

STAFF TRAVEL

It is the procedure of Southwestern Oregon Community College District that College employees may be reimbursed for approved travel, subject to budget limitations. Expenditures are expected to be usual, reasonable, and customary.

Out-of-district Oregon travel shall be approved in advance by the appropriate Vice President or President. Out-of-state travel shall be approved in advance by the President. The employee at his/her discretion may travel in-district on College business. A good faith effort to submit requisitions at least five days prior to the date of travel should be made.

LODGING REIMBURSEMENT

Lodging reimbursement may be by per diem or by actual charges, but not a blend of the two methods. The travel request must indicate the method of reimbursement and be approved by the appropriate Vice President or the President in advance:

Per Diem Rate:	Room	\$55.00
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MEALS REIMBURSEMENT

Meals reimbursement may be by per diem or by actual charges, but not a blend of the two methods. The travel request must indicate the method of reimbursement and be approved by the appropriate Vice President or the President in advance:

Per Diem Rates:	Breakfast	\$ 6.00
	Lunch	\$ 6.00
	Dinner	\$15.00

TRANSPORTATION REIMBURSEMENT

Employees who are traveling in-district may use College vehicles, if available. If there are no vehicles available, employees will be reimbursed at the rate of \$.45 per mile for use of their personal vehicles.

Employees choosing to use personal vehicles for approved out of district travel shall be reimbursed at \$0.45 per mile.

Any exceptions to this procedure must be approved by the appropriate Vice President or the President.

The employee is responsible for liability and comprehensive insurance for his/her personal vehicle used for College travel. Employees using personal vehicles for College travel, shall provide current proof of vehicle insurance and a current Oregon Driver's License.

The College will not reimburse for multiple vehicles going to the same conference/destination/event unless the number of staff traveling requires additional vehicles.

Requests for travel reimbursement must be submitted to the Business Office within fifteen (15) working days after returning from the travel.

INTERNATIONAL TRAVEL

International travel shall be approved in advance by the President. Oregon law and the College's workers' compensation carrier provide statutory Oregon Workers' Compensation Benefits to subject workers while they are working temporarily outside of the United States. When traveling outside of the United States, workers' compensation coverage is not provided under the laws of the other state or country; it is provided under **Oregon** law. In the event an employee or covered volunteer pursues recovery under the laws of another jurisdiction, the College's workers' comp carrier would be unable to come to their defense. In order to be entitled to the benefits under the College's workers' compensation insurance, claims should be filed only with the current Oregon workers' compensation carrier. In all cases involving a worker or volunteer injury, the injury/incident should be reported to Administrative Services within 24 hours.

BP 7075

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