



CMI

College of the Marshall Islands

Accredited by the Western Association of Schools and Colleges

P.O. Box 1258
Uluga Campus
Majuro, Marshall Islands, MH 96960

Tel: (692) 625-3394/3291/4931
Fax: (692) 625-7203
Email: bor.regents@cmi.edu

COLLEGE OF THE MARSHALL ISLANDS

BOARD RESOLUTION-No: 2024 - 008

“A RESOLUTION TO APPROVE THE REVISED CMI TRAVEL POLICY”

WHEREAS, the College of the Marshall Islands’ Islands’ Finance, Risk and Assessment Committee recommends to the CMI Board of Regent OF the College the recommended revision to the *CMI Travel Policy*; and

WHEREAS, the College shall develop appropriate procedures to support and enhance the implementation of the new changes; and

WHEREAS, the College of the Marshall Islands shall continuously provide necessary trainings for the CMI staff that are responsible for the proper implementation of the policy; and

NOW, THEREFORE, BE IT RESOLVED:

That the Board of the College of the Marshall Islands accepts the Proposed Changes to the Revised CMI Travel Policy.

I, **Kathryn Relang**, Chair of the Board of the College of the Marshall Islands, do hereby certify that the above is a true and correct copy of a resolution adopted at the meeting of the Boards College of the Marshall Islands on May 27, 2024 at which a quorum was present and voted.



Kathryn Relang
Chair, Board of Regents
College of the Marshall Islands

Draft Employee Travel Policy

I. Employee's Travel

5. *Per Diem*

A person may request the per diem rate times the travel days without submitting documentation of the cost of the “meals and lodgings” for the travel period. Example a traveler travels five days to Guam. He or she may request a per diem of \$875.00 (5 Days x \$175.00). He or she does not have to submit any receipts for meals or lodgings. If he or she incurred other expenses on the list of allowable expenses such as car rental or telephone, he or she should submit receipts for such expenses.

5.1. *Per Diem Rates*

The per diem rates shall be as follows:

Australia (all locations)	\$175.00
Austria (all locations)	\$175.00
China (all locations)	\$175.00
France	\$ 225.00
Germany	\$ 225.00
Hongkong	\$ 200.00
India (all locations)	\$ 200.00
Israel (all locations)	\$ 225.00
Japan	\$ 275.00
New Zealand	\$ 175.00
Philippines (all locations)	\$ 175.00
Singapore	\$ 175.00
Sweden	\$ 200.00
Switzerland	\$ 225.00
United Kingdom (all locations)	\$ 225.00
All other locations (Europe)	\$ 175.00
Taiwan (all locations)	\$ 175.00
Thailand (all locations)	\$ 175.00
United States	
California	\$ 225.00
New York	\$ 225.00
Washington DC	\$ 225.00
Hawaii	\$ 225.00
All other locations	\$ 200.00
Guam	\$ 175.00
Northern Marianas Island	\$ 175.00
Federated States of Micronesia	\$ 150.00
Republic of Belau (Palau)	\$ 175.00

Draft Employee Travel Policy

Republic of the Marshall Islands	
Majuro	\$ 150.00
Kwajalein	\$ 150.00
Jaluit	\$ 150.00
Wotje	\$ 150.00
Likiep	\$ 75.00
Outer Islands	\$ 75.00
South Pacific Countries, etc.	
Fiji	\$ 175.00
Kiribati	\$ 175.00
Nauru	\$ 175.00
Tuvalu	\$ 175.00

6. *Travel Request*

All planned travel authorizations must be completed and submitted to Business Office (Travel Desk) on Mondays and Wednesdays at least 10 days prior to travel date for review and approval. All travelers are encouraged to take advantage of discounted fares and registration fees. Travelers of unplanned and emergency travels of less than 10 days must submit travel authorizations with all required documents no less than 10 business days with justifications. **HR TAs for recruitment for off-island hires are exempted.**

A complete Travel Authorization (TA) must have the following information attached.

- An approved travel proposal by your immediate supervisor indicating the total cost of Trip, the Purpose of the trip and the benefits that the employee would receive as well as the College.
- Copy of the itinerary must be attached to the TA (noted that the Comptroller needs to verify that it is the cheapest airfare available, and the most direct route)
- Copy of invitation or nomination letter for meetings, conference, or other travel duties
- Copy of schedule for staff development/workshop travel duties
- A duly approved leave indicating reason(s) for the leave (i.e. Admin., Annual, or Sick)
- Copy of an approved Travel Allowance Form**

Any incomplete TAs will not be processed.

7. *Transportation Expenses*

7.1 Airfare

Employees are expected to travel by the most direct route using the most economical and reasonable mode of travel available. If an employee travels on official business by an indirect route, reimbursement shall be based on charges as would have been incurred by traveling the most direct route. Additional time required for such indirect travel shall be

Draft Employee Travel Policy

charged to vacation or leave without pay in accordance with policies regarding such absence.

The College will not reimburse additional expenses incurred due to change of schedules to meet personal needs or desires. Any unused portions of the tickets must be returned to the Business Office for reimbursement. Travelers belonging to frequent flyer programs may not refuse a better fare on one airline in order to book frequent flyer miles on another. Reservations are to be made on as timely a basis as necessary to secure Super-Saver or other reduced fares. While, it is the responsibility of the traveler to make his own reservations, **it is the duty of the Business Office to verify and to ensure that the reservations made is in accordance with the most direct route using most economical mode policy.** Business Office personnel are authorize to make the necessary changes on the flight reservations to comply with the Airfare Policy, however such changes should be communicated to the traveler.

To avoid undue burden to the traveler (i.e. unreasonable layover hours), the Business Office, after a careful study, may authorize a routing other than the most economical route available. Business Office should maintain on file the necessary documents to support any decision for authorizing a higher airfare.

Airline tickets and per diem will be made available to the traveler a day before the departure date.

It is the responsibility of the traveler to review his airline tickets upon delivery, to ensure that the travel dates/destinations requested and authorized agree with what was procured. Since airline tickets normally procured contain the most restrictions, it is also the responsibility of the traveler to ensure compliance with the fare restrictions to avoid penalties such as re-booking or cancellation fees.

7.2. Ground transportation

Employees are expected to use the most economical source of local transportation available to meet their needs. Car rental service may be utilized only when other ground transportation is not practicable or cost of public transportation (or taxi cabs) is greater than the rental charges.

The least costly available vehicle (economy or compact car) and rental arrangement (discount rental) are to be used, taking into consideration the number of passengers, luggage or equipment, etc. Travelers should request an educational institution rate. When a more costly rental is employed, reimbursement may be limited to the amount of the less expensive rental.

Draft Employee Travel Policy

The college provides a maximum of Fifty Dollars (\$50.00) a day for transportation on the “actual day” of workshop, conference or training. In addition to the maximum amount of Fifty Dollars (\$50.00) for the actual day of workshop, conference or training, the College will also reimburse the cost of transportation from Airport to Hotel and vice-versa in excess of the (\$50.00) with receipts.

Extra Insurance: The College will not reimburse or pay for the Collision Damage Waiver commonly offered by rental companies. If Personal Accident Insurance is elected on rentals, it is at the traveler's personal expense. Necessary parking and toll charges incurred on College business can be added to ground transportation expenses.