

CHAPTER:	<b>Business Travel Expense</b>	DATE ADOPTED: August 10, 1999	NUMBER
<b>ADMINISTRATION</b>		Revised: June 12, 2001 November 15, 2005	210
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<b>SYNOPSIS:</b>			
1	General Policy		
2	Reimbursement Procedures		
3	College-Owned Vehicles		
1	<p>General Policy: The College will reimburse certain employee business <del>and</del> travel expenses incurred for the benefit of and in the course of employment by the College.</p> <p>a. Mileage Reimbursement: Personnel whose duties require travel by private auto may be reimbursed for actual miles traveled on College business at the standard mileage rate as determined by the IRS. Such travel must have prior administrative approval.</p> <p>b. Business Travel Expenses: Trips on College business or to attend conferences in the interest of the College and its students may be authorized by the President or designee. For such travel, employees must submit detailed receipts, incurred for transportation, cost of lodging, meals, tips up to 20%, and such miscellaneous expenses as taxi, parking charges, tolls, and conference registration fees. Authorized business travel expenses shall be paid using a College P-card or in rare and unusual circumstances employees may be reimbursed for allowable actual expenses.</p>		
2	Reimbursement Procedures: The President shall establish procedures for obtaining travel expense reimbursement.		
3	College-Owned Vehicles: It is expected that College-owned vehicles will be used for College business when available and when that mode of transportation is appropriate.		