

CCS Administrative Procedure

5.30.01-C Group Travel

Implementing Board Policy [5.30.01](#)

Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285

1.0 Purpose

Group travelers must obtain approval for official travel from an authorized administrative supervisor. All CCS travel regulations apply to group travelers. However, the specific procedures to obtain travel approval vary slightly among the different areas of CCS. Group travelers should check with their supervisor regarding the correct procedures to follow.

2.0 Obtaining Group Travel Advances

Advances for food and lodging are allowed for groups. The group leader must account for all of the money in one of the following two ways.

- 2.1 The group leader must keep control of the money at all times, pay all necessary bills, and obtain a receipt for every transaction or he/she makes with the money. To be acceptable, the receipt must include the following:
 - 2.1.1 The name of the establishment (it should be a commercial business).
 - 2.1.2 The date of the transaction and the amount disbursed.
 - 2.1.3 The purpose of the expenditure and the signature of the vendor.
 - 2.1.4 Must be on preprinted and/or pre-numbered format.
- 2.2 The group leader may give each traveler a certain amount of the advance to spend on his or her own food if the amount is reasonable. This amount is usually substantially less than the non-high-cost subsistence and per diem rates. A list of the travelers with each traveler's signature for the amount of money received beside the traveler's name must be attached. (This procedure is normally used for student group travel.)
- 2.3 Upon return from a student group travel trip, the group leader must turn over any remaining advance money to the campus cashier, obtain a receipt, and give a copy of the receipt to the department secretary to ensure that it is included with the travel documentation.

3.0 Lodging / 50-Mile Rule

Reimbursement of lodging expenses incurred at a lodging facility for meetings/competitions within Spokane, or a 50-mile radius of Spokane is prohibited except in the following instances:

- 3.1 Reimbursement for lodging expenses for STUDENTS may be allowed with the proper approval, provided a copy of the by-laws of the sponsoring organization or the competition rules state students are required to stay at the lodging facility of the meeting/competition.
- 3.2 Reimbursement for lodging expenses for EMPLOYEES may be allowed when the employee, acting in a custodial or leadership role must, as part of their duties, lodge with students or other officials (i.e., coaches and/or advisors lodging at the same facility with students).
- 3.3 An overnight stay in a commercial lodging facility is authorized to avoid having a traveler (employee or student) drive back and forth for back-to-back late night/early morning official activities.

4.0 Travel by State Owned Vehicle

If a vehicle is needed for group travel, a *Fleet Request* must be submitted for approval. For specific information on fleet vehicles (van, bus, or car), refer to the procedures for utilizing state owned vehicles.

5.0 Travel by Airline

5.1 When booking group travel that requires air travel, it is advisable to call the agency, rather than booking online to ensure that all travelers will be on the same flight. Contact information for state approved booking agencies is available on the travel department webpage.

5.2 Booking air travel with a non-contracted state agency will be allowed, but only when the amount is substantially less than a contracted state agency can provide. Documentation of the savings must be provided.

6.0 Travel by Washington State Ferries

6.1 If a group of CCS travelers plan to use the Washington State Ferry System while on official business, the group leader must contact the district travel department (434-5284) before the trip.

6.2 The State Ferry System offers a discounted fare to groups of state travelers. When notified, the district travel department will give the group leader a letter that identifies the group as official state travelers and lists the date(s) the group will travel on the ferry system.

6.3 The group leader must present the letter to the ferry ticket agent to receive the discounted rate.

7.0 Related Information

OFM State Administration and Accounting Manual (SAAM), [Chapter 10 – Travel](#) and [Chapter 12 – Transportation](#).