

[D-10a PROCEDURE](#)[Employee Expense Reimbursement](#)[Travel Expenses](#)

Each request for reimbursement of travel and lodging expenses shall be fully itemized, including the amount, date, place, and essential character of the expense incurred. Travel expenses for which reimbursement will be made are confined to those essential to the transaction of College business. Expenses are 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. Exceptions may be approved by the VP Administrative Services.

Itemized receipts are required for all expenses except meals and tips (if claiming the GSA allowable amount).

No funds will be advanced to College representatives for travel expenses, either within or outside the state, before the actual time such travel is completed. The College may purchase air, bus or train tickets for College representatives by direct voucher.

All expense vouchers shall be itemized that each item's nature, purpose, and amount is apparent. Expense reimbursements must be submitted no later than sixty (60) days after the final day on which expenses were incurred for which reimbursement is sought.

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.

[Use of Personal Vehicles](#)

When available, school-owned vehicles shall be used for approved College business trips. If a College vehicle is unavailable 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 standard mileage rate as established by the Internal Revenue Service.

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.

[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 or may also be reimbursed at the per diem GSA amount for the specific location. 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.

A copy of the current GSA meal rate must be attached for the city or region involved for any meal reimbursed. 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. Meals are non-reimbursable if a meal is included in the cost of other areas of travel such as hotel breakfasts or meals included in event registration. The VP of Administrative Services may approve meals for one-day travel due to exceptional circumstances.

[Out of State Travel/Approval](#)

It is necessary to obtain prior approval from the immediate supervisor for traveling out-of-state. Such approval must be obtained using 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 expenses, hotel expenses, meal expenses, and miscellaneous expenses. An agenda or an itinerary must be attached to the P-17. Travel will be reimbursed based on actual expenses.

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

To receive reimbursement for travel-related expenses, employees must complete the following forms/processes, which are available on the [Dynamic Forms Portal](#) under Travel:

- Submit Employee Expense Report (P-24) All items claimed for reimbursement for any one trip shall be included on the same expense claim within 60 days after the final day on which expenses were incurred for which reimbursement is sought.
- Submit Request for Professional Leave Form P-17 when applicable.
- Submit itemized receipts. Receipts must be for the person, the place and the dates shown on the approved Request for Professional Leave (P-17). Receipts showing totals only, such as a credit card receipt or bank statement summary, will not be accepted. Reference to the P-17 will be made to determine if the expenses claimed are appropriate.
- A Missing Receipt Affidavit may be completed if a receipt is lost or otherwise

unavailable after all measures to obtain a copy have been exhausted and should only be used on rare occasions. The privilege to use a Missing Receipt Affidavit may be revoked for excessive use.

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, 10/18/23

Revised: 10/26/23

Next Review: TBD

Web link:

Tags: