

TITLE: TRAVEL ALLOWANCE GUIDELINES

1. Travel expenses, when incurred specifically for college-related business, will be reimbursed by the Business Office.
2. A college-owned vehicle will be utilized, except in cases when a vehicle is not available, or when it is impractical due to time, distance, etc.
3. Daily Allowance Guidelines:
Lodging: Reimbursement for lodging expenses is limited to a reasonable amount for the geographic area (single room rate.). Receipts must be obtained for all lodging expenses before reimbursement will be made.

Meals: Reimbursement for meal expenses is as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Upon approval of the President, meal allowances can be adjusted to reflect geographic (metropolitan) costs.

Meals for non-college employees which are related to the conduct of the college business are eligible for reimbursement.

Receipts must be presented with documentation of the date, name of the person(s), agency represented, and business purposes of the meal.

Other: Other reimbursable costs include the following:

Telephone calls which are made in connection with college business.

Parking, tolls, taxi, bus, limo, etc. Receipts for payment over \$20.00 must be obtained.

Miscellaneous expenses of \$5.00 per occupancy day is allowed.

Use of personal vehicles in lieu of available/appropriate college vehicle will be reimbursed at 65% of the current rate allowed by the IRS, or individuals can request a college gas card to be utilized on the trip.

There may be instances where expenses in addition to those outlined above may occur. These expenses may be submitted for reimbursement consideration; however, they must be supported in writing.

Date of Adoption: 11/27/84 Revised: 9/24/85, 12/20/86, 5/28/91, 2/26/92, 11/29/94, 6/29/99