/001](#), is used to document all professional leave, regardless of whether or not funds are required. This includes the time an employee is off campus an entire day attending meetings, seminars, workshops, or on any form of official College business. Department heads have approval authority for granting professional leave if travel funds are not involved.

An employee may earn compensatory leave while traveling on official college business in accordance with the College’s [Compensatory Leave for Unclassified Administrators and Staff](#) policy.

D. Reimbursement for Contractors/Consultants

When a contract for professional, personal, consulting, or social services (see Delgado's [Contracts for Professional, Personal, Consulting and Social Services](#) policy) includes travel expenses, the expenses are reimbursed in accordance with State of Louisiana General Travel Regulations. *Prior to initiating a contract involving travel or reimbursable expenses, the initiating department should consult with the Assistant Vice Chancellor for Financial Services to determine correct contract language.*

9. Cancellation

This policy and procedures memorandum cancels DCI 1380.1C, *Professional Leave and Travel Authorization and Reimbursement*, dated December 1, 1989.

Policy Reference:

Delgado Policy and Procedures Memorandum, [Contracts for Professional, Personal, Consulting and Social Services](#)

Delgado Policy and Procedures Memorandum, [Driver Safety Program](#)

Delgado Policy and Procedures Memorandum, [Compensatory Leave for Unclassified Administrators and Staff](#)

Louisiana Community and Technical College System Policy #6.003, [Leave Record Establishment and Regulations for All Unclassified Non-Civil Service Employees](#)

Louisiana Division of Administration, [PPM No. 49, General Travel Regulations](#)

Review Process:

Ad Hoc Committee on Professional Leave and Travel Procedures 11/6/03

Business and Administrative Affairs Council 1/13/04

Executive Council 1/20/04

Procedural Updates:

State Travel Regulations Procedural Update Approve by Vice Chancellor for Business and Administrative Affairs Effective 7/1/18; 9/12/17; 7/1/17, 7/1/16, 7/1/15, 10/30/14, 7/1/14; 7/1/12; 7/1/10; 7/1/09; 2/24/05

Distribution:

Distributed Electronically Via College's Intranet and E-Mail System

Attachments:

[Delgado Travel Procedures](#)

[Delgado Travel Forms and Related Procedures](#)