

## D-2a PROCEDURE Expense Reimbursement

The following travel and expense reimbursement guidelines are applicable to all College employees.

Travel expenses for which reimbursement will be made are confined to those essential to the transaction of College business. Expense is allowed for travel by auto, train, bus or aircraft; ground transportation to and from terminals; meals (including tips and tax); lodging; parking; tolls; baggage handling; taxi (including tips); postage; and telephone.

Receipts are required for all expenses except meals, tolls, parking, taxi fares (including tips), telephone calls, and other small miscellaneous expenses for which receipts are not practical. Receipts must be attached to expense vouchers.

All expenses claimed shall reflect only those amounts actually expended.

No funds will be advanced to College representatives for travel expense, either within or without the state, prior to the actual time such travel is completed. The College may, however, purchase air, bus or train tickets for College representatives by direct voucher.

All expense vouchers shall be so itemized that the nature, purpose and amount of each item is apparent. It is desirable that expense claims be presented each calendar month and not later than ninety (90) days after the expenses occurred.

In cases in which a non-employee accompanies the College representative on official business, only the expenses of the College representative will be paid. In such cases, lodging and other receipts must indicate the appropriate single-person charge.

When available, school-owned vehicles shall be used for approved College business trips.

College representatives shall be reimbursed for the use of their own private automobile for College business for the mileage actually traveled at the standard mileage rate as established by the Internal Revenue Service.

Adopted Date: 12/16/2008; Revised 10/15/2013