

TRAVEL REIMBURSEMENT

Policy:

Employees of the College will be reimbursed for approved expenses related to job responsibilities.

Procedure:

If funds have been included in the department's budget, the employee will fill out a travel authorization one week prior to the event and it is to be signed by the department chair and the appropriate administrator. After the event, the employee is to fill out a voucher for reimbursement of expenses and attach copies of bills, stubs, etc. This is to be signed by the department chair, the appropriate administrator and the Dean of Business Services.

To obtain travel reimbursement, personnel should:

1. Complete a travel authorization form. Travel advances may be obtained for out-of-state travel. State law prohibits receiving an advance for in-state travel with the exception of officially approved travel involving student groups and organizations. Reimbursement for use of a private vehicle will be \$.50 a mile.
2. Secure receipts of all expenditures such as meals, motel rooms, gasoline or other expenses. (Meals for day trips are not reimbursable.)
3. Complete a travel voucher for reimbursement. No receipts are necessary for meals except in high-cost areas. Meals will be reimbursed according to daily rates as established by law. (Currently: In-State \$30, Out-of-State \$34, High-cost areas \$40. High-cost areas are those cities designated in the Federal Register. Meal reimbursement will be determined if departure is before or return is after the following: Breakfast - 7:00 a.m., Lunch - 12:00 noon, Dinner - 6:00 p.m.) The following table provides per meal amounts to be reimbursed:

	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In-State	\$ 6.00	\$ 9.00	\$15.00
Out-of-State	\$ 8.00	\$10.00	\$16.00
High-Cost Areas	\$10.00	\$12.00	\$18.00

Direct deposit reimbursements for travel expenses will be processed by the Business Office weekly.