

Travel Guidelines

Effective January 2008

Expense	Local	Overnight
Transportation		
Personal Car Mileage	Current: \$0.40 per mile	Current: \$0.40 per mile Limited to 300 miles RT or smaller of airfare
Mileage Computation	Total Mileage minus normal mileage to and from work site	Total Mileage minus normal mileage to and from work site
Misc Auto Expenses Parking Shuttle Service Taxi Tolls	Receipt required Receipt required Receipt required Receipts / EZ Pass Documentation	Receipt required or hotel bill Weigh cost effectiveness of shuttle service vs car rental Receipt required Receipts / EZ Pass Documentation
Public Transportation Bus / Train Air	Receipt required Receipt required	Receipt required Economy Fare Personal Credit Card/ Purchase Order/ College P-Card Personal Air travel must be reimbursed at the adjusted rate of standard travel. Air meals - will be included as part of meal allotment if paid for in addition to ticket Driving vs Air - reimbursed up to airfare
Rental Cars Regular Business Conferences	Recommended for travel over 250 miles over several days Contact Purchasing Department Must be approved in advance	Recommended for travel over 300 miles over several days Contact Purchasing Department Must be approved in advance; not recommended for conferences > 3 days
Meals, including tips		
Breakfast Lunch Dinner Per Diem Note **	n/a \$10 max (Note **) after 7pm travel, \$20 max Receipts- must detail # of people / names no per diem, actual expenditures reimbursed, detailed receipts required for all expenditures - NOT JUST CC Signature copy Lunch will be reimbursed if it is for an onsite college approved function, such as a seminar, conference, meeting, etc. Obtain supervisor's approval prior to event. No Alcohol reimbursed No snacks or non-meal drinks will be reimbursed	\$10 → \$13 → \$35 → Breakfast Lunch Dinner Receipts or Hotel bill- must detail number of people / names no per diem, actual expenditures reimbursed, detailed receipts required for all expenditures - NOT JUST CC Signature copy Conferences including meals; reimbursement will not be made for meals included but eaten elsewhere. No Alcohol reimbursed No snacks or non-meal drinks will be reimbursed
Hotel		
Hotel	n/a	Itemized Statement - single price only Personal Credit Card/ College Credit Card/ Check to hotel Disallowed: Movies, Entertainment, Laundry, Alcohol, fitness center, resort fee
Registration		
	PO, check voucher, P-Card, or receipt reimbursement	PO, check voucher, P-Card, or receipt reimbursement

Travel Authorization detailing projected expenses and means of payment for any overnight travel required.

Must be approved by appropriate Department Chair / Vice President and submitted to Business Office at least one month in advance of travel when possible.

Documentation for any payments / reservations / registrations must be attached to the Travel Authorization form.

*****Detailed Receipts required for all reimbursed expenses*****

Auditing- All travel is subject to audit by the Business Office. Any irregularities or unusual claims will be brought to the Chair / Vice President's attention, and may require an employee to provide additional information for the claim in question and any future claims.

Persons traveling on College business should try to incur the lowest practical and reasonable expense while completing the travel process in an efficient and timely manner. Travelers have the duty to avoid impropriety, or even the appearance of impropriety, in any travel expense