

BUSINESS TRAVEL POLICY

I. Travel Policy:

It is the policy of the College to reimburse employees only for approved travel, entertainment, and other business expenses incurred by them in the official conduct of their business.

A. Use of College Vehicles

College vehicles are available for employees to use in the pursuit of official College business. Vehicles may be reserved by contacting the Maintenance Department. Due to the high demand for these vehicles a reservation should be made well in advance of its needed date.

The College will provide employees with a gasoline credit card for use with a College vehicle. Employees must return the credit card receipts with the vehicle and credit card. Employees will be reimbursed for out-of-pocket cost for fuel, repairs, etc. only upon presentation of receipts documenting the date, place, and amount of charges incurred.

B. Use of Personal Vehicle

The unapproved use of a personal automobile in the performance of College business is entirely voluntary and its use will not be reimbursed.

The approved use of a personal automobile in the performance of College business will be reimbursed at the rate published in the College Handbook. The College does not provide insurance coverage for any employee who uses his or her personal auto for business. The mileage allowance policy is provided to cover the cost of gas, maintenance, repair and insurance while on approved College business. Since the College assumes no responsibility beyond making available a mileage reimbursement allowance, it is the employee's responsibility to protect against damage to his/her auto and legal liability in such form and amount as the employee deems adequate.

II. Travel Expense Reimbursement

A. Mileage Allowance

Employees using their personal cars will be reimbursed at the rate published in the College Handbook for miles traveled on College business. In addition, all tolls and parking charges will be reimbursed upon presentation of receipts documenting the charges incurred.

B. Travel Expenses

It is the policy of the College to reimburse employees for the following actual out-of-pocket expenses incurred while on College business:

1. Lodging – Receipt(s) indicating the date(s), location, and amount are required.
2. Meals (including gratuities) – Receipt(s) are required for all expenditures. If a guest is being entertained or a business meeting held, the guest's name, affiliation, place of meeting, business reason, date and amount are required.
3. Transportation:
 - a. Air Fare – Receipt(s) indicating date of travel, amount, and travel purpose are required.
 - b. Car Rental – Receipt(s) indicating date of travel, amount, and travel purpose are required.
 - c. Cab Fares/Limousines/Porters/Valet Charges – Receipt(s) indicating date of travel, amount, and travel purpose are required.
 - d. Telephone

Expenses incurred due to a family member accompanying the employee on a business trip are not chargeable to the College except in instances where the family member's presence has a bona fide business purpose and has been approved.

Use of personal credit cards while on College business is considered a matter of personal convenience. Employees using such cards will be reimbursed for business expenses in the normal manner, and no obligation by the College to the credit card company is recognized.

III. Travel Advances

- A. Employees must submit a request for travel advance to the Office of Finance. Travel advance requests will contain a statement by which the employee authorizes the College to withhold from his/her pay any unauthorized or unsupported expenditures.

- B. Employees receiving travel advances are required to submit a travel expense report to the Office of Finance upon completion of business travel for which the funds were advanced. The travel report must be accompanied by receipts and/or cash totaling the amount of the travel advance.

IV. Expense Reporting

Travel and entertainment expenses incurred while on College business are to be reported on a Travel Expense Form and submitted to the Office of Finance for approval.

In no event may an employee approve his or her own Expense Form.