

## COMMUNITY COLLEGE OF DENVER

Title: Non-Employee Travel

Guideline #: FS – 7

Approved: March 1, 2014  
July 13, 2015  
August 9, 2017

References: State Fiscal Rules  
College Travel Guidelines

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

To establish guidelines for non-employee travel expense reimbursement by the Community College of Denver (College).

### 2. APPLICABILITY

This guideline applies to all College employees who request payment of travel expenses for non-employees of the College.

### 3. GUIDELINE

- a. The College has determined that in certain instances reimbursement of travel expenses to non-employees is appropriate and in its best interest. Regardless of the situation, the College President must approve, in advance and in writing, all requests to reimburse a non-employee for travel expenses.

Failure to obtain the President's approval may result in the traveler not being reimbursed. Employees who fail to follow this guideline will be required to notify the non-employee traveler that they will not be reimbursed.

Examples of non-employee travel include, but are not limited to:

- Interview of Candidates
- Accreditation Purposes
- Advisory Board Members
- Investigators
- Theater Reviewers

b. Reimbursement

- i. All travel reimbursements will be made in accordance with State of Colorado Fiscal Rules Travel 5-1.
- ii. The College will reimburse non-employee travel for the following expenses when submitted with itemized receipts and a W-9 (See FS-5 for additional details):
  1. Meals will be reimbursed at the current Denver per diem rate. No reimbursement will be provided for alcoholic beverages.
  2. Airline baggage charges.
  3. Reasonable local transportation and parking cost as deemed appropriate by the College.

4. Mileage supported by MapQuest or Google Map printout identifying the miles driven for all routes at current state reimbursement rate.
      5. Other costs as deemed appropriate by the College.
    - iii. The College will make hotel and flight arrangements.
    - iv. The College may not reimburse travel expenses if the non-employee traveler is unable to provide all travel related receipts.
  - c. Interview of Candidates – Positions of VP, Dean, Director and Faculty Positions
    - i. The requirements of 3(b) above apply.
    - ii. If a candidate is offered the position they interviewed for and refuse the offer, the College will not reimburse that candidate for any expenses incurred.
    - iii. It is the responsibility of the chair of the hiring committee to advise all candidates of the requirements of this guideline.
  - d. Interview of Candidates – Position of College President
    - i. Candidates for the position of President who are afforded an on-campus interview will have all travel arrangements handled by the Executive Assistant to the President.
    - ii. It will be the responsibility of the Executive Assistant to the President to advise each candidate of the

documentation requirements under this guideline and to collect and submit such documentation to Fiscal Services for reimbursement.

- iii. The Executive Assistant to the President shall deal directly with the College's Controller on all travel reimbursements for presidential candidates.
  
- e. Questions regarding this guideline should be directed to the College's Controller.
  
- f. Questions regarding travel by consultants and/or outside speakers please refer to College's Outside Speakers Guideline (PO-9).
  
- g. Questions regarding travel by student please refer to the College's Student and Chaperone Guideline (FS-6).