

COLLEGE OF MICRONESIA-FSM

# ADMINISTRATIVE PROCEDURE No. 5010

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## Travel

Date Adopted: 27-28 September 1999

Date Revised: 14-15 January 2013

Date Reviewed: 22-24 March 2014

References: FSM Financial Management Regulations  
Memorandum from the President re: Per Diem Calculation for Hawaii and USA, dated October 12, 2006  
Memorandum from the President re: Outstanding Travel Voucher, dated August 25, 2006  
“Tips for Travelers” distributed by the Comptroller at the December 4-5, 2000 meeting of the Campus Directors  
COM-FSM Board of Regents Meeting Minutes, September, 1999 meeting  
Memorandum from the Comptroller re: Timely Submission of Travel Advance Requests, dated May 3, 1996

1. All employees/staff going on Official trip should have a Travel Authorization (TA). The TA shall be prepared by the traveler and shall be recommended by the immediate supervisor and the Vice Presidents concerned.
2. The TA together with the travel advance requests shall be forwarded to the Business Office at least one week before the scheduled trip for the Pohnpei and National Campuses and two weeks for the other campuses. The TA should be supported by an itinerary from the airline or travel agency. The following information should be indicated in the TA form:
  - a. Section 10 – if there is a registration fee to be paid, the due date should be indicated. Payment however, should be documented in a separate Purchase Order to be attached in the TA.
  - b. Section 11 – actual calculation of per diem, stating therein the number of days should be indicated.
  - c. Section 20 – indicate the airline or travel agency for which the airfare will be paid
3. The Business Office will review the TA and determine if funds are available in the budget or if the traveler has an outstanding travel advance. Travel advance requests will be returned for the following reasons:
  - a. Funds are not available in the travel account
  - b. The employee has an outstanding advance
  - c. The TA is incomplete
4. After funds certification, the TA is forwarded to the President for the final approval.

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5. Upon receipt of the approved TA, a TA number is assigned. This number will be called in to the travel agency that will be issuing the ticket. Once the agency receives the TA number, a ticket is issued by the travel agency.
6. Business Office Staff then processes the allowable travel advance. A total of 80% of the per diem will be advanced to an employee prior to departure plus 100% of other identified travel expenses. Checks for conference registration fees will be made payable to the conference, not to the employee. An exception is if the employee pays for the fee from personal funds (this requires prior approval). If the amount of the registration fee has been approved and a receipt is attached to the final travel voucher, the employee will be reimbursed.
7. If the travel advance request is received within the specified time frame, the check will usually be available the day before the trip.
8. Within ten working days upon completion of the trip, the employee shall submit the final travel voucher. The individual must account for all advances. Receipts are necessary for ground transportation, gasoline for car rentals, departure fees, and registration fees. Hotel and meal receipts are not required, if straight per diem was availed of. However, for special cases where the College shouldered the hotel accommodation, the hotel receipts should also be attached. The College will not reimburse an employee for costs greater than the allowable per diem.
9. Upon receipt of the final travel voucher, the Business Office will calculate the total per diem and expenses incurred during the trip. If the cost of the trip exceeds the amount advanced to the employee, a check will be processed. If there is a balance due to the College, an invoice will be prepared and given to the employee. The employee concerned may opt to return the excess funds to the Cashier or request for salary deduction. The receipt of excess fund shall be duly receipted.