



MEMORANDUM

Vice President for Business Affairs

To: Senior Staff
From: L.M. McCauley, EdD., CPA
Date: 12 December 2007
RE: Revised Travel Guidelines

Attached are the revised travel guidelines and forms:

1. Travel authorization – for obtaining prior approval for travel expenditures
2. Expense Report – for obtaining reimbursement after travel. This form should be used for reimbursement requests in conjunction with an prior Travel Authorization form and also for incidental travel while on college business.
3. Travel Guidelines – detailed for both daily and overnight travel.
 - a. Mileage reimbursement – daily commute must be deducted from mileage; gas receipts will not be honored. Daily mileage and location must be itemized on the Reimbursement Request.
 - b. Air travel – individuals who intend to book personal travel while on college business need to show comparable rates of travel fares during the same time to ensure that the more economical rates where presented. Flights should be booked at least 30 days in advance to obtain the best rates, if possible.
 - c. Detailed receipts will be required for all reimbursement requests, not just the credit card signature copy.
 - d. Car rentals during a conference greater than 2 days require comparative information for regular shuttle service
4. All forms should be returned to VP Business Affairs for final approval and processing.

