

CHAPTER:		DATE ADOPTED	NUMBER
ADMINISTRATION	Business and Travel Expense	August 10, 1999	210
		June 12, 2001	
	November 15, 2005		
	June 12, 2007		
	Revised June 11, 2019		
SYNOPSIS:			
1	General Policy		
2	Reimbursement Procedures		
3	College-Owned Vehicles		
1	<p>General Policy: The College will reimburse certain employee business and travel expenses incurred for the benefit of and in the course of employment by the College. Such reimbursement shall be of the following types.</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 rate of 40¢ per mile. Such travel must have prior administrative approval.</p> <p>b. Business Travel Expenses: Special 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 will be reimbursed for actual expenses, 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.</p>		
2	<p>Reimbursement Procedures: The President shall establish procedures for obtaining travel expense reimbursement. Detailed receipts must be presented to obtain reimbursement for expense items Any receipts submitted for reimbursement 60 days after the date they were incurred must be approved by the President.</p>		
3	<p>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.</p>		