

## D-2c PROCEDURE Expense Reimbursement

### Mode of Travel

A College representative will use the most economical method of transportation when traveling within the state. By most economical is meant, that which entails the least amount of salaried time as well as meals, lodging, and other expenses. The immediate supervisor may approve more costly methods under exceptional circumstances.

One specific exception to this regulation concerns the possible necessity for a College representative to have an automobile once having arrived at his destination. In such cases, the College representative may be allowed to drive to his destination even though airfare may be less expensive.

### Approval - Out-Of-State Travel

It is necessary to obtain prior approval from the immediate supervisor for traveling out of the state. Such approval must be obtained on Form P-17 (Request for Professional Leave). Form P-17 requesting approval must state the means of transportation to be employed in making the trip and a breakdown of the estimates of the cost of the trip. The breakdown shall show the estimated travel expense, hotel expense, meal expense, and miscellaneous expenses. Out-of-state travel will be reimbursed on the basis of the actual expense.

**Travel Reimbursement Guidelines** In case a College representative uses his/her personal car in place of commercial transportation for out of-state travel, the College representative may be reimbursed for the use of his/her personal car. The amount of reimbursement for any mode of transportation used by the College representative will not be higher than the lowest air coach rate. A College representative who desires other travel accommodations shall pay the difference in costs.

Adopted Date: 07/15/1997