Travel Policy

Keene State College Policies and Procedures

Travel Policy

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Please Note: What Are These Pages?

These pages are intended to define types of travel and to describe the requirements that protect all parties to make sure that all KSC travelers enjoy a safe and cost effective trip.

Four Types of Travel

The procedures outlined in the following four travel policies are required if any, or all, of these circumstances apply:

- The event is funded in any part by Keene State College
- The activity or event is sponsored by a recognized student organization
- The travel is undertaken under the scope, direction or election of a department, class, college office, study away program, faculty member, recognized student organization, or their representatives.

1. Academic Group Travel: Faculty/Staff Led/Sponsored

- Travel for class field trips
- Travel for class assignments
- Honors Program travel
- Students Presenting or Attending Academic Conferences/Workshops

2. KSC Student Organization Travel

- All recognized student organization travel

3. Faculty & Staff – Business Travel

- Conferences

- Seminars
- Workshops

4. International Travel

- Recognized student organization travel
- Faculty Led

General Guidelines for Travel Approval Process

Specific Travel Requirements by Travel Types Listed Above

The following are general guidelines to be considered when proposing a trip (definition above). No travel will be considered approved or connected to Keene State College and no college funds may be used or reimbursed without going through the appropriate approval process.

Designated Trip Approvers

1. Academic Group Travel: Faculty/Staff Led/Sponsored

For **course-based** or **faculty-sponsored** travel: Dean of the School through which the course is offered or where the faculty member is located. *

* *Any Honors course with the prefix HNRS (only) will have its approval handled by the Associate Provost.*

2. KSC Student Organization Travel

For **recognized student organization** and **Student Center** sponsored travel: Student Center, Director of Student Involvement or designee

3. Faculty/Staff – Business Travel

For conferences, seminars, workshops – Divisional Dean/Director/Budget Unit Manager

4. International Travel

Please refer to the information found on the Faculty International Travel page. The approval policy and process document is found at the bottom of the page.

Responsibility for Divisional Approval

Responsibility for divisional approval rests with the following individuals.

- Academic Affairs (not course-based or faculty-sponsored) – Assistant Vice President for Academic Affairs
- Finance and Planning – Director of Purchasing
- Student Affairs – Assistant Vice President for Student Affairs
- Advancement – Director of Alumni and Parent Relations
- Executive – Special Assistant to the President

Important

If the trip proposer is also the trip approver for an activity/event, the trip proposer's supervisor shall serve as the trip approver. These procedures have been put in place to protect trip leaders, trip participants and KSC.

Please note that greater travel distances and lengths of trips will take longer to flow through the approval process. Those planning a trip will need to build enough time into their planning to ensure sufficient processing time.

- No later than 5 days prior to departure for travel in-state
- No later than 10 days prior to departure for out of state
- No later than 3 months prior to departure for international trips

Persons with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, accommodations

must be offered. If the trip includes transportation for students going on a field trip, accessible transportation for students with disabilities must be offered.

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Academic Group Travel: Faculty/Staff-Led/Sponsored

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KSC supports and encourages Faculty and Staff to engage the KSC Academic community in off campus travel when these programs are offered in furtherance of KSC’s mission.

Considerations & Concerns

Keene State College supports and encourages off campus travel as a learning tool. With each trip, comes responsibility. The responsibility of the College is to make sure that the trip is as safe as possible for all participants. The faculty and other employees who are carrying out these programs are doing so as agents of KSC and as such they have a duty to be reasonably careful in offering, overseeing, and executing class trips, study away programs, and other off-campus events.

KSC Academic Group Travel is defined as follows:

- The event is funded in any part by Keene State College
- The travel has an interaction with a KSC academic program
- The travel is undertaken under the scope, direction or election of a department, class, college office, study away program, faculty member or their representatives.

Guidelines for Travel Approval Process

The following are guidelines to be considered when proposing a trip (definition above). No travel will be considered approved or connected to Keene State College and no college funds may be used or reimbursed without going through the appropriate approval process.

Designated Trip Approvers * - Academic Group Travel, Faculty/Staff Led/Sponsored:

Approval lies within the KSC Schools with the following individuals:

- For **course-based** or **faculty-sponsored** travel: Dean of the School through which the course is offered or where the faculty member is located. *
  * *Any Honors course with the prefix HNRS (only) will have its approval handled by the Associate Provost.*
- Academic Affairs (**not course-based or faculty-sponsored**) – Assistant Vice President for Academic Affairs

Please Note: If the trip proposer is also the trip approver for an activity/event, the trip proposer's supervisor shall serve as the trip approver.

If the trip proposer is also the trip approver for an activity/event, the trip proposer's supervisor shall serve as the trip approver Please note that greater travel distances and lengths of trips will take longer to flow through the approval process. Those planning a trip will need to build enough time into their planning to ensure sufficient processing time.

- No later than 5 days prior to departure for travel in-state
- No later than 10 days prior to departure for out of state
- No later than 3 months prior to departure for international trips

Persons with disabilities are entitled to participate in the most integrated settings possible. If a trip or special program is conducted, accommodations must be offered. If the trip includes transportation for students going on a field trip, accessible transportation for students with disabilities must be offered.

Does Your Proposed Activity Meet the KSC Definition of a Trip?

If **No** – no further action is required.
If **Yes**, please complete the required forms below.

Form 1: Online Academic Group Travel Request Form

Complete and Submit the Online Academic Group Travel Request Form

The KSC Trip Approver shall review the form and approve, disapprove or contact you to answer any issues or concerns with your proposed trip.

Form 2: Liability Waiver Form

Each student member of the trip must also complete the Liability Waiver form – this is course/event specific so in the activity section at the bottom of the form – all one needs to do is put in their course number/event and all trips for this course/activity are taken care of for the waiver requirement.

- Download Liability Waiver Form

Form 3: Participant Form

All trips sponsors should complete the participant form.

- Download Participant Form

Form 4: Personal Use Vehicle Form

All students, faculty and staff who drive their own vehicles for KSC sponsored travel need to complete the Personal Use Vehicle Form – Participants only need to complete it once for the duration of their enrollment/employment at KSC.

- Download Student Personal Use Vehicle Form
- Download Faculty/Staff Personal Use Vehicle Form

Form 5: Medical Form

- Academic Group Travel Medical Form

KSC Student Organization Travel

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Definition of a Trip

Keene State College student organization travel procedures apply to travel sponsored by the college for student recognized organizations. Specifically, these procedures are required when the intended travel to an activity or event is located outside a five (5) miles radius of Keene State College, located at 229 Main Street, Keene, NH, and/or is deemed a high risk activity and any of the following circumstances apply:

- The event is funded in any part by Keene State College, or
- The activity or event is sponsored by a recognized student organization, or
- The travel is undertaken under the scope, direction or election of a recognized student organization, or their representatives.
- **NOTE**: Travel involving the use of personal motor vehicles requires the completion of personal vehicle use forms for the students and/or faculty/staff members driving.

Travel Approval Process and Risk Assessment

The following are general guidelines to be considered when proposing a trip (definition above) .No student travel will be considered approved or connected to Keene State College and no college funds may be used or reimbursed

without going through the appropriate approval process.

Trip leaders who do not follow this approval process will expose themselves to personal legal liability for any harm that may result. Furthermore, failure to follow this process will render the trip proposer or leader ineligible for the institutional defense and indemnification against personal legal liability available to employees under USNH Board of Trustees policy (BOT III.E).

Please note that higher levels of risk and greater travel distances will take longer to flow through the approval process. Those planning a trip will need to build enough time into their planning to ensure sufficient processing time.

- No later than 10 days prior to departure for low or medium risk travel in-state.
- No later than 15 days prior to departure for low or medium risk travel out of state or high risk in-state.
- No later than 3 months prior to departure for foreign travel.

Prior to trip approval, the trip proposer will be required to complete a risk assessment as part of the submission of the on-line student travel pre-approval form. Any travel or related activities deemed extremely high risk will not be approved. Trip proposers should work with the trip approver for their area to develop strategies for lowering and mitigating those risks. Any travel or related activities deemed high risk can be approved, but participation in the trip/activity is limited to **students with documented health insurance**. If the travel/activity is required for a course, the trip proposer should work with the trip approver for their area to develop strategies for lowering and mitigating those risks so that all students are able to participate. The Student Center/Director of Student Involvement can help to provide training for those who are new to reviewing and approving student travel.

Designated Trip Approvers

For **recognized student organization and Student Center sponsored** travel: Student Center, Director of Student Involvement or designee.

Student Travel Pre-Approval Form

For information about the student travel planning process, please review this information.

To officially begin the process of proposing a trip/student travel, the trip proposer or his/her designee must complete the appropriate Travel Funding and Pre-Approval form found below. The completion of the on-line form results in an email containing the submitted information being sent to the trip approver with a copy sent to the trip proposer. The information requested within the form is designed to make the trip approver aware of the upcoming trip by providing some specifics about the event. Additional information is required before final approval can be given. This information is gathered with the forms listed below.

Required Forms

Below are forms that are frequently required for student travel. Please read the description of each form (shown in the parentheses). Please download and complete all forms you believe are required for your trip and submit them to the trip approver for your area. If forms are missing or incomplete, final approval for the trip cannot be given.

- Registered Student Organization Travel Pre-Approval
- Liability Waiver (required for all trips)
- Medical Form (required for all student organization-led and student-led trips and any other trips longer than 8 hours in duration)
- Participant Roster *download required* (required for all trips)
- Personal Vehicle Use Form (Student) (required when a student is traveling in their own vehicle)
- Personal Vehicle Use Form (Faculty/Staff) (required when a faculty or staff member is transporting students in their own vehicle)

Faculty & Staff Business Travel

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Overview

KSC Policy is to reimburse reasonable and necessary travel expenses incurred for authorized Keene State College travel.

This policy applies to employees and non-employees who travel on authorized KSC business, regardless of the funding source. If travel is being charged to a sponsored project whose terms are more restrictive than those of KSC, the term of the grant or contract apply.

Special rules apply for foreign individuals who are not KSC employees, who travel on behalf of KSC either to or from the U.S. and who receive travel reimbursement.

Travel policies and procedures are subject to change at any time. Please contact the Purchasing Office if you have any questions regarding a travel policy or procedure.

General Guidelines

Purchasing Air/Rail Tickets

Please reference the USNH travel policy at the following link: Air Travel, Domestic and Foreign

Vehicle Rental

Keene State College recommends renting vehicles for short term local travel. According to KSC and USNH policy, travelers are responsible for insuring their own personal vehicles. Travelers will not be reimbursed by KSC for any accidents or injuries that occur during business use of a personal vehicle.

Enterprise Rent a Car is the University System of New Hampshire's preferred rental car provider under contract to provide faculty, staff, students, and alumni with efficient and effective transportation options. With locations near all main campuses as well as across the country Enterprise harnesses large fleet power to meet the needs of the University System for all drivers 18

and older.

Reservations

All reservations should be made online at: Enterprise Reservation Website

Reservations can be booked at any Enterprise location or at National brand airport locations through the online portal only. Please do not make reservations through the phone or in person without prior approval as it may not capture the contracted prices. National provides frequent flyers with an express check-in/check-out option for added value.

Due to the limited availability of rental vehicles in the Keene area, reservations should be made as far in advance as possible. Please book any Spring Break travel, or group trips in advance as well. There are no cancellation fees if needing to cancel or change, but please notify the office with as much notice as possible.

Vehicle class	**Daily Rate**
Economy Sedan	$31.76
Intermediate Sedan	$33.34
Full-size Sedan	$36.23
Minivan	$57.75
12-Passenger Van	$115.50
Cargo Van	$55.65
Standard SUV	$54.60
Full-size SUV	$85.05
Full-size Pickup	$73.50 ^

^ Full-size pickup truck rentals are only with ***preapproval***, they are not covered under the ***MasterCard Insurance***.

Please note: If payment is made via Pcard do not take CDW insurance. Card offers protection.

Taxes & Fees

Taxes will appear on all reservations but will be removed at the time of payment for all college/university travel. NH based rentals will incur an additional $3 vehicle license recovery fee (subject to change). Airport locations and out of state rentals are subject to additional location-based fees.

Insurance

Renters are advised to DECLINE all insurance options provided by Enterprise. The primary method of insuring rental cars at USNH is through the Purchase Card (PCard) program and secondary coverage is provided through the USNH Vehicle Insurance Policy. No coverage is provided for leisure travel.

Mileage Restrictions

New: All listed vehicle classes include **UNLIMITED** free miles.

Greenhouse Gas Emissions Off-Set

Enterprise offers a Greenhouse Gas Emissions Off-Set of $1.25/rental which is not a USNH allowable charge. Travelers are advised not to select this option when making a reservation.

Tolls

Enterprise has EZ-Pass automatic toll transponders available for out-of-state travel at all airport locations and offices in Durham, Keene, Plymouth, Hooksett, and Concord. Rental cost for the device is $3.95/day with a maximum of $19.75/rental which is paid to Enterprise. All toll charges incurred on these EZ-Passes will be billed to the same credit card as the rental through the Highway Toll Administration within 10-15 days. Invoices are available at http://www.htallc.com or by calling (877) 765-5201. In-state travelers are

advised to pay cash for all tolls and follow the USNH travel policy for reimbursement. **Toll charges will come through 2-3 weeks after your travel.**

Contacts

Keene State Campus Contact
Kate Yannacci
(603)358-2021
kate.yannacci@keene.edu

Brian Downing
(603)358-2045
brian.downing@keene.edu

Keene Enterprise Office
Ryan Drown – Branch Manager
(603)358-3345 (select option 4 at phone tree, then 2)
Ryan.m.drown1@ehi.com

Additional Support – Car Availability/Booking Issues
Liz Betz
(781)752-8395
Elizabeth.e.betz@ehi.com

Ground/Transfer

Travelers requiring transportation from home to the airport or from the airport to home can make arrangements through Thomas Transportation - 352-5550 (www.thomastransportation.com) or Adventure Limousine & Transportation - 357-2933 (www.advlimo.com). We strongly encourage you to call regarding their rates BEFORE booking your trip as they may change without notification.

Lodging

KSC approved travel agencies, Accent or Milne Travel, can assist in making lodging reservations or traveler is free to make his/her own arrangements.

KSC will reimburse for lodging, taxes and Wi-Fi providing the site in secure. Personal expenses, such as room service and in room movies are not considered reimbursable expenses. Payment can be made with a KSC Pcard or personal credit card. Reimbursement is done at completion of trip. Note: Do not fax a copy of the front/back of you KSC Pcard to hotel.

Mileage Reimbursement (Personal Vehicle)

Mileage rates are set in accordance with IRS and KSC regulations. Current reimbursement rate for KSC is $0.62.5 cents per mile for personal vehicles being used for college business. This mileage rate is in lieu of all actual operating expenses such as fuel, oil and insurance, etc. Tolls and parking expenses may be claimed as an additional expense. Personal use, parking tickets, accidents and theft losses are not reimbursable.
Note: According to KSC and USNH policy, travelers are responsible for insuring their own personal vehicles. Travelers will not be reimbursed by KSC for any accidents or injuries that occur during business use of a personal vehicle.

Purchasing Card (Pcard)

The purpose of the Purchasing Card program is to establish a more efficient, cost-effective method of making small dollar and travel related purchases, with the exception of air/rail expense. Under this program, the cardholder has direct contact with the vendors. Whenever possible, a card holder should make every effort to purchase from KSC/USNH vendors or preferred suppliers where a contractual KSC/USNH relationship exists on behalf of the university. If a particular product or service is not available through the university or a contracted vendor, the card holder may choose a qualified supplier. More information can be found at www.keene.edu/purchasing/pcard_program/.

Travel Advances

Cash advances are processed through the Business Office: www.keene.edu/office/business/support/forms/.

Expense Reporting

Travel Expense reporting is processed through the Business Office, www.keene.edu/business/. All travel related expense questions should be directed to the Business Office.

Reimbursable Expenses generally include but are not limited to:

- Personal Vehicle Mileage
- Business Meals, including tips of 15% - 20% (Please see details)
- Lodging expenses, with Folio receipt
- Air/rail charges from personal funds
- Other miscellaneous travel expenses

Non reimbursable expenses include but are not limited to:

- Alcohol
- Parking tickets/fines or traffic violations
- Personal expenses
- Expenses incurred by non KSC employee traveling with employee

Travel Deviations and Exceptions

- This policy includes incoming candidates, lecturers and new recruits.
- Research associates/graduate students on KSC payroll come under the same travel rules as full time employees.
- Any itineraries that include personal expenses must be reimbursed to KSC by the traveler. Contact the Purchasing Office to discuss.
- Grants contracts and research agreements have restrictions imposed by agencies (e.g. NSF, USDA). All travel and other such expenses charged to these funds should be cleared through the Office of Sponsored Research (OSPR) or Accounts Payable office.
- Should a full time faculty or staff member wish to have a significant other accompany them on their business trip, it is the responsibility of the traveler to pay the difference. No deduction is allowed for expenses paid or incurred with respect to a spouse, dependent or individual

accompanying a person on a business trip.

Forms

Purchasing Forms

- Pcard application
- Hartford Airport Parking

Business Office Forms

- Travel Advance
- Government Per Diem rates
- More Business Office Forms

International Travel

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For International Travel policy, please visit the Global Education Office site.