



# Summer Working Connections July 10-14, 2017

## TRAVEL REIMBURSEMENT GUIDELINES (CCN Level I)

Pre-approved "Level I" Convergence College Network (CCN) may be eligible for **up to \$1275** in travel reimbursement. Please review the following information prior to making travel arrangements. You are personally responsible for following the guidelines below.

Questions and concerns should be directed to Mark Dempsey at 972.377.1582 or mdempsey@collin.edu.

### Eligibility Criteria

To be eligible for this level of reimbursement, you must meet the following criteria:

- ★ Work as an IT/convergence faculty member or IT/convergence academic dean or director at a non-profit community college or four-year university
- ★ Intend to use what you learn in your track to teach or supervise a class in the next two semesters
- ★ Be a member of a "Level I" CCN or a partner college (If you're unsure of your school's CCN Level, please contact Mark Dempsey - 972.377.1582, mdempsey@collin.edu.)
- ★ Live one or more hours away from Collin College's Preston Ridge campus in Frisco, TX as determined by GoogleMaps
- ★ Attend the Sunday CCN meeting – July 9, 2017 (this meeting will likely start in the morning, so be prepared to fly to Texas on Saturday afternoon)
- ★ Attend all five days of the conference - Monday morning, July 10, 2017 through Friday morning, July 14, 2017
- ★ Complete two end-of-course online surveys

In addition, Collin College travel reimbursement policy requires that the payee (you or your organization) submit a current W9.

### Covered Expenses

The \$1275 in travel reimbursement can cover the following three categories. All are listed on the "Request for Travel Reimbursement" form. No exceptions will be made to exceed this \$1275 cap.

<i>Travel Category</i>	<i>What You Submit</i>
Airfare	Receipt with passenger name, total amount paid, form of payment, and itinerary





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Travel Category	What You Submit
Lodging	Itemized paid invoice showing payee, method of payment, and zero balance
Taxi	Original receipts

## Expenses Not Covered

The following expenses are NOT reimbursable. Please see detailed travel categories below for more information.

- ★ Per diem/meals
- ★ Car mileage (unless you're driving instead of flying and have been approved by June 18)
- ★ Car rentals
- ★ Shuttle/taxi services – both in your home city and in the local Dallas/Frisco area
- ★ Parking – both in your home city and in Dallas/Frisco
- ★ Airline baggage check fees
- ★ Toll fees and gasoline purchases
- ★ Travel agent fees/commissions or flight/travel insurance (includes fees charged by on-line travel sites)
- ★ Airline upgrades and extra fees
- ★ Hotel room upgrades, valet parking, and personal expenses

Please note also that Collin College **will not reimburse for airline and hotel bundles** purchased through online travel sites (e.g. Travelocity, Orbitz, Priceline, Hotwire, etc.) if an itemized airfare or hotel receipt cannot be obtained by the traveler. Many of these sites charge one rate for both airfare and hotel and often the hotel cannot provide the sort of itemized paid invoice that Collin requires for reimbursement. In general, Collin College urges you to **avoid these on-line travel websites** even if you're not buying a bundled package. If the travel website or the vendor (hotel, airline) cannot provide you an itemized receipt of payment, your expenses will not be reimbursed.

Federal grant rules also prohibit taxpayer dollars be used to reimburse travel made on non-US carriers. Please therefore only **fly US-based airlines**.





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## Driving Instead of Flying

Pre-approval is required from the National Convergence Technology Center (CTC) if you plan to drive instead of fly. If you do not get this approved in advance by **Friday, June 23, 2017**, these expenses *will not* be reimbursed. No exceptions. See more information about driving vs. flying at the bottom of this document.

## Important Info

- ★ The National CTC will reimburse on a first-come, first-served basis until funds are exhausted. Your travel reimbursement eligibility will be confirmed via e-mail within 48 hours of your registration for the event.
- ★ Reimbursement requests will not be processed until after the event ends and after you have provided all required paperwork and original receipts as described above.
- ★ That paperwork is due no later than **Friday, August 18, 2017**. If you are not able to provide all required documentation by this date you waive your right to reimbursement.
- ★ The National CTC follows Collin College's policy on travel reimbursements. All decisions of the Collin College Business Office regarding travel reimbursements will be final.
- ★ All reimbursement submissions are subject to review and approval and may not be guaranteed.
- ★ **An important rule of thumb:** always select the mode of travel that provides the lowest total cost to Collin College. To do otherwise risks the denial of your reimbursement request.
- ★ The reimbursement process can take 4-6 weeks.

## Checklist

- ★ Complete and sign the "Request for Travel Reimbursement" form – a paper copy with an ink signature is required. (Please note that at the top, "Travel START Date & Time" refers to the day and time that you left your house and "Travel END Date & Time" refers to the day and time that you returned home.)
- ★ Provide original receipts and invoices – no copies, no faxes. Please tape all receipts to 8 ½ x 11 paper. **DO NOT** use staples. These will be attached to the "Request for Travel Reimbursement" form.

Completed travel reimbursement forms along with backup documentation is due by **Friday, August 18, 2017** to:

National Convergence Technology Center / Collin College  
attn Mark Dempsey  
9700 Wade Blvd. #J130  
Frisco, TX 75035





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## Questions?

All questions regarding CCN "Level 1" participant travel should be directed to:  
Mark Dempsey, 972.377.1582

## Reimbursable Expenditure Details

**Airfare:** You must submit a receipt with passenger name, total amount paid, form of payment, and itinerary. A "confirmation" or "reservation" email is not enough.

The National CTC will pay for a basic coach seat. A 21-day advance purchase is required for all airline tickets. Specifically, if you buy a ticket after **Sunday, June 18, 2016**, you will only be reimbursed for the amount the ticket would have been had it been purchased June 18. For instance, if you buy a ticket on June 19 for \$300 and Collin College determines that the ticket would have cost \$275 on June 18, you will only be reimbursed the \$275.

Flight insurance, seat upgrades, early check-in or early boarding, preferred seating (unless there is proof no other seating category is available), or extra-leg room (unless a medical necessity as described by a doctor), and similar fees will not be reimbursed.

Bag check fees will not be reimbursed.

If you're forced to buy a more expensive seat because there was no other seats available on your flight, to be reimbursed for that extra cost, please submit a screen shot or printout proving that no other seats were available to you at the time of purchase.

Again, if you want to drive rather than fly to a destination, you must be pre-approved by the National CTC by **Friday, June 23, 2017**. You will only be reimbursed for the less expensive mode of travel. More information about driving vs. flying can be found below.

**Lodging:** You must submit an itemized paid invoice showing payee, check-in/check-out times, method of payment, and zero balance. A "confirmation" or "reservation" email is not enough.

It is up to the individual to book a hotel room.

Collin College will not reimburse a room costing more than \$140/night including taxes.

Valet parking, room upgrades, movies, alcohol, or any other similar personal expenses will not be





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reimbursed.

Texas educators are encouraged to complete and submit the Texas Hotel Occupancy Tax Exemption Certificate to their hotel to be exempt from state taxes. Collin College will not reimburse state occupancy taxes for Texas educators.

**Shuttle/taxi:** This will be an allowable reimbursement for Sunday, July 9 only to help get you to and from your hotel to Collin College for the CCN meeting. Most hotels will not offer complimentary shuttle service on Sundays.

You must submit original receipts of expenditures. Blank taxi receipts will not be accepted – the receipt must include taxi company name, service date, and pick-up/drop-off locations.

Only a reasonable 10% tip will be reimbursed.

## Driving vs. Flying

Driving instead of flying **must be pre-approved by Friday, June 23, 2017**. Should you choose to drive rather than fly, you will only be eligible for reimbursement of the less expensive mode of travel: either mileage from your home to the Dallas/Frisco hotel or the cost of a round-trip airline ticket purchased on Sunday, June 18.

<i>Reimbursements if you fly</i>	<i>Reimbursements if you drive</i>
No mileage	The <u>cheaper</u> of: airfare purchased Sun June 18 vs. mileage round-trip home to Dallas/Frisco hotel
Airfare	
Taxi for CCN meeting	
Hotel	Hotel

If you are approved to drive instead of fly, you must submit a print-out of your route documenting miles traveled using Google Maps.





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Please also note the following:

1. The allowable mileage between two points is the **shortest route** between those two points. Mileage is currently reimbursed at 54c/mile and paid to the driver only.
2. You will only be reimbursed the cost of the less expensive mode of travel. For instance, if it costs \$150 to fly round trip to North Texas and \$250 for mileage, you would only be reimbursed the \$150.
3. Toll fees will not be reimbursed. Gasoline purchases will not be reimbursed.
4. Local mileage, including mileage between Collin College's Preston Ridge campus (PRC) and your Dallas/Frisco hotel, will not be reimbursed.

