EMPLOYEE HANDBOOK

PERU STATE COLLEGE

Effective 8-1-2012

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I. INTRODUCTION

This handbook was prepared to provide basic orientation and employment information. This handbook is the property of Peru State College (PSC) and, the College reserves the right to amend this handbook at any time. All employees will have access to this handbook through the PSC website.

PSC is one of three State Colleges. The Nebraska State College Board of Trustees develops policies and procedures for all State College employees. Please refer to the Nebraska State College System Policy and Procedures Manual for more detailed information. The Board Policy Manual is available online at www.nscs.edu. Other College operating policies and procedures may exist in individual departments.

Collective bargaining agreements with certain employee groups also include provisions affecting terms and conditions of employment by unit members. Collective bargaining agreements for faculty (SCEA), professional staff (NSCPA) and support staff (NAPE/AFSCME) may be found online at http://www.nscs.edu/Default.htm or in the office of the Director of Human Resources.

This handbook does not constitute a guarantee of employment for a specified period of time and should not be construed as an employment contract.

Mission Statement

In educating the individual to the benefit of society, Peru State College cultivates the capacity and propensity for life-long learning by fostering independent inquiry and promoting the value of knowledge and discovery. Through innovative undergraduate and graduate programs, Nebraska's first state college continues its commitment to making a vital contribution to the future of the region and the state.

II. ADMINISTRATION

Board of Trustees of the Nebraska State Colleges

PSC is governed by the Board of Trustees of the Nebraska State Colleges. This governing board consists of six (6) members appointed by the Governor with the approval of the Legislature. These members serve six (6) year terms. The State Commissioner of Education serves as an ex-officio member of the board. A non-voting student member from each college is appointed annually by the Governor.

The Statutes of Nebraska give the Board of Trustees all powers necessary or convenient to accomplish the objectives and to perform the duties prescribed by law.

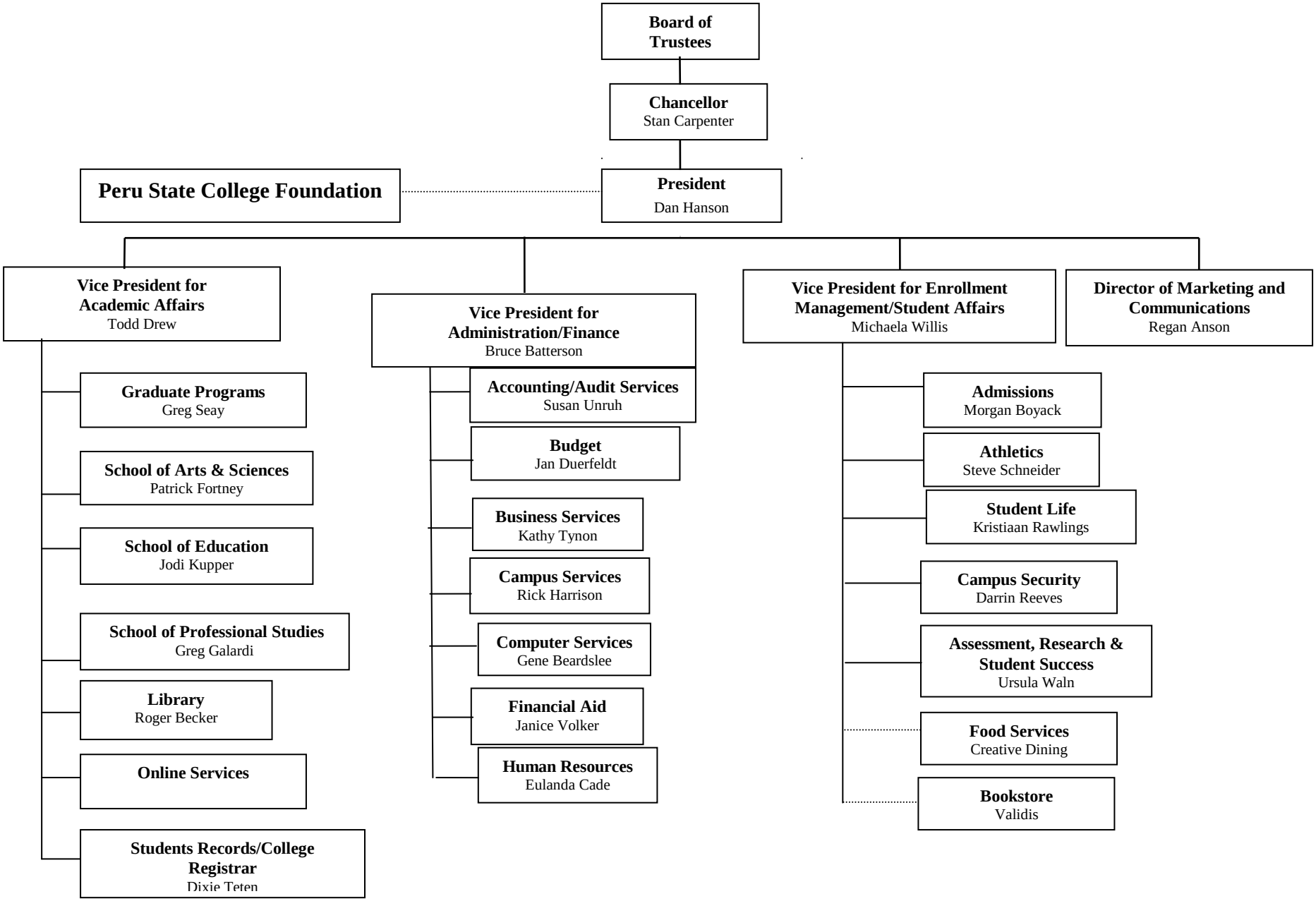
Board Members

Carter “Cap” Peterson - Chair
Michelle Suarez - Vice Chair
Gary Bieganski
Bob Engles
Bill Roskens
Larry Teahon
Roger Breed- Commissioner of Education

College Administration

Dr. Dan Hanson	President
Dr. Todd Drew	Vice President for Academic Affairs (VPAA)
Mr. Bruce Batterson	Vice President for Administration and Finance (VPAF)
Ms. Michaela Willis	Vice President for Enrollment Management and Student Affairs (VPEMSA)
Dr. Greg Galardi	Dean, School of Professional Studies
Dr. Patrick Fortney	Dean, School of Arts and Sciences
Dr. Jodi Kupper	Dean, School of Education
Dr. Gregory Seay	Dean, Graduate Programs

Peru State College Organizational Chart



III. GENERAL INFORMATION

BOBCAT BOOKSTORE

Validis operates the PSC bookstore, which is located in the Student Center. Employees and guests are encouraged to use the Bobcat Bookstore. The Bobcat Bookstore provides departmental charges for the purchase of books, supplies and gifts needed for the department. Individuals authorized for charging must be approved by the Department Head and submitted to the Bookstore. Other services available are check cashing ($20 maximum), faxing, UPS shipping, stamps, and pre-paid phone cards.

CAMPUS SECURITY AND LAW ENFORCEMENT

Employees are responsible for maintaining the security of the offices, laboratories and equipment within their respective departments. The PSC Security Supervisor (402-872-2411) or the Nemaha County Sheriff's Department (911or from a campus phone dial 9-911) should be contacted for emergencies and law enforcement needs on campus. A follow-up incident report on all emergencies must be filed with the Office of the Vice President for Administration and Finance (VPAF). After regular business hours, call 402-872-2411 with building security concerns such as open windows, unlocked doors, etc. Call 911 (from a campus phone dial 9-911) for emergencies. The Nemaha County Sheriff's Department will respond and will relay these concerns to the on-duty campus security personnel.

The PSC Security Supervisor (402-872-2411) should be contacted for additional information relative to law enforcement and security issues or, to make arrangements for buildings to be open for evening and weekend use.

All laws and ordinances of the City of Peru and the State of Nebraska are in effect on the campus and are enforced by local law enforcement officers. Any vehicles parked in reserved parking places, in no-parking zones, or too close to fire hydrants will be subject to ticketing and/or towing.

CLEAN AIR POLICY

Smoking is prohibited in all PSC facilities and vehicles except as designated. Smoking on campus grounds is allowed as long as such use is not within 10 feet of any facility entrance or work site, unless other restrictions are posted.

FOOD SERVICE

Dining Services are managed by Creative Dining. Creative Dining operates the cafeteria, the Bob Inn located in the Student Center, and the Bobcat Den located in the Library. Employees and guests are invited and encouraged to eat in these facilities. Peru State Dining Services serves the general public as well as the College. Banquets and food service for specific events may be scheduled in the Student Center. Catering is also available for off-campus activities. Contact the Dining Services office (402-872-2256) to arrange food/refreshments for an event or conference. Food not purchased through Peru State College Dining is not allowed to be brought on campus for PSC functions, unless the Dining Service has been contacted and has granted approval.

GIFTS OR BEQUESTS TO PSC OR THE PSC FOUNDATION

PSC and the Peru State Foundation appreciate donations of gifts or bequests which are beneficial to the role and mission of the College and its Foundation. PSC encourages all donors to make gifts and bequests directly to the Foundation rather than sending gifts and bequests to the College. Gifts and bequests made directly to the College may be transferred to the Foundation at the discretion of the Board of Trustees. The President may accept donations according to Board Policy 6025. Other College employees are not authorized to accept donations on behalf of the College or Foundation.

KEYS
Keys to buildings, offices, or other facilities are issued through the Security Office with permission of the immediate supervisor. Proper care of keys is essential in maintaining security of buildings, equipment, and supplies. Keys shall only be used for work purposes and will not be loaned or transferred to others who are not authorized by PSC to use the keys. Inappropriate use of keys may result in disciplinary or legal action. PSC keys may not be duplicated. Please report lost or stolen keys immediately to the Security Office. Employees may be responsible for any expenses related with the issuance of replacement keys.

All keys will be returned to Security when employment ends. Employees receiving/returning keys will sign individually for each key received/returned. The Security Office will be the central location for the safe keeping of all keys. The officer on duty will have access to all keys in any emergency.

MAIL SERVICES
The College Post Office is in the Campus Services Building. Mail is delivered and distributed to the boxes only during regular working hours. Outgoing mail must be in the College Post Office by 2:30 p.m. Monday through Friday. All PSC mail should be identified with the office or department notation so that proper charge-backs can be made. Mail for on-campus distribution, may be deposited at the College Post Office or in any academic office on campus. PSC stationery should be used only for official PSC correspondence. Bulk mailing can be coordinated with the College Post Office.

OFFICE HOURS
Administrative office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m., with the lunch hour from 12:00 to 1:00. Administrative offices are normally closed on weekends and holidays. Summer hours are subject to change and will be communicated in advance.

OPEN FLAME POLICY (Open Flames, Candles and Halogen Lamps)
Open flame devices are strictly prohibited within PSC buildings. Authorization shall be requested of the Security Office for candle use in theatrical events and food service areas. The definition of an open flame for this category shall constitute any lighting or heat-generating device, which produces a flame that is not protected. Some examples are wax or gel candles, tiki lamps, oil lamps, torches, halogen lamps, etc.

RECORDS MANAGEMENT
The Records Management Division for the State of Nebraska maintains the records management schedules that apply to PSC. Disposition schedules for specific records are available online at:
http://www.sos.state.ne.us/records-management/retention_schedules.html

SPECIAL ACTIVITIES
Special activities such as conferences, clinics, conventions, and non-credit workshops may be held on campus to promote involvement of secondary, college, or adult groups. Such activities are encouraged and supported by PSC. The Vice President for Academic Affairs (VPAA) will provide assistance in developing workshops or conferences on campus.

TELEPHONE SERVICES
The PSC telephone system is an Alltel System. For a copy of the dialing instructions for this system or for assistance in the use of this system, contact the Office of the VPAF (402-872-2224). Telephone calls charged to PSC shall be for business purposes only. The following access codes are used for placing off-campus phone calls:

Local Calls—Dial 9 + area code + seven digit number
Long Distance—Dial 9 + 1 + area code + seven digit number + long distance code (assigned to faculty and staff only)

Accommodations for telephones for employees with hearing or speech impairment should be requested through their supervisor or Human Resources. If there are any technical difficulties, the need to move a phone or request new phones, contact Computer Services (402-872-2215). Personal cell phone usage during working hours should be restricted to break periods or lunch periods.

IV. EMPLOYMENT

ADDRESS AND PHONE NUMBER

Employees must keep the Human Resources Office (402-872-2230) informed of their current address and phone number. Employees may update this information and emergency contact information using Employee Self Service (https://firefly.nebraska.edu).

ATTENDANCE

Regular attendance and punctuality contribute greatly to the effective operation of PSC. PSC stresses the importance of dependable and efficient work and attendance habits. There are times, of course, when illness or some other reason makes it necessary to be absent. Prompt reporting of an absence permits supervisors to plan accordingly, thus reducing problems related to absenteeism.

Each employee is required to submit a Monthly Leave Report indicating time each employee has been absent from work for personal reasons unless the employee uses a time clock on a daily basis. Employees must complete their leave request using Employee Self Service at least five (5) days prior to the planned absence. If it is not a planned absence, the leave request should be made as soon as possible.

If any employee anticipates being late for work, his or her supervisor should be notified immediately. The supervisor may then alter the work shift and require the employee to make up time lost due to lateness, use vacation time, or recommend a reduction in pay. Repeated tardiness and/or unauthorized absences are considered unacceptable conduct and are cause for disciplinary action.

Employees must complete the “Work Related Request to be Absent from Campus” form at least five (5) days prior to the planned work activity and submit it to the immediate supervisor and appropriate Vice President. The President must also approve any out-of-state travel.

CONFIDENTIALITY

Information contained in hard copy or electronic records for PSC students, employees, volunteers, vendors/contractors, alumni, as well as institutional financial records, must be maintained in a secure and confidential manner at all times. This also applies to confidential verbal information that is discussed during the daily operation of business. Only those items that are considered public information may be released.

Employees are authorized access to confidential information as a condition of employment to the extent necessary to perform their duties. Employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Any questions regarding release of such information to another person should be directed to your supervisor or their designee to ensure compliance with state and federal laws.

Release or distribution of any confidential information outside the intended and approved use is strictly prohibited and could result in disciplinary action up to and including termination of employment.

CONFLICT OF INTEREST

No employee shall engage in any activity that conflicts or appears to conflict with his or her duties and responsibilities at a College or the System Office. See Board Policy 5002 for specific constraints and directions regarding financial and other conflicts of interest, nepotism, gifts, outside employment and use of College resources, personnel, property and funds.

CONSENSUAL RELATIONSHIPS

Consensual relationships (romantic or sexual) between two employees or between an employee and a student are prohibited where a power differential exists. Examples of power differentials include, but are not limited to: a supervisor and an employee, a faculty member and a student, and a coach and an athlete. A power differential exists when one party has influence or control over the other party's employment, grades, degrees, evaluations, promotions, tenure, scholarships, or awards, for example.

A power differential makes mutual consent inherently suspect and raises potential concerns regarding a conflict of interest. Even the mere appearance of such bias may seriously disrupt the academic or work environment at the College. Employees should not initiate, accept, or enter into a relationship (romantic or sexual) where a power differential exists. If an employee is in such a relationship, the employee with the power differential (holding the power advantage), has a special burden of accountability and must take immediate remedial steps as described in Board Policy 5019.

DRUG FREE WORKPLACE

The Board is committed to maintaining a drug-free workplace environment for all employees. Unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs are offenses that may warrant disciplinary action. Specific procedures for drug and alcohol testing is outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policies 5006 and 5009 & 2011-13 NSCS-SCEA Bargaining Agreement Article 18.

- Professional Staff Employees - Board Policies 5006 and 5009 & 2011-13 NSCS-NSCPA Bargaining Agreement Article 18.

- Support Staff Employees - Board Policies 5006 and 5009 & 2011-13 NSCS-NAPE/AFSCME Bargaining Agreement Article 23.

EMPLOYEE CREDENTIALS

The Human Resources Office maintains a cumulative record of the training and experience of each employee, including adjunct faculty members. It is essential that employees have current official transcripts of all academic credits earned or other credentials forwarded to the Human Resources Office for placement in the employee's official personnel file.

EQUAL OPPORTUNITY

PSC is an equal opportunity institution and does not discriminate against any student, employee or applicant on the basis of race, color, national origin, sex, disability, religion, or age in employment and education opportunities, including but not limited to admission decisions. PSC has designated an individual to coordinate the College's nondiscrimination efforts to comply with regulations implementing

Title VI, VII, IX, and Section 504. Inquiries regarding non-discrimination policies and practices may be directed to the following Compliance Coordinator:

Ms. Eulanda Cade
Peru State College
P.O. Box 10, 600 Hoyt Street
Peru, NE 68421-0010
(402) 872-2230
ecade@peru.edu

FACULTY- ACADEMIC RESPONSIBILITY
The Board of Trustees Board policy statement regarding academic responsibilities for faculty employees can be found in Board Policy 4651.

FRAUD, WASTE OR ABUSE
If an employee has a concern about fraud, waste or abuse occurring at the College, the employee can contact the College administration or make a report to the State Auditor's office anonymously at 1-800-842-8348 or visit the Auditor's website at www.auditors.state.ne.us.

GRIEVANCE PROCEDURES
Grievance procedures are outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policy 5102 or 2011-13 NSCS-SCEA Bargaining Agreement Article 9.

- Professional Staff Employees - Board Policy 5103 or 2011-13 NSCS-NSCPA Bargaining Agreement Article 11.

- Support Staff Employees - Board Policy 5104 or 2011-13 NSCS-NAPE/AFSCME Bargaining Agreement Article 15.

IDENTIFICATION CARD
New employees must go to the Residence Life Office (402-872-2246) located on the upper floor of the Student Center to receive their PSC Identification Card. Cards can be replaced if lost or stolen for a $7.00 charge. New employees are encouraged to bring their NUID number with them to complete this process.

INCLEMENT WEATHER/COLLEGE CLOSURE
The President may declare the College closed when inclement weather or other conditions threaten the safety of students and employees. Determinations to close the College are made on a day-to-day basis. The College may be closed for the entire day or for a portion of the day. ***When the College is closed, all on-campus classes and public activities are cancelled, and offices are closed.***

When the campus is closed, only personnel designated by the Security Supervisor, the Director of Campus Services, or the Dean of Student Life will report. Other personnel should not come to campus, as snow removal procedures may prevent access to buildings and facilities. An employee who is required to report to work to provide emergency or other essential services as determined by the College will be allowed

comparable time off on an alternate date mutually agreed upon by the supervisor and the employee. Staff absences during the time the College is closed are not charged against any leave balances.

INJURIES OR ILLNESS

During the academic year, the PSC Clinic is staffed and can be reached at 402-872-2229. In case of a first aid emergency, call 911 (from a campus phone dial 9-911) and Campus Security (402-872-2411) to indicate the location of any medical emergency. If it is necessary to send anyone to the hospital, do not transport the individual; call 911.

If an employee is injured due to a work-related accident, immediately contact the Director of Human Resources (402-872-2230), who will provide the First Report of Alleged Occupational Injury or Illness form.

PAYROLL

Paychecks are issued the last working day of each calendar month following service. Faculty salaries are paid over twelve (12) months, September 1 through August 31. All wages are paid by direct deposit or other means of electronic transfer. Pay advices and W-2 forms are available through Employee Self Service (https://firefly.nebraska.edu).

For information regarding direct deposit please contact the Director of Human Resources (402-872-2230). W-4s, I-9s and other payroll related forms must be completed in the Human Resources Office.

Employees are covered by Social Security. The amount of tax withheld from the paycheck is in accordance with current rates. Employees may contact the nearest Social Security Administration branch office for more information.

STATE PURCHASING CARD

The College provides State purchasing cards to employees who travel frequently on College business, make frequent purchases for the College that require the use of credit or debit cards, or otherwise provide justification. The use of State purchasing cards is subject to regulations of the College, the State Department of Administrative Services and the issuing bank. State purchasing cards may not be used to pay for employee meals.

WORK RULES AND DISCIPLINARY ACTION

Specific disciplinary actions and applicable procedures are outlined in the Board of Trustees Policy Manual and/or Collective Bargaining Agreements as follows:

- Faculty Employees - Board Policy 5102 or 2011-13 NSCS-SCEA Bargaining Agreement Article 17.

- Professional Staff Employees - Board Policies 5103 or 2011-13 NSCS-NSCPA Bargaining Agreement Article 16.

- Support Staff Employees - Board Policy 5104 or 2011-13 NSCS-NAPE/AFSCME Bargaining Agreement Article 11.

Appropriate disciplinary action may be taken for any of the following offenses:

A. Violation of, or failure to comply with, published rules, regulations, policies or procedures of the employing College or the Board of Trustees, or applicable state statutes.

B. Failure or refusal to comply with a lawful order or to accept a proper assignment from an authorized supervisor.

C. Inefficiency, incompetence or negligence in the performance of duties.

D. Unlawful manufacture, distribution, dispensing, sale, possession or use of a controlled substance or alcoholic beverage in the work place or reporting for duty under the influence of alcohol and/or unlawful drugs.

E. Negligent or improper use of state property, equipment, or funds, or conversion of same to one's own use.

F. Falsification, fraud or omission of required information on the employment application/resume.

G. Unauthorized, improper use or abuse of any type of leave, meal or rest period.

H. Repeated tardiness or unauthorized leave, including unauthorized departure from work area.

I. Failure to maintain satisfactory working relationships with the public or other employees.

J. Failure to obtain and maintain a current license or certification required by law or campus standards as a condition of employment.

K. Conviction of a job-related criminal offense.

L. Insubordinate acts or language which seriously hampers the College's or department's ability to control, manage or function.

M. Work place harassment based, in whole or in part, on race, color, sex, religion, age, disability or national origin, which manifests itself in the form of comments, jokes, printed material and/or unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.

N. Possession of materials and/or the utterance of comments in the work place that are derogatory towards a group or individual based upon race, gender, color, religion, disability, age or national origin.

V. TRAVEL AND EXPENSE POLICIES AND PROCEDURES

GENERAL INFORMATION

ABSENCE REQUEST

Employees must complete an Absence Request form for prior approval by the supervisor/director and Vice President for travel expenses **before** paying conference registration fees, booking airline tickets, or making hotel reservations. If travel is out of state, the President's signature is also required. The Absence Request form also reserves a State Vehicle, if needed.

AIRFARE

Airfare is an allowable expense, provided that it is less expensive to fly than to drive. Using the internet to book airline tickets is permissible. However, if employees do not have access to State purchasing cards and do not want to use personal credit cards, Bagby Travel (800-497-6911) will make airline reservations and bill the College directly.

CONFERENCE REGISTRATION

Payment requests for registration fees will not be paid without a copy of the employee's approved Absence Request form attached.

EXPENSE REIMBURSEMENT

A copy of the Absence Request form must also accompany the Expense Reimbursement form when the employee returns from travel and is submitting for reimbursement of meals and/or other expenses. Expenses for each day's travel, location, purpose of trip, and times need to be logged on the Expense Reimbursement form. Attached documentation for Expense Reimbursement should include: Weekly Expense sheet, all receipts, and conference information which includes name of conference and the agenda. Expense reimbursement requests must be submitted within 60 days of the date of the expense or from the last day of a trip.

LODGING

When making a reservation, most hotels will 'direct bill' PSC instead of requiring employees to use personal credit cards. The PSC Business Office has a form that can be faxed to the hotel for direct billing authorization. If the hotel will agree to direct billing, a detailed billing statement would be given to the employee upon check out. Upon return from travel, a payment request should be completed and forwarded to the Business Office for payment processing. Employees are expected to exercise good judgment in making lodging reservations and always request the government rate. **Original receipts** for lodging reimbursement are required to be filed with the expense voucher. Lodging receipts must be on hotel/motel statement forms and reflect all charges incurred during the stay. **Credit card receipts are not acceptable documentation for reimbursement.** Employees should request the government rates on all occasions. Expense reimbursement requests must be submitted within 60 days of the date of the expense or from the last day of a trip.

MEALS

When travel is out of state, meal reimbursements will be based on the IRS per diem guideline at **www.gsa.gov**. If meals are in Omaha, refer to the IRS per diem rate. For other locations within the state, use the $30.00 per diem rate which has a breakdown of $7.00 maximum for breakfast, $9.00 maximum for lunch, and $14.00 maximum for the evening meal. Reimbursement for lunch is only permitted when travel is overnight. Lunch cannot be reimbursed for one-day travel.

Detailed meal receipts are required for all food/meal expenses equal to or greater than $5.00. Tips may be included. Expense reimbursement requests must be submitted within 60 days of the date of the expense or from the last day of a trip. State purchasing cards may not be used to pay for employee meals.

PERSONAL VEHICLE USAGE

If a State vehicle is available and employees choose to drive personal vehicles, PSC will only reimburse at the cost of a State vehicle, which is currently 36¢ per mile. State vehicles may not be parked at the airport during employee travel. Personal vehicle license numbers must be logged on the Expense Reimbursement form. If a State vehicle is not available, PSC will reimburse at the maximum allowable rate established by the Department of Administrative Services (utilizing the IRS rate), which is currently 55.5¢ per mile (effective July 1, 2012). **Employees may not be reimbursed for gasoline purchases in lieu of mileage**. Expense reimbursement requests must be submitted within 60 days of the date of the expense or from the last day of a trip.

TRAVEL ADVANCES

Travel advances are not allowed. Employees must pay for their travel out-of-pocket and then be reimbursed upon return from travel. However, when travel involves taking students on a trip, the Business Office can issue a check in advance for students' travel expenses, if a Revolving Fund Request form is completed. All receipts and unused cash must be returned to the Business Office after travel is complete along with a listing of students who traveled.

TRANSPORTATION REGULATIONS AND POLICIES

Accommodations for Employees with Disabilities

Employees who need special accommodations for travel may request use of their personal vehicle with mileage to be reimbursed. Accommodation requests should be directed to the supervisor and Human Resources. Prior approval must be received by the supervisor.

Automobiles

When State-owned automobiles are available, the supervisor may, upon request, assign a State-owned vehicle to an employee for use only on official State business. Nebraska statutes prohibit the use of any State-owned vehicle for any personal use. It is the employee's responsibility to see that the car is used for College business only. The assignment of State-owned vehicles does not imply that special privileges are granted for personal travel.

Employees must have a valid driver's license on their person when driving a State-owned vehicle. An operator of a State-owned vehicle who has failed to procure a valid license may be subject to disciplinary action. The supervisor in charge of a State-owned vehicle is responsible to insure that the operator has a valid license before assigning him/her to drive a State-owned vehicle. Traffic violations are the personal responsibility of the operator and may be grounds for disciplinary action.

Defensive Driving Course

All employees must enroll in, and successfully complete, an online defensive driving course provided by the College before operating a motor vehicle (personal or State-owned) in the performance of their duties as an employee. Contact Human Resources to register for the defensive driving course.

Insurance

The State of Nebraska provides insurance in the amount of $5,000,000 per occurrence for liability (bodily injury, liability and property damage to personal or real property) caused by a State vehicle. Medical expenses for employees are covered under Workers' Compensation.

All accidents, regardless of fault, should be reported immediately to the employee's supervisor. At the time of an accident the employee should neither acknowledge fault nor disclose the amount of insurance carried. This report should be on the Vehicle Accident Report form of the State Claims Board and submitted to the Campus Services Office.

Making a Vehicle Accident Report to the State Claims Board does not relieve the driver of the responsibility of filing the Motor Vehicle Accident Report required by the Motor Vehicle Department. And, in the event of injury to a State employee, a First Report of Alleged Accident form and other forms are required. These forms may be obtained from and returned to the VPAF Office. They will file it with the Workers' Compensation Court.

Rental Cars

The State of Nebraska automobile insurance policy provides physical damage insurance to rental cars. When renting a car, decline this coverage, as PSC will not reimburse this expense. Rental cars will be reimbursed only when need is substantiated in writing. (Example: staying in motel away from conference site when savings in motel cost are more than the cost of the rental car.)