



## POLICY & PROCEDURES MEMORANDUM

<b>TITLE:</b>	<b>PROFESSIONAL LEAVE AND TRAVEL</b>
<b>EFFECTIVE DATE:</b>	<b>January 20, 2004*</b> <i>(*State Travel Guidelines Updates 7/1/10, 7/1/09; Title Updates 2/24/05)</i>
<b>CANCELLATION:</b>	DCI 1380.1C (12/1/89)
<b>OFFICE:</b>	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 lodging, 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, 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 or his/her designee 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** 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 and to approve special circumstances and exceptions as described in [PPM No. 49, General Travel Regulations](#).

## 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 8, *State-Authorized Travel Agency*). Employees will NOT be reimbursed for any air travel that is not made through a State-authorized travel agency.
- C. 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.

- D. 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](#).
  - E. 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](#).
  - F. Special circumstances and exceptions require written approval from the Chancellor, or his/her designee, and/or the State of Louisiana Commissioner of Administration as described in [PPM No. 49, General Travel Regulations](#) prior to travel.
  - G. Only air fare and registration/dues are pre-paid directly by the College if the traveler has followed the procedures outlined in this memorandum.
  - H. Lodging, meals and other travel-related expenses are the initial responsibility of the traveler and are reimbursed after travel has been completed. Reimbursement for lodging and 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](#).
- To help reduce the traveler's need to use personal funds or credit for the purposes of traveling on behalf of the College the Office of State Travel offers a Corporate Credit Card to Delgado employees (see Section 7, *Corporate Credit Cards*).
- I. 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.

## 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. **Corporate Credit Cards**

The Office of State Travel has made available to State employees a Corporate Credit Card that reduces the need for employees to use personal credit or funds for the purpose of traveling on behalf of the College. Use of the individual corporate credit card is encouraged but not required by the College. *All purchases on the corporate credit card are the sole responsibility of the employee; the College has no liability for charges made on such corporate credit cards.* Information on corporate credit cards is available on the [Office of State Travel's website](#).

## 8. **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.

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.

## 9. **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 Director of Finance and Budget to determine correct contract language.***

## 10. **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

*Distribution:*

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

*Attachments:*

[Delgado Travel Procedures](#)

[Delgado Travel Forms](#)