

D-2b PROCEDURE Expense Reimbursement

The hire of special conveyance will be allowed only when no public or regular means of transportation is available, or where such public or regular means of transportation cannot be used advantageously. (Example: bus or limousine service at an air terminal should be used rather than the more expensive taxi.)

Lodging

Travel in-state involving lodging must be authorized by the immediate supervisor. Lodging expenses will be paid only in those cases where the College representative is required to stay at a location in excess of fifty miles from either residence or campus. The immediate supervisor may waive this provision where it is to the College's advantage to do so.

Meals

Meals eligible for reimbursement will be reimbursed at actual cost including tips and tax up to the daily maximum allowed by GSA. GSA daily maximum rates can be found at:

<http://www.gsa.gov/portal/category/21287> or on The HUB under Employee Services - Purchasing/Accounts payable.

If a meal reimbursement rate other than the standard meal rate is requested, a copy of the current GSA meal rate must be attached for the city or region involved. Amounts in excess of the GSA daily rates will not be reimbursed.

TRIP	BREAKFAST	LUNCH	DINNER
One-day Trip	Not reimbursed	Not reimbursed	Not reimbursed
Multi-day Trip: first day	Yes, if departure from home is prior to 6:30 a.m.	Yes, if departure is prior to 11:00 a.m.	Yes, if departure is prior to 6:00 p.m.
During Multi-day Trip	Yes	Yes	Yes
Multi-day Trip: Final Day	Yes, if return home is after 8:00 a.m.	Yes, if return home is after 2:00 p.m.	Yes, if return home is after 7:30 p.m.

The meal reimbursement policy applies to both in-state and out of state travel. The meal reimbursement policy applies to employees and Board members.

Adopted Date: 07/15/1997; Revised 12/20/2011