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ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Business and Meeting Meals

Business meals are defined as meals taken with colleagues, students, donors, or other business associates during which specific college business takes place. Pre-approval should be sought by your supervisor and/or budget manager prior to the occurrence of a business meal.

The College will reimburse a business meal expense, excluding alcohol, when it is deemed to be necessary, reasonable, and business appropriate. Meal expenses will be reimbursed based on actual cost incurred.

From an IRS perspective, for meals and entertainment to qualify as a business expense and not additional compensation, they must be ordinary and necessary and not lavish or extravagant based on the facts and circumstances. Also, in order for the reimbursement to be considered a non-taxable payment, the employee must provide the following information about the meeting or activity:

- The business purpose.
- Names of the individuals attending.
- Original, itemized receipt showing the date, place, and amount of the expense.

For further clarification regarding the types of recognition-related meals that can be paid for using College funds, please refer to administrative policy, Employee Recognition.

Adopted: 09/01/07

Reviewed: 05/07/15

Revised: 05/31/15

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Cash and Investment Management

I. Statement of Purpose

The purpose of this investment policy is to establish guidelines for investments and criteria for daily investment decisions which are within the President's responsibilities in accordance with *Board Policy III.F. EXECUTIVE LIMITATIONS: Asset Protection*. It is the intent of this policy to provide a set of basic procedures to assure that investments are safeguarded, yet provide the appropriate flexibility in meeting the district's investment goals and objectives.

II. Limitations and Guidelines

1. **Legality.** All investments made by the district shall be made in conformity with Section 66.0603(1m), *Wis. Stats.*, and as hereafter specifically referred to in this policy.

Under no circumstances shall district funds be deposited in any financial institution that has not been declared as a public depository under Section 34.09, *Wis. Stats.*

2. **Safety.** In order to safeguard all district investments and deposits, the district may use available financial institution rating services to evaluate investment depositories.

The district shall require, when investing in repurchase agreements, that collateral be pledged in an amount equal to or greater than the amount of the repurchase agreements plus accrued interest. The collateral shall be direct obligations of the United States, or of its agencies if the payment of principal and interest is guaranteed by the federal government, or obligations of the State of Wisconsin. Evidence of such collateral shall be provided to the district by the depository.

Consideration shall be given to the total amount of existing district funds held by the depository, and/or the capacity of the depository to accept the deposit or investment.

3. **Liquidity.** The maturity of any investment shall be determined by the district by analyzing the following factors: (a) immediate cash requirements of the district, (b) projected district expenditures, (c) available district funds on hand, (d) maturing district investments, and (e) anticipated district receipts.

Investments shall not extend beyond any recognized unfunded cash needs of the district. Major consideration of maturity dates should be given to requirements of the payroll, debt service, and the periodic bills and claims to be paid by the district.

4. **Yield.** Yield shall be the final determining factor of the investment decision.

III. Overall Responsibility for Cash Management and Investment

Effective cash management involves controlling cash from the time it is received until it is disbursed. It requires the availability of accurate information on a timely basis. The Chief Financial Officer shall be delegated the day-to-day responsibility of the overall financial operation to determine cash availability and needs.

1. **Authority.** Pursuant to §38.12(2) *Wis. Stats.*, and *Board Policy I.J. Treasurer's Role*, the Board Treasurer is the official custodian of all monies received by the District and is accountable for such funds. Although the Treasurer must maintain responsibility for these funds, he or she delegates their custody to the President of the College, who delegates these duties to the Chief Financial Officer.

In addition, as defined in §66.0603(2), *Wis. Stats.*, a county, city, village, town, school district, drainage district, technical college district or other *governing board may delegate the investment authority* over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state. As a requirement of this statute, the following conditions are required:

- A. The institution is authorized to exercise trust powers under §221.0316 or Chapter 223.
 - B. The governing board renews annually the investment agreement under which it delegates its investment authority and reviews annually the performance of the funds.
2. **Permissible Investments.** The district may purchase securities which are permissible investments from available funds which are not required for the immediate needs of the district, and may sell or exchange for other eligible securities and reinvest the proceeds of the securities so sold or exchanged. In accordance with Section 66.0603(1m), *Wis. Stats.*, funds not immediately needed by the district may be invested in any of the following:
 - A. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in this state if the time deposits mature in not more than three years.
 - B. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
 - C. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
 - D. State of Wisconsin Local Government Pooled Investment Fund or the Wisconsin School District Liquid Asset Fund, also referred to as Pooled Investments.
 - E. Repurchase agreements with public depositories as defined in Section 34.01(5), *Wis. Stats.*, in which the depository agrees to repay funds advanced to it, plus interest, if the repurchase agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.

- F. Commercial paper of institutions incorporated in the United States with commercial paper ratings of P-1 from Moody's Investor Service and/or A-1 from Standard & Poor's Corporation. Commercial paper may be purchased by an investment manager per *Wisconsin Statutes* and as part of pooled investments.
- G. Fixed income securities with a minimum long-term debt rating of Aa by Moody's or AA by Standard & Poor's with maturities of seven years or less at the time of purchase. In the case of amortizing securities, final maturity will be measured in terms of average life.
- H. Floating rate securities, the coupons of which adjust to market interest rates with a minimum frequency of four times annually, with a minimum rating of Aa by Moody's or AA by Standard & Poor's with maturities of three years or less at the time of purchase.
- I. No-load money market mutual funds whose investments are limited to those meeting the criteria of Section 66.0603(1m) of the *Wis. Stats.*

The Chief Financial Officer shall consult with the District Board as they may request regarding such investments.

IV. Accounts and Records

It shall be the responsibility of the designated investment officer to establish sufficient records and accounts to:

1. Detail each investment as to purchase date, quality, cost, maturity and yield.
2. Provide any necessary internal controls.
3. Provide any other records that may be required to accurately reflect all investment transactions.
4. Provide monthly summary report to the district board on investment position.

V. Collateralization of Funds

Uncollateralized or uninsured deposits in approved depository institutions shall not exceed FDIC and State of Wisconsin deposit insurance coverage limits.

VI. Qualified Depositories. The banking and investment services for the district shall be separately and competitively bid subject to applicable procurement regulations and the approval of the Board of Trustees. All financial institutions and investment funds that qualify as public depositories under Chapter 34, *Wis. Stats* shall be asked to bid and will be considered eligible as public depositories for all public monies coming in to the hand of the Treasurer of the Fox Valley Technical College District.

Responsibility for the administration of this policy statement rests with the District Board. Delegation of the authority for day-to-day administration of the policy to the Chief Financial Officer does not relieve the District Board of its ultimate responsibility.

NOTE: Annual (April) Board review/authorization.

Related Policies:
Board Policy I.J
Board Policy III.F

Adopted: 04/21/87
Reviewed: 09/05/12
Revised: 10/08/12

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Credit Cards

The purposes of Fox Valley Technical College's procurement card (P-Card) program are to make payment for certain goods more timely and efficient, as well as to generate a rebate for the College. Specific guidelines and procedures related to P-Cards shall be administered by the Financial Services Office. Before a P-Card will be issued, a potential cardholder must agree to abide by these guidelines and procedures. Misuse of a P-Card may result in revocation of the card and/or appropriate disciplinary action.

Adopted: 04/21/87
Reviewed: 02/04/15
Revised: 02/04/15

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Disposal of District Property

The purpose of this policy is to provide consistency in the disposal of district property which is no longer useful or needed in district programs or operations. The President authorizes the Vice President of Administrative Services to dispose of all outdated and/or unneeded vehicles, equipment, supplies, and other goods and materials. Such disposal shall conform to applicable District Board policies and the following guidelines:

- I. Items no longer useful or needed can be disposed of in any of the following ways:
 - A. Sale
 - B. Trade
 - C. Salvage (to external organization if components are not useful in other college programs)
 - D. Discard (if no market value or salvage potential exists)
- II. All computers (laptops, workstations, and servers), smart phones, and portable storage devices such as external hard drives and flash media used to store college operational or confidential data, regardless of their value, must be wiped according to Information Technology standards and disposed of through the Information Technology Department.
- III. All other items with an estimated fair market value (FMV) of greater than \$200 must follow the following procedures (these processes are optional for items with a FMV of less than \$200):
 - A. Complete **Property Disposal Form**.
 - B. Facilities determines FMV.
 - C. Facilities obtains WTCS President approval if $FMV \geq \$25,000$.
 - D. Facilities disposes of property (taking into account program guidelines, if applicable).
 - E. Financial Services applies funds accordingly
- IV. The Facilities and Operations Department, with input from other involved individuals as appropriate, determines the fair market value of items for disposal. If the FMV of an item to be disposed of is \$25,000 or more, the college must obtain disposition approval from the Wisconsin Technical College System President prior to disposition. **This state approval requirement also applies to trade-ins.** The Facilities and Operations Department obtains the approval.
- V. Disposal of items acquired through various federal and state programs, such as surplus property and grant funding, shall be in strict accordance with the guidelines of those programs or grants.

- VI. Payments must be received before any item is released to a buyer. Proceeds under \$500 may be deposited into an enterprise fund (5xx). Any proceeds less than \$2,000 will be deposited into a revenue account in the Equipment Sale Fund (583). If the amount is \$2,000 or greater, the seller may designate a specific chartfield string to which the proceeds will be applied. Sale proceeds cannot be deposited in accounts at the FVTC Foundation.

- VII. These procedures are established and maintained jointly by the Vice President of Administrative Services and the Chief Financial Officer. Records of disposal shall be maintained for all disposals valued above the \$200 threshold.

Related Forms:

Property Disposal Form

Adopted: 04/21/87

Reorganized: 06/24/97

Reviewed: 03/31/04

Revised: 05/10/04

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Handheld Wireless Devices and Calling Cards

For the purpose of conducting college business, handheld wireless devices (cellular phones, blackberries and pagers) and calling cards may be issued to employees when warranted. Based on rationale and a recommendation by the employee's manager, the respective unit's vice president (or president, where appropriate) will approve the issuance of handheld wireless devices and/or calling cards and the on-going budget implications associated with the approvals. All approvals are to be forwarded via the [Handheld Wireless/Calling Card Request Form](#) to Financial Services for centralized tracking.

All handheld wireless devices and calling cards issued in accordance with this policy are issued for business purposes and are not to be used as an employee's personal phone, blackberry, pager, or calling card. Porting of personal numbers to an FVTC-issued cell phone, blackberry, or pager is not permitted. De minimus personal use of this equipment is allowed and is subject to audit by Financial Services. Employees who are found to have abused this policy may be required to reimburse the college for personal use and may be subject to other disciplinary actions as deemed appropriate. In order to protect FVTC intellectual property, wireless devices issued by FVTC or personal devices that access FVTC resources, may be subject to FVTC security policy.

If deemed warranted after a billing audit, Financial Services may use its discretion in forwarding detailed call reports to deans and directors for verification of appropriate phone usage.

The college will identify a preferred cell phone, blackberry and pager provider. All employees for whom this equipment is deemed necessary will be issued equipment from this preferred provider. The following exceptions apply to this rule:

1. Preferred provider does not offer coverage at the employee's worksite.
2. Preferred provider does not offer coverage at locations, other than the employee's worksite, where the employee is required to perform college business.

All exceptions must be recommended by the employee's manager and approved by the appropriate dean, director, vice president, or president.

Reimbursement Procedures for Business Calls Made on Personal Cell Phones or Calling Cards

1. FVTC business calls will appear on cell phone and calling card invoices that are mailed to the employee at the employee's home address.
2. The staff member will review the cell phone, etc. invoice(s), identify and highlight any FVTC business phone calls, and sign the invoice(s) to certify that the calls identified and highlighted were made on behalf of the college.
3. The staff member shall submit a request via the Expense Reimbursement Request System for the reimbursable portion of the cell phone and/or calling card calls and/or blackberry data usage. The invoice(s) with the business calls highlighted must be included with the request. If the expense is incurred while travelling on college-related business, the request for reimbursement must be made via a [Travel Voucher](#)

4. Fox Valley Technical College will only reimburse staff for the cost of cell phone airtime, blackberry data usage and call toll charges. Monthly charges for service and equipment are the responsibility of the employee.

Related Forms (for internal use only):

[Handheld Wireless/Calling Card Request Form](#)

[Travel Voucher](#)

Adopted: 03/31/03

Reorganized: N/A

Reviewed: 05/07/08

Revised: 06/04/08

Phone/Tablet/Wireless Service Request Form

Employee Name				
Manager Name				
Work Location				
Date of Request				
Request Type	<input type="radio"/> New User Setup <input type="radio"/> Upgrade Existing Equipment			
Equipment Requested	<input type="radio"/> Cell Phone (Flip Phone)	<input type="radio"/> iPhone 4S - 16GB	<input type="radio"/> iPad (Wi-Fi +4G) - 16 GB	<input type="radio"/> Mobile Hot Spot (Mi Fi)
Equipment Cost	<i>about \$30</i>	\$199.99	\$629.00	\$0
Monthly Service Plan	<input type="radio"/> Local - \$0.06/minute <input type="radio"/> Nationwide - 400 Anytime Minutes \$29/month	<input type="radio"/> Local - \$0.06/minute with 2 GB of Data - \$24/month plus phone usage <input type="radio"/> Nationwide - 400 Anytime Minutes \$55/month	<input type="radio"/> 2 GB of Data - \$30/month	<input type="radio"/> Unlimited Data - \$40/month
Please note that if you only travel outside of WI once or twice a year, please select the local plan and notify finance when you are traveling outside of WI to change your plan to Nationwide for just that time period.				
Text Messaging	<input type="radio"/> Not Needed <input type="radio"/> 100 Texts - \$0.99/mo <input type="radio"/> 300 Texts - \$1.99/mo <input type="radio"/> Unlimited - \$12/mo			
Car Charger	<input type="radio"/> Yes - \$23 <input type="radio"/> No			
If Equipment is not listed above, please explain what is needed				
Chart Field String to Charge for iPad (Capital)	Fund:	Dept.:	Program:	Project/Grant:
Chart Field String to Charge for Monthly Service Plan	Fund:	Dept.:	Program:	Project/Grant:

By signing this form, you are confirming that you have reviewed and agreed to the [FVTC Administrative Policy II.G.1., Handheld Wireless Devices & Calling Cards](#)

Employee Approval	Signature:	Date:
Manager Approval	Signature:	Date:
Executive Team Approval	Signature:	Date:

Email completed form (with signatures) to Todd Wilson at wilsono@fvtc.edu

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Procurement

Purpose

This policy provides direction for the purchasing of needed materials and services while ensuring open and free competition and compliance with all relevant laws, statutes, and regulations.

Definitions

- A. Approving Authority—The District employee who has authority to sign purchase agreements and obligate the District.
- B. Bid Waiver—Allowable exceptions to normal procurement procedure.
- C. Invitation for Bid (IFB)—Sealed bid procurement process used when price is the sole criterion that will determine which vendor is selected. IFB's are administered in the Purchasing Office.
- D. Procurement—Buying, purchasing, renting, leasing, or otherwise acquiring any supplies, services, equipment or construction.
- E. Public construction—All labor and materials used in the framing or assembling of component parts in the erection, installation, enlargement, alteration, repair, conversion, razing, demolition, or removal of any fixed equipment, building, or facility.
- F. Request for Proposal (RFP)—Sealed proposal procurement process used when criteria in addition to price are considered in determining which vendor is selected. All evaluating criteria must be clearly disclosed in the solicitation. RFP's are administered in the Purchasing Office.

General Requirements

- A. Every procurement transaction must be formally processed and approved by the proper approving authority. All purchases require a requisition and purchase order to be approved and issued before the purchase is initiated, except for procurement card purchases.
- B. When all other factors are equal, the District will patronize local businesses.
- C. Procurement contracts may be awarded for periods of up to five years, with the option of additional consecutive one-year extensions up to a maximum total contract length (including extensions) of seven years. Exceptions include audit services (contracts limited to five years total), ERP systems (contracts limited to ten years total), and legal services (annual engagement letter).
- D. The Financial Operations Manager and Executive Team are responsible for administering the District's procurement policy.
- E. Signed contracts will be maintained by the Financial Operations Manager.
- F. The College will document the outsourcing of all services with a written agreement.

Purchasing Authorization

Approving authority is based on the total estimated amount of the purchase over the life of the contract. Authority to sign a contract and/or obligate the District is outlined below:

Type of Purchase	Estimated Value	Approving Authority
Non-construction	Under \$2,000	Requisitioner
Non-construction	Over \$2,000 but under \$10,000	Budget Manager or Financial Operations Manager
Non-construction	Greater than or equal to \$10,000	Executive Team Member or Financial Operations Manager
Construction Projects	Under \$25,000	Manager of Facilities & Operations, Vice President Administrative Services, or Financial Operations Manager
Construction Projects	Greater than or equal to \$25,000	District Board Chairperson and Secretary
Memoranda of Understanding (MOU) involving potential purchasing obligations	Any	President or Executive Team Member
Property Rental and Leases that require WTCS State Board approval	Any	President

All purchasing contracts in excess of \$50,000 shall contain:

- 1) Provisions for termination by the District
- 2) Conditions under which the contract may be terminated for default
- 3) Conditions under which the contract may be terminated for circumstances beyond the control of the contractor
- 4) Provisions for administrative, contractual, or legal remedies when contractors violate or breach contract terms
- 5) A provision requiring compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). For public construction contracts, the threshold for compliance with this provision is \$10,000.

Code of Conduct

Employees must adhere to administrative policy *IV.C. Code of Ethics/Conflicts of Interest*. In addition, employees are prohibited from splitting large purchases into smaller purchases in order to bypass procurement rules.

Procurements Less than \$25,000

Procurements less than \$25,000 do not require a competitive process. However, an effort should always be made to obtain the best possible price by seeking quotes from more than one vendor. Purchases must be made via a purchasing card (subject to purchasing card guidelines) or by creating a requisition.

A competitive selection process may still be required in cases where multiple small procurements with a single vendor total more than \$50,000 over the course of the year. See *Annual Review of Procurements* section for more information.

Procurements of \$25,000 to \$50,000 (Non-Construction)

Except as provided in the *Bid Waiver* section, procurements where the total cost is at least \$25,000 but does not exceed \$50,000 shall be based on written quotations from a minimum of three vendors. Solicitation of quotations shall be done in a manner to maximize competition.

Procurements Greater than \$50,000 (Non-Construction)

Except as provided in the *Bid Waiver* section, procurements greater than \$50,000 require a sealed bid process, via either IFB or RFP. All sealed bids must be administered through the Purchasing office. The Financial Operations Manager and the College's Executive Team are responsible for ensuring that the bid process complies with all applicable laws and regulations, including the requirements of the WTCS Financial Accounting Manual (FAM).

All IFB's and RFP's shall include a clear and accurate description of the item or service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill and all other factors to be used in evaluating bids or proposals.

Procurements Greater than \$25,000 (Construction)

Public construction procurements greater than \$25,000 require a sealed bid process via an IFB. All sealed bids must be administered through the Purchasing office. The Financial Operations Manager and the College's Executive Team are responsible for ensuring that the bid process complies with all applicable laws and regulations, including the requirements of the WTCS Financial Accounting Manual (FAM).

All IFB's shall include a clear and accurate description of the item or service being procured. This description shall not contain features which unduly restrict competition. Solicitations or offers shall include all requirements which suppliers must fulfill.

Brand Name Specific

Specifications for bids or quotes should not be brand name specific, except under the following circumstances.

- Instructional equipment: Letters from key employers or advisory committee minutes specify that they need their employees trained on a specific brand of equipment.
- Non-instructional equipment: The equipment interfaces with existing District equipment and the function of the existing equipment will be impaired if a different brand is used OR the equipment is incorporated into a piece of existing District equipment that will not function using another brand OR existing District equipment includes a warranty that will be voided if component units are combined/replaced with another brand OR the federal or other granting agency authorizes or requires the use of a specific brand.

Bid Waiver

The following are allowable exceptions to the bid/quote requirements listed above:

- A. Cooperative purchasing: Purchases from state and government contracts and other contracts approved by the Wisconsin Technical College System (WTCS) provided the vendor was selected through a competitive process by the contracting agency.
- B. Used equipment
- C. Resale items: Items purchased with the intent of reselling to students and/or staff.
- D. Emergency procurement: Procurement necessitated by a threat to the continued operation of the District or to the health, safety, or welfare of students, staff, or guests.
- E. Outside legal counsel: While competitive bidding is not required, an annual letter of engagement is required.
- F. Sole source: The item is only available from a single source (e.g., utilities).

Procurements made via bid waiver must still follow all purchasing authorization guidelines listed above.

Federally Funded or Grant Funded Procurement

All federally funded or grant funded procurements shall be made in accordance with the appropriate regulations or grant requirements. These procurements must still follow all purchasing authorization guidelines listed above. In cases where the policies conflict, the more restrictive must be used unless prior approval is received from the relevant granting agency.

Recordkeeping

By law, the Purchasing Office will keep the following records for purchases over \$25,000 for a minimum of seven years:

- 1) The rationale for the method of procurement
- 2) The rationale for selection or rejection of any contractor or proposed contractor
- 3) The basis for cost or price.

In addition, for all IFB's and RFP's, the Purchasing Office will maintain the following records for a minimum of seven years:

- 1) Proof of bid/RFP advertisement
- 2) Bid/RFP document, including specifications and any amendments
- 3) List of vendors who received the bid/RFP
- 4) Vendor bids/proposals, including date and time received
- 5) Completed bid tabulation or evaluation summary
- 6) Rationale for vendor selection
- 7) All other significant correspondence or documentation

Annual Review of Procurements

Administrative Rule TCS 6.05(2) (h) requires an annual report to the District Board by October 31st of each year that aggregates multiple purchases of similar goods and services. Where total purchases for any vendor exceed \$50,000 in a fiscal year, further analysis is conducted to determine if these purchases were made under an existing bid, quote or other contract with the

respective vendor. The Financial Operations Manager is responsible for evaluating these situations to determine if a more competitive procurement process should be used in the future with respect to purchases of similar goods, supplies and services.

Adopted: 12/18/84

Reorganized: 06/24/97

Reviewed: 03/06/13

Revised: 04/16/13

Property Disposal Form

Department & Property Information			
Department/Division			
Date			
Property Type <i>(Provide a description that will allow Facilities to determine the property being referred to.)</i>			
FVTC Asset Tag # (Where Applicable)			
Original Purchase Price			
Acquired Via State or Federal Programs	<input type="checkbox"/> Acquired via State Surplus Property <input type="checkbox"/> Acquired via State Grant Funding. List Grant _____ <input type="checkbox"/> Acquired via Federal Surplus Property <input type="checkbox"/> Acquired via Federal Grant Funding. List Grant _____		
Reason for Disposal Request			
For Vehicles, Check one that Applies	<input type="checkbox"/> No Replacement Vehicle Being Requested <input type="checkbox"/> Replacement Vehicle Requested (If so, <u>complete the Vehicle Request Form</u>)		
VIN # (If Vehicle)			
Overall Current Condition of Property	<input type="checkbox"/> Excellent <input type="checkbox"/> Fair <input type="checkbox"/> Poor		
Chart Field String for Proceeds	Account:	Fund:	Dept: Program:
	Project/Grant:		
Dean/Director Approval - Obtain Prior to Sending Form to Facilities.			
Approval	Name:		Date:
Facilities Use Only			
Fair Market Value of Property	\$ _____		
Means of Disposal	<input type="checkbox"/> Sale for \$ _____ <input type="checkbox"/> Trade for _____ <input type="checkbox"/> Donation <input type="checkbox"/> Salvage for \$ _____ <input type="checkbox"/> Discard		
To Whom Disposal Made			Date:
Release of Liability Form Received?	Date:		
WTCS Approval Received? <i>(If required)</i>	Date:		
Approval of Property Disposal	Name:		Date:
Financial Services Use Only			
Insurance Cancellation Date <i>(Where Applicable)</i>			



RELEASE OF LIABILITY AND HOLD HARMLESS AGREEMENT - Donated Equipment

I agree that I have received _____ for no consideration whatsoever. By accepting _____, I agree to release and hold harmless the Fox Valley Technical College District, and its employees, officers, directors, agents, and representatives from any and all losses, damages, rights, claims related to _____.

Disclaimer of Warranty : The equipment and any related documentation are provided to _____ "as is" and without warranty of any kind and Fox Valley Technical College expressly disclaims all warranties, express or implied, including, but not limited to, the implied warranties of merchantability and fitness for particular purpose. Fox Valley Technical College does not warrant that the equipment will meet _____ requirements, or that the operation of equipment will be uninterrupted or error-free, or that defects in the equipment will be corrected. Furthermore, Fox Valley Technical College does not warrant or make any representations regarding the use or results of the use of the equipment or its related documentation in terms of correctness, accuracy, reliability, or otherwise. No oral or written information or advice given by Fox Valley Technical College or any fox Valley Technical College representative shall create a warranty or in any way increase the scope of this warranty. Should this equipment prove defective, _____, and not Fox Valley Technical College, assume the entire cost of all necessary repair or correction.

Limitation Of Liability: Under no circumstances, including negligence, shall Fox Valley Technical College be liable for any incidental, special, punitive or consequential damages that result from the use or inability to use the equipment or related documentation, even if Fox Valley Technical College or Fox Valley Technical College's representative has been advised of the possibilities of such damages.

Indemnification: _____ shall defend, indemnify and hold harmless Fox Valley Technical College against all claims, damages, costs and expenses that arise from or result from the shipping, handling, sale, recycling, disposal, export, transfer or use of the Equipment, including without limitation all claims for bodily injury and property damage arising from the use of the Equipment. The term "claim" includes but is not limited to allegations, notices, lawsuits, judgments, settlements, costs, expenses, attorney fees and other costs for Fox Valley Technical College to assist with or present any defense, without regard to whether the claim is based on breach of contract, breach of warranty, negligence, strict liability or any other cause of action.

Understood and Agreed to by the duly authorized representatives of the Parties:

Receiving Party: _____

FOX VALLEY TECHNICAL COLLEGE

Printed Name and Title

Printed Name and Title

By (Signature) Date

By (Signature) Date

Forward original to FVTC Financial Services, copies to receiving party and donating department.

ADMINISTRATIVE POLICY TYPE: FISCAL MANAGEMENT
POLICY TITLE: Travel and Expense Reimbursement

Overview

The FVTC Travel and Expense Reimbursement Policy provides guidelines and establishes procedures for employees traveling on College business. This policy complies with IRS Rules and closely follows Federal Travel Regulations. This policy is meant for employees only.

These policies and procedures apply to all employees who incur expenses while on official College business and related travel, regardless of funding source. (Please note that some grants include their own travel guidelines. Where they differ, the guidelines of the grant will take precedence over this policy.)

This document outlines policies and procedures in general terms in order to allow reasonable discretion. This policy is not intended to cover every possible situation. Please contact Financial Services for clarification as needed.

Every effort should be made to encourage conservative use of College resources for business and travel related expenses. The College will reimburse employees for reasonable, necessary, appropriate and approved expenses.

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For questions regarding this policy, please contact Accounts Payable or send an email to travelhelp@fvtc.edu.

A quick reference guide summarizing the more common items addressed in this policy is available on the [Financial Services Travel Information](#) page (for internal staff only).

I. Responsibilities & Compliance

A. Employee

Employees should spend College funds prudently. Business travel expenses will be paid by the College only if they are reasonable, necessary and in accordance with this policy.

Each employee should be familiar with this policy prior to travel to ensure that costs will be reimbursable. The employee is responsible for submitting all forms and receipts related to their travel within a timely manner. The employee may delegate responsibility for preparation of the forms but will always retain accountability of travel expenses.

B. Supervisor/Budget Manager

Supervisors and budget managers are ultimately accountable for the use of College funds and must verify that all travel is budgeted and expenditures are charged to the proper account(s). These individuals are responsible for knowing the policy, creating a process for ensuring that all travel expenses are approved within their department, and ensuring that their employees understand the process. The supervisor or budget manager (or their appointed designees) must sign each expense report, confirming that all travel expenses were necessary, reasonable, and consistent with this policy.

II. Authorization to Travel

All travel requires prior authorization from an employee's supervisor and/or the manager whose budget is impacted. International travel requires approval from an executive team member. (See section V.D., *International Travel*.) Travel arrangements should only be made after approval has been received. The employee and respective supervisor are responsible for ensuring that travel is appropriate, reasonable and necessary. For professional growth activities, a *Professional Growth Activity Tracking (PGAT)* form is required. (See section V.E., *Registration Fees & Professional Growth Activities*.)

III. Expense Reimbursement

A. Travel Advance

Due to processing costs, travel advances are discouraged and will be approved by Financial Services on a case by case basis only when there is a demonstrated need.

Travel advances can be requested for expenses generally paid in cash, such as meals and incidental expenses (M&IE), taxi fares and parking fees. Travel advances are not to exceed the estimated amount of cash expenses.

B. Travel Claims

In order to receive reimbursement for travel expenses, it is necessary to complete an *Employee Expense Report* form upon completion of the trip and have it signed by the appropriate manager. This form is available on the [Financial Services Travel Information](#) page (for internal staff only). Requests for reimbursement should be submitted to Financial Services as soon as possible and no later than 90 days after the

trip. The College reserves the right to deny reimbursement for requests that are habitually delinquent.

IV. Receipts

Original receipts are required for all expenses except for meals and incidental expenses (M&IE) that are reimbursed on a per diem basis. (See section V.A., *Meals*.)

The College expects that a good faith effort will be made by employees to collect and retain all required receipts. It is strongly suggested that employees keep copies of submitted receipts for their own files. If a receipt is lost or unable to be obtained, a detailed explanation of the expense is required.

V. Types of Expenses

- A. Meals
- B. Transportation
- C. Lodging
- D. International Travel
- E. Registration and Professional Growth Activities

A. Meals

1. *General Guidelines*

The College will reimburse employees for normal meal and incidental expenses (M&IE) incurred during official business travel using the per diem, or maximum daily allowance, method. Business meeting meals will be reimbursed at actual cost up to per diem. *Under no circumstances is alcohol considered a reimbursable expense.*

2. *Per Diem Rates*

Meal expenses and any related tips will be reimbursed via the M&IE per diem rates established by the General Services Administration (GSA) of the federal government. These rates vary by geographic location and can be found on the [GSA web page](#) under *Per Diem Rates*. The rate includes meals, tips and incidentals such as fees for food and luggage-handling type services.

If a meal is provided as part of a sponsored training session, conference, or meeting, the employee must deduct the per diem for that meal(s) from their per diem for that day. If a meal is provided by a conference as part of the registration fee and an employee elects to purchase a meal independent of the conference, such meals will be considered a personal expense and will not be reimbursed. To comply with IRS regulations regarding taxable compensation, the amount of the meal per diem to be paid will depend on the duration of the trip:

When travel is:	Meal & Incidental Expense allowance is:
Less than or equal to 12 hours	Zero
More than 12 but less than 24 hours	75% of applicable M&IE rate for destination

24 hours or more	First day of travel	75% of applicable M&IE rate for destination
	Full days of travel	100% of applicable M&IE rate for destination
	Last day of travel	75% of applicable M&IE rate for destination

The first and last day of travel will be determined as the day the employee leaves home and the day the employee arrives home. The following table shows **an example** of the 75% calculation of per diem rates:

M&IE Rates at 75% Proration for Travel Days

M&IE Rate for Location:	\$46	\$51	\$56	\$61	\$66	\$71
75% of M&IE Rate:	\$34.50	\$38.25	\$42.00	\$45.75	\$49.50	\$53.25
Breakfast	5.25	6.00	6.75	7.50	8.25	9.00
Lunch	8.25	9.00	9.75	11.25	12.00	13.50
Dinner	17.25	19.50	21.75	23.25	25.50	27.00
Incidentals	3.75	3.75	3.75	3.75	3.75	3.75

In the event an employee travels to multiple cities and states during the same day of travel, the meal allowance for that day will be based upon the city where the employee spends the night.

In situations where business travel is combined with personal travel, reimbursement for meals will be limited to expenses incurred on days of official business. Travel days should be calculated as if the personal travel did not exist.

When two or more employees are on travel status and dine together, each employee is eligible for a per diem and will be reimbursed accordingly regardless of whether they get a single check and one employee pays. In those situations, employees should settle-up with each other in cash and each claim their own per diem upon returning from their trip.

3. Business Meals

Business meals are defined as meals taken with colleagues, students, donors or individuals from outside organizations during which specific College business takes place. These meals may occur locally or while in travel status. When two or more employees are traveling and dine together, the fact that they are dining together does not constitute a business meal.

Please see the College’s [business meals policy](#) for more details.

B. Transportation

General Guidelines

While there are several acceptable methods of business transportation (air travel, public transportation, rental vehicle, personal vehicle, or College vehicle), employees

are expected to use the most cost effective method possible. For assistance in determining the most cost effective transportation method, please contact Accounts Payable or send an email to travelhelp@fvtc.edu.

1. *Air Travel*

a. *General Guidelines*

The College will only pay for the cost of coach accommodations. If an employee wishes to maximize comfort and convenience by traveling business or first class, the employee will pay the difference between the lowest priced coach fare and the actual final fare. The employee must submit a price quote along with their expense report. This quote can be obtained from the travel agency at the time of booking a ticket.

b. *Airline Reservations*

National Criminal Justice Training Center (NCJTC): If travel is funded through the NCJTC, employees will automatically receive information for booking their airline tickets via an email or task order once travel is officially approved.

Travel under all other funding sources: Once travel is approved by the supervisor, the employee will send an email with the destination information, dates of travel, and chart-field string to travelhelp@fvtc.edu with a carbon copy (cc:) to the appropriate supervisor or budget manager. The employee will receive an email response with instructions and an authorization number for booking an airline ticket. Airline tickets should be purchased through the College's designated travel agency and will be charged directly to the College. Airline tickets purchased with personal funds will be reimbursed after the trip along with the other travel expenses to avoid additional processing costs and possible duplication of payment.

c. *Airline Ticket Changes/Cancellations*

The College will pay for change or cancellation penalties if approved by the supervisor and provided the change or cancellation was caused by unavoidable circumstances, and not personal preference.

d. *Airline Frequent Flyer Programs*

Employees may retain frequent flyer program benefits for their personal use. However, participation in these programs must not influence flight selection which would result in higher airfare. The College will not reimburse employees for tickets purchased with frequent flyer miles even if those tickets are purchased for business reasons.

e. *Airport Club Memberships*

The College will not pay for airport club memberships for employees, and dues paid by employees for these memberships will not be reimbursed.

f. *Baggage Charges or Lost Baggage*

Employees will be reimbursed for any charges imposed by the airline for the first item of luggage. Excess baggage charges will be reimbursed only when traveling with heavy, bulky material or equipment that is required for business purposes.

The College will not reimburse employees for personal items lost while traveling on business. The airlines are responsible for retrieving and compensating for lost baggage.

g. *Airline Boarding Compensation*

Airlines occasionally offer free tickets or cash allowances to compensate for delays due to overbooking, flight cancellations or changes. Employees may volunteer for boarding compensation only if the delay in their trip will not result in any interruption of business or any additional costs to the College. Employees may keep the compensation for their own personal use.

h. *Airport Delays*

The College will reimburse employees for reasonable expenses such as additional hotel and per diem costs incurred due to flight delays and cancellations that are beyond the employee's control. A brief description of the circumstances should be included with the *Employee Expense Report*. The *Employee Expense Report* form is available on the [Financial Services Travel Information](#) page (for internal staff only).

2. ***Public Transportation (Taxi, Shuttle, Rail, Subway, Metro, Bus)***

Costs of public transportation with reasonable tips will be reimbursed with a receipt. These expenses are allowed for transportation to, from, and between places of business, lodging, and the airport. Taxi or public transportation expenses incurred while traveling to a meal will be reimbursed as long as the meal is at a reasonable location (i.e., the employee is not traveling across town to a restaurant when there are numerous restaurants within walking distance). Courtesy transportation should be utilized whenever possible.

3. ***Rental Vehicle***

a. *General Guidelines*

- Car rental is an allowable expense if authorized by the supervisor or budget manager. The use of a rental car should be justified as an economical business necessity. Actual expenses will be reimbursed with a detailed receipt.
- Employees should use a rental car when other transportation is not available or when the use of a rental car results in a cost savings. If the primary mode of transportation is going to be taxi, shuttle, subway or courtesy transportation once the employee reaches his/her final business destination, then a rental car is discouraged.

- Mileage is not reimbursable for rental vehicles; however, the direct cost of gasoline will be reimbursed. Employees should fill the car with gasoline prior to returning it to the car rental agency.
- When renting a car in the state of Wisconsin, employees should take advantage of the College's negotiated rates by renting from Enterprise. This rate includes the extra insurance at no additional cost. Employees should email travelhelp@fvtc.edu with a carbon copy (cc:) to their supervisor or budget manager to obtain a PO number. When calling Enterprise to reserve a vehicle, employees will provide the PO number and the College's account number (WISC742). Enterprise will then directly bill the College.
- Outside of Wisconsin, it is recommended that rental cars be reserved through the College's designated travel agency in order to take advantage of all negotiated rates and discount programs.

b. Type of Vehicle

The size of the rental car should be the least expensive model consistent with the number of employees and the business requirements of the trip. Minivans and SUVs should be used only if transporting large or bulky material or if four or more individuals are traveling together. Employees should NEVER rent a 15 passenger van as the College's insurance does not cover these vehicles.

c. Insurance

The College's insurance policy provides coverage for car rentals (except for 15 passenger vans) within the United States so it is not necessary to purchase additional insurance offered by rental agencies. If purchased, this cost will not be reimbursed. The additional insurance should be purchased and will be reimbursed when renting vehicles for College business outside of the United States. (See Section V.D., *International Travel*.)

d. Accidents

If a rental vehicle is involved in an accident, employees should immediately contact the rental car company and local authorities as required. Risk Management should be notified at (920) 735-2575 no later than the following business day. The employee should also contact his/her supervisor and complete an *Incident Report* form available at the [FVTC Human Resources website](#). The form can be found under the 'Quick Links' section on the bottom right of the webpage.

4. Personal Vehicles

- Employees may use personal vehicles for official business travel when necessary and cost effective. Reimbursement will be at the current IRS mileage rate. The current rates can be found on the [Financial Services Travel](#)

[Information](#) (for internal staff only) and at www.irs.gov. This mileage rate covers all transportation and operating costs of the vehicle, including depreciation, repairs, towing, gasoline and insurance. Additional reimbursement will be made for tolls and reasonable parking fees.

- Employees will not be reimbursed for tickets, fines or traffic violations. No reimbursement will be made for vehicle repair costs regardless of whether it results from the employee's act or acts of others.
- Employees who choose to use their own vehicles on a trip where air travel is more appropriate will be reimbursed an amount not to exceed the least expensive, logical air fare to the destination. Proof of this air fare cost must be submitted with an expense claim.
- Expenses associated with normal commuting between an employee's home and regular place of business are not reimbursable.
- Requests for mileage reimbursement must include starting point, destination, number of miles and purpose of trip. Employees will be reimbursed based on actual starting and ending locations.

5. ***College Vehicles***

The College owns several vehicles that may be used for College business. To use one of these vehicles, contact Manufacturing Technologies or Facilities Services. See the complete [college vehicle policy](#) for more details.

6. ***Limousine and Private Car Services***

Travel by limousine and private car service is not an acceptable mode of business travel unless it represents the most efficient and cost-effective method for the trip. The employee must attach documentation to support his/her decision to use a limousine or private car service.

C. Lodging

1. ***General Guidelines***

- Generally speaking, it is up to the employee to make their necessary lodging arrangements unless told otherwise. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. The College will pay actual room costs, as supported by the detailed hotel bill, for each night that lodging away from home is required for business purposes. Employees should choose good quality, reasonably priced hotels whenever practical. Receipts for lodging are always required.
- FVTC is exempt from sales tax in the state of Wisconsin and several other states. Employees incurring lodging expenses within these states can provide the hotel with FVTC's tax-exempt number to avoid sales tax charges when

allowable. A list of states in which FVTC is tax exempt can be found on the [Financial Services Travel Information](#) page (for internal staff only).

- When making lodging arrangements, employees should request the state rate, government rate, or corporate discounts if available. Employees should ask the hotel what type of identification or proof is required to attain these rates and be prepared to provide it.

2. *Cancellations*

In the event it is necessary to change or cancel guaranteed reservations, it is the responsibility of the employee to cancel the reservation. The College will not reimburse any charges or fees assessed due to failure to cancel a reservation unless there are circumstances beyond their control.

3. *Lodging in a Private Residence*

Payments to individuals for lodging at their personal homes are not reimbursable.

D. International Travel

1. *General Guidelines*

- International travel is defined as travel outside of the United States and U.S. Territories and Possessions. In general, the travel guidelines outlined throughout this policy apply to international travel.
- Travel to foreign countries must be approved by an executive team member prior to travel taking place

Human Resources must be notified of all international travel prior to traveling.

- If international travel is grant funded, verify the applicable grant guidelines before planning the trip. Many granting agencies require specific processing and/or prior approval before international travel is allowed.

2. *Lodging and Meals*

[Per diem rates](#) for meals and incidental expenses for non-U.S. overseas locations are set by the U.S. Department of State for the city and country of travel. As per the previous meal section of this policy (Section V.A.2.), per diem rates on travel days will be reimbursed at 75%. Actual lodging expenses will be reimbursed with a receipt. (See also section V.C., *Lodging*.)

3. *Vehicle Rental*

When renting a vehicle while on international travel, confirm in advance whether an international driver's license is needed. The employee should accept the optional insurance coverage such as Collision Damage Waiver (CDW) and Personal Accident Insurance (PAI). Cost for these expenses will be reimbursed with a receipt.

4. *Currency Exchange*

Expense reports for foreign travel must be submitted in U.S. Dollars using the exchange rate in effect during the dates of travel. Documentation indicating what exchange rate was used to make the conversions should be submitted with the expense reimbursement form. Currency exchange rates can be found at several web sites including [gocurrency](#). If purchases were made via credit card, use the exchange rate provided by the credit card company. Credit card transaction fees associated with currency conversion will be reimbursed with appropriate documentation.

5. *Foreign Travel Advisories*

Travel warnings for individual countries and announcements for particular regions are available at the U.S Department of State's [International Travel Information web site](#). Health information from the U.S. Centers for Disease Control on specific destinations is available at the [CDC web site](#).

E. Registration Fees & Professional Growth Activities

Fox Valley Technical College's Human Resource Department maintains a professional growth activity tracking (PGAT) system for the purpose of tracking and reporting on professional growth activities. Employees need to complete a PGAT form if:

- A registration fee needs to be paid.
- Salary advancement applies (for faculty).
- Tuition reimbursement applies (for ESPA and management).
- Training & Development is covering the cost, or part of the cost.
- The activity counts toward certification renewal (for faculty and certified management positions).

Employees can obtain a PGAT form by selecting *New Activity* on the [PGAT System web page](#). Once the PGAT form has been completed, the employee should complete and submit any registration paperwork to Accounts Payable for payment of the registration fee. Employees may also choose to pay registration fees with personal funds and be reimbursed after the trip via the *Employee Expense Report*. The *Employee Expense Report* form is available on the [Financial Services Travel Information](#) page (for internal staff only). This is the preferred method when registration fees are of a small dollar amount (less than \$50). Original receipts or proof of payment are required.

It is the employee's responsibility to notify Accounts Payable of any cancellations and/or refunds of a professional growth activity.

F. Miscellaneous Expenses

1. *Phone/Fax/Internet Expenses*

- Employees will be reimbursed for business phone calls that are reasonable and necessary for conducting business. Business-related cellular phone charges

while in travel status will be reimbursed for airtime, roaming, and applicable tax. Charges for personal calls will not be reimbursed. An itemized hotel bill or original phone bill with itemized calls must be attached to the expense report. When possible, avoid making calls from hotels that add surcharges.

- Use of air phones will not be reimbursed except in emergencies or extenuating circumstances. An explanation must be noted on the expense report.
- Business-related faxes and photocopy charges are reimbursable. Claims must be supported by a receipt.
- Reasonable internet charges will be reimbursed with a receipt if there is a direct business need.

2. *Laundry*

Expenses for laundry, dry cleaning and pressing of clothing are generally unallowable except in extenuating circumstances.

3. *Parking Fees*

Parking fees, including parking meters, are an allowable expense. Charges for parking will be reimbursed at actual cost with an original receipt if available. Charges for valet parking are reimbursable if self-parking options are not available.

VI. Extended Stay/Combining Business and Personal Travel

A. General Guidelines

It is acceptable for an employee to extend their travel or combine personal travel with business travel, provided the related time and expenses do not affect the business objective or result in additional costs to the College.

When an employee deviates from the most direct travel route for personal reasons, reimbursement may not exceed the cost of the most direct route. Reimbursement for meals, lodging and other expenses will be limited to expenses incurred on days of official business and should be calculated as if the personal travel had not occurred.

B. Documentation Required

The employee is responsible for providing documentation separating official business travel from personal travel. If an alternate route versus the most direct route is taken, the employee must provide comparable price quotes that are obtained at the same time that the travel reservation is booked. The documentation must be submitted along with the *Employee Expense Report*. The *Employee Expense Report* form is available on the [Financial Services Travel Information](#) page (for internal staff only).

In some instances, airfare may be reduced by adding additional days to the trip, e.g., staying over a Saturday or flying on particular days. In these cases, if the employee

can provide documentation of the cost savings, reasonable expenses for the additional lodging and meals may be reimbursed.

C. Car Rental Involving Personal Use

To be eligible for reimbursement, a rental vehicle must be required for business purposes or be an economical choice to meet business needs. If the personal use of the rental vehicle incurs costs greater than that required for business purposes, the additional cost will be the responsibility of the employee and will not be reimbursed by the College. To determine the appropriate cost sharing, the employee should submit receipts and documentation prorating reimbursement of expenses for only the business portion of the trip.

VII. Policy Exceptions

Exceptions to this policy may be made in special circumstances or when in the best interest of the College. These exceptions should be infrequent and require the written approval of a member of the Executive Team or the College president.

Related Policies:

[Administrative Policy II.B1](#)

[Administrative Policy III.L](#)

[Administrative Policy V.AA](#)

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