

COMMUNITY COLLEGE OF DENVER

Title: Employee Travel Paid by Third Parties

Guideline #: FS – 8

Approved: November 1, 2013

June 15, 2015

July 13, 2015

August 9, 2017

References: State Fiscal Rules
Independent Ethics Commission

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To ensure employees of the Community College of Denver (College) follow all establish guidelines when a third party offers to pay all or part of their travel costs. The guidelines are set forth and interpreted by the [Colorado Independent Ethics Commission \(Commission\)](#) specifically as it relates to the [Commission's Position Statement 12-01 \(Travel\)](#).

2. APPLICABILITY

This guideline applies to all College employees.

3. GUIDELINE

- a. When a third party offers to pay any part of an employee's travel expenses, the employee must review the [Commission's Position Statement 12-01](#) and provide responses to the questions posed therein. Responses must be submitted with the [Travel Authorization E-Form \(Form\)](#) either in the Special Notation section or as a separate attachment.
- b. The responses will be evaluated by the Vice President of Administrative Services and CFO as to whether the employee can accept a third party's offer to pay for their travel. In some cases, the Vice President of Administrative Services and CFO may need to consult with legal counsel at the Colorado Community College System Office (System Office).
- c. Employees should consult our College HR Director rather than contacting System Office legal counsel with questions regarding this issue.
- d. Employees need to plan appropriately and understand that additional time may be needed to determine if it is appropriate for a third party to pay for their travel. As such, employees should submit their travel request at least forty five (45) days prior to their departure date.
- e. When a third party offers a paid honorarium to the employee as part of the travel, the employee must choose one of the followings options:
 - i. If the employee wishes to keep the honorarium, the employee must use annual leave for each travel day,

excluding weekends and official recognized College holidays; or,

- ii. If the employee does not wish to take annual leave time, the employee must:
 - 1. Turn the honorarium over to the College; or,
 - 2. Refuse the honorarium.

- f. The employee must notify the Vice President of Administrative Services and CFO at the time they submit their responses to the Commission's questions how it will handle the honorarium.

- g. Employees must submit all correspondence received from the third party regarding the travel with their travel request form or as separate document so that it can be included with the employee's travel record.

- h. If it is determined that the employee should not accept a third party's offer to pay their travel expenses, the employee will need to resubmit their travel request and identify which org they intend to have the travel paid from and follow all other travel requirements found in the College's [Employee Travel \(FS – 5\)](#) guideline.