

D-10a PROCEDURE

Expense Reimbursement

Travel Expenses

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); and postage. A College representative will use the most economical method of transportation when traveling within the state. The immediate supervisor may approve more costly methods under exceptional circumstances.

Receipts are required for all expenses except meals (if claiming FSA allowable amount).

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. Expense reimbursements must be submitted no 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. If a College vehicle is not available and the unavailability is documented by plant staff in an email to the employee and the responsible administrator, the employee may be reimbursed at the College's prevailing mileage rate.

Mileage for College business for the mileage actually traveled is reimbursed at the standard mileage rate as established by the Internal Revenue Service.

Use of Personal Vehicles

College representatives may be allowed to drive to their destination upon supervisor approval. The College representative may be reimbursed for the use of his/her personal car.

For out of state travel, 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.

COLLEGE POLICY

FISCAL MANAGEMENT

---

**Lodging**

Travel instate 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.

**Out of State Travel/Approval**

It is necessary to obtain prior approval from the immediate supervisor for traveling out of the state. Such approval must be obtained through use of Form P-17 (Request for Professional Leave). Form P-17 requesting approval must state the means of transportation to be utilized while 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.

**Filing Expense Claims ([Employee Expense Report-Form P-24](#))**

In order to receive reimbursement for travel related expenses, employees must complete the following forms/processes:

[Table of Contents](#)

FISCAL MANAGEMENT

---

- Submit Employee Expense Report ([P-24](#)) All items claimed for reimbursement for any one trip shall be included on the same expense claim.
- Submit Request for Professional Leave Form [P-17](#) when applicable for supervisor's reference
- Submit receipts. Receipts must be the original documents and must be for the person, the place and the dates shown on the approved Request for Professional Leave ([P-17](#)). The supervisor should reference the [P-17](#) to determine that the expenses claimed are appropriate.

Monthly claims should include expenses for the prior 30-day period itemized on the Employee Expense Report (P-24).

**Related Policy:** D-10

**Admin Team Adopted:** 10/21/22

**Reviewed:** 07/19/11, 12/20/11, 10/15/13, 10/14/22

**Next Review:** TBD

**Web link:**

**Tags:**