

COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 5350

Travel Policy

Date Adopted: 27-28 September 1999

Date Revised: 24 May 2018

Date Reviewed: 14 June 2023

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

No COM-FSM fund shall be obligated for travel except to defray Authorized Travel Expenses that are evidenced by a Travel Authorization (TA) and a Travel Voucher. A valid Travel Authorization must meet the following requirements:

- Certified as to availability of funds by the Comptroller
- Duly approved by the President

Authorized Travel Expenses are only those expenses that are incurred by the traveler while the traveler is away from his official duty station or State of assigned duty and must meet the following requirements:

- The travel must be performed to conduct official business.
- With respect to air travel, the traveler shall avail an economy class or by coach unless specifically authorized by the President due to but not limited to the following circumstances: economy class transportation is not reasonably available, convenience of the traveler who will travel internationally for 8 hours or more excluding layovers, and suffering from certain medical condition wherein comfortable seat is needed during the flight.
- Expenses of travel shall be limited to the amounts reflected in the TA
- The per diem allowance shall cover the meals, lodging and personal expenses of the traveler and shall be a fixed amount per day with the following considerations:

- o Shall be in accordance with the allowable rates
 - o Claimable by the traveler beginning on the day of his departure through and including the day of his return regardless whether the day of return or departure are partial days
 - o The per diem allowance shall not be allowed for layovers not reflected in the TA, including amendments thereto, unless the traveler can substantiate that the layover was due to circumstances beyond his control
 - o The per diem allowance shall be limited to the 40% of the whole per diem when the traveler is in a place where lodging is provided for him without substantial charge
 - o If in any case the accommodation available is within \$25 of or higher than the per diem rate, COM-FSM shall pay for the hotel and 25% of the per diem rates, instead of the authorized per diem rate, provided that prior approval was sought. Hotel receipts shall be attached in the Travel Voucher during liquidation.
 - o The time differences between Hawaii/USA and FSM shall be taken into consideration in calculating per diems.
- Vehicle Rentals may be allowed if with prior approval
 - Other allowable expenses may be allowed for reasonable expenses incurred in the course of the official travel which includes, but not limited to, official overseas or local phone calls, taxis and other local transportation, cables, telex, airport departure fees, photocopy, visa fees, currency exchange and/or laundry expense. For purposes of calculating the travel advance, this shall be computed as \$0 for each day for which vehicle rental funds are advanced and \$10 for each other day or fraction thereof during the trip.
 - Optional Fixed Allowance may be allowed for those traveling beyond the FSM, Guam, and Commonwealth of the Northern Marianas Islands, Republic of Palau, and Republic of the Marshall Islands.

Within ten (10) working days upon the completion or cancellation of the trip for which the TA was issued, a completed Travel Voucher should be submitted to signify liquidation of the Travel Advance. No Travel Advance shall be allowed to employees/staff who have un-liquidated travel advances. Travel advances not liquidated after 2 notifications from Business Office will be deducted from the salary based on the remaining payroll period of the current fiscal year.

See Administrative Procedure 5350