

# TRAVEL REIMBURSEMENT

**Employees are expected to exercise prudent judgment in incurring travel expenses for official District business. Only necessary expenses will be approved and reimbursed.** Reference: AP 6335

- All travel requests must be approved in advance by the appropriate supervisor and administrator.
- Funds must be available in the appropriate account before any travel is authorized.
- The TRAVEL REQUEST AND EXPENSE FORM authorizes an employee to travel and provides a cost estimate for the entire trip.
- The Travel Request form must have at least two signatures, the requestor and the supervisor authorizing the trip.
- Do not submit the Travel Request form to the Business Office until travel reimbursement is requested.
- If a check is needed for registration, hotel or cash advance (for student travel only), submit a purchase order for each one.
- If a credit card is accepted for registration and/or hotel, the employee can charge it using a college-issued American Express card, OR
- If a personal credit card is used, request reimbursement after the trip, along with other allowable out-of-pocket expenses incurred such as car rental and gasoline, or mileage if you use your personal car, meals, parking, etc.

**COLLEGE ISSUED CREDIT CARDS:** College issued VISA cards are for District approved travel expense only. The cards are not to be used to purchase goods or services or for personal expenses. See the IVC cardholder agreement.

**Reimbursement for Conference Travel:** Request reimbursement after the trip. Process a purchase order and submit all original receipts along with the approved Travel Expense Statement to the Business Office. All travel requests must be approved in advance by the appropriate supervisor and administrator.

**Meals:** Reimbursement for meals will be on a per-diem basis of \$35 (breakfast \$7.00, lunch \$10.00 and dinner \$18). Incidentals such as tips, are included in the per-diem. Travelers will be reimbursed for breakfast if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.

**Student Travel:** Reimbursement for meals will be on a per diem basis of \$25.00 (breakfast \$5.00, lunch \$7.00 and dinner \$13.00); incidentals such as tips are included in the per-diem; breakfast will be reimbursed if departure is before 7:30 a.m., and for dinner if return is after 6:00 p.m.

**Vehicle:** A rental car or college owned vehicle can be requested; if a personal vehicle is used, reimbursement will be at IRS mileage rate currently in effect. Reimbursement for gasoline will only be made for fueling rental vehicles or school vehicles.