



Students of Bellingham Technical College

Contact: asbtc@btc.ctc.edu | 360.752.8357 | Campus Center (CC) Room 300

Travel Procedures for Students

For assistance with travel procedures, contact the ASBTC clerical support.

➤ Authorization Forms

- Your Faculty Advisor will determine who from your program will be included in the travel request.
- Prior to travel, the Student Coordinator and/or Program Representative will submit the *Student Funds Request* form to ASBTC for approval. Be sure to attach a list of names and SIDs of students traveling to the *Student Funds Request* form. All funding requests must be presented at the ASBTC Executive Committee meeting.
- For travel related to class curriculum: Student travelers who wish to be reimbursed for out of pocket travel expenses (per diem, mileage, gasoline, etc.) must submit a completed *Student Travel Authorization* form to ASBTC clerical support prior to travel. In-state travel requires approval by Vice President for Student Affairs. Out-of-state travel requires approval by BTC President. ASBTC clerical support will get the forms signed by the VP or President for you.
- For travel related to College business (typically ASBTC Executive Officer travel): All student travelers must submit a completed *Student Travel Authorization*.
- Student Driver Authorization:
 - Rental cars through BTC contract: All student drivers are required to submit a *Student Travel Authorization* with Section 3 completed (copy of driver's license, driving abstract, and proof of insurance) even if travel is for a class.
 - Private Cars: If carpooling with other students, student drivers traveling on College business (usually ASBTC Executive Officers) must submit a travel authorization form with Section 3 completed. If for a class, student drivers don't need to submit a travel authorization or any other documentation. To be reimbursed for travel expenses, e.g. mileage: All students must submit a *Student Travel Authorization* to be reimbursed for travel expenses and student drivers must complete Section 3.
 - The cost of the driving abstract may be included in the funding request.
- *Student Travel Authorization* forms are available on the ASBTC Angel site.

➤ Getting There by Air

- ASBTC clerical support will make air travel arrangement at a non-refundable government rate through a State-contracted agent.
- Students have the option to book less expensive fares through online services, but these fares are NOT REIMBURSEABLE by the College/State of Washington. The advantage of making and paying for your own air travel arrangements is that your program may be able to use their ASBTC-granted funds for other travel expenses, e.g., meals, lodging.
- Students are responsible for determining how they prefer air travel to be arranged.

➤ Getting There by Privately Owned Vehicle

- Students may drive their own vehicles to events along the Whatcom County to Everett corridor. Carpooling is strongly recommended.
- Student drivers may be reimbursed at the state mileage rate to cover gasoline and vehicle wear and tear if mileage is included in the funding request.

➤ Getting There by Rental Vehicle

- ASBTC clerical support will make all vehicle rental arrangements.
- When ready to reserve a car, the Student Coordinator must give ASBTC clerical support the following information:
 - Driver name(s) – each driver must provide a driving abstract
 - Pick-up date/time and return date/time
 - Destination
- Drivers must follow the rental guidelines, which ASBTC clerical support will provide. For example, if using Enterprise Rent-A-Car, the vehicle must be returned fully fueled and litter free. After returning the vehicle, the driver gives the original rental receipt to ASBTC clerical support.
- Drivers must retain their original gas cash/credit card receipts to submit with their travel reimbursement voucher. (See below for details on reimbursement vouchers)
- The College is NOT permitted to rent a vehicle larger than a 12-passenger van.

➤ Staying There

- Students are responsible for finding their own lodging as economically as reasonable. Reimbursement for lodging is subject to a not-to-exceed per diem rates established by the State of Washington and vary by county. See the ASBTC Angel site for the per diem rate chart.
- Double occupancy is expected. Room occupants must be students authorized for the event. Students sharing their room with a person who is not an enrolled BTC student will not be reimbursed.
- If attending a conference, the conference site may offer group rates at local hotels. This information is generally on the registration form or on the conference website.

- Some hotels will accept a purchase order from the College. The Student Coordinator should contact ASBTC clerical support for information about purchase orders.
- If student travelers pay for their own lodging and want to be reimbursed, they must include the original receipt showing a zero balance with their travel reimbursement voucher. (See below for details on reimbursement vouchers)

➤ Eating There

- Meals that are included in the student funds request and that are not complimentary with the conference/meeting may be reimbursed on a per diem basis. Receipts are not necessary for per diem reimbursements.
- Meal reimbursement can be less than the per diem to meet the limitations of the student funds request. Per Diem rates vary by city and county. See the ASBTC Angel site for the per diem rate chart. Also, check with ASBTC clerical support for special requirements for day trips.

➤ Travel Reimbursement Vouchers

- Travel Reimbursement vouchers are available from ASBTC clerical support. A sample is also available on the ASBTC Angel site.
- Original receipts should be attached to the travel expense voucher. Traveler's name and SID should be included on the back of each receipt.
- Examples of receipts include:
 - Lodging
 - Registration fees (one per student or one with each name listed)
 - Driving abstract
 - Parking
 - Gasoline for rented vehicles
 - Ferry and train fares
 - Driving abstracts
- All receipts must show paid with zero balance.
- BTC can reimburse only to the name of the person on the invoice/bill.
- Reimbursement checks are typically mailed to the address the College has on file.

➤ Expenses NOT reimbursable by the College/State of Washington

- Alcohol
- Personal telephone calls
- Entertainment
- Tips/gratuities
- Personal trip insurance
- Fares/rentals purchased outside the State contract