



## Policy Statement

The prudent use of college funds for travel is expected. It is each employee's responsibility to exercise proper judgment when incurring travel and/or conference expenditures.

Employees who travel must have prior authorization from their supervisor. Employees must fill out the Travel Request Form completely and must identify all anticipated expenses which have been approved for employees engaged in authorized college business. All expenses must be documented by appropriate receipts to qualify for reimbursement. If the receipt cannot be located, a declaration of fact must be signed by the employee. Expenses incurred by a cabinet member and employees traveling with the cabinet member are at the professional discretion of the cabinet member.

## Expenses Covered:

### A. TRANSPORTATION

1. **Airfare:** Expenses for coach airfare using routes, schedules and airlines that provide the most reasonable and efficient rates will be reimbursable. The College will reimburse reasonable baggage fees for the traveler. Flight, travel, or other insurance purchased by the traveler **is not** reimbursable. Advance/Early Bird check-in fees **are not** reimbursable. Travelers electing alternate means of public transportation, such as by train, will be limited to the cost of the lowest price comparable coach airfare.
2. **Mileage:** Expenses for private auto mileage to and from the airport or otherwise incurred by the driver in conjunction with the Overnight Travel will be computed at the mileage reimbursement rate in use by the College on the date of travel and will be reimbursable as follows:

- The mileage from the traveler's Donnelly College work location to the travel destination if traveling from Donnelly College work location; or
- The mileage from the traveler's home and to the travel destination if traveling from home.
- Follow the IRS rate for mileage.

### 3. Use of Personal Automobile:

Employees who are authorized to use their automobiles when on college business will be reimbursed for mileage not to exceed IRS approved allowance to the extent mileage incurred exceeds mileage for commuting to and from the employee's usual place of work.

- Mileage incurred on regular business days commuting between the employee's home and a temporary work location may be reimbursable to the extent mileage incurred exceeds mileage for commuting to and from the employee's usual place of work.
  - Mileage incurred on regular business days commuting between the employee's primary place of employment and home is not considered a business expense and therefore is not reimbursable.
4. **Ground Transportation:** Reasonable ground transportation (i.e., airport shuttle, public transit, rideshare applications, or taxi fares) will be reimbursed. Department approval for rental cars must be secured prior to travel dates.

**B. LODGING**

Expenses for reasonable hotel or other lodging arrangements are reimbursable. Hotel/lodging conference rates are preferred for reimbursement.

**C. DAILY ALLOWANCE MEALS**

The College will reimburse employees for three meals daily if the meals are not included in the cost of the conference/trip. Meals should be purchased utilizing a daily allowance (per diem) method, according to rates published by the GSA. The employee is responsible for additional costs incurred for meals, snacks and extracurricular events. Keep all receipts for reimbursement upon return. The business office will process your travel reimbursement within thirty days of receiving the request from Procurify. Travel fund documents must be signed by a supervisor and the business office.

**D. REGISTRATION FEES**

Fees for attendance at a conference are reimbursable expenses.

**E. AIRPORT AND OTHER PARKING**

Airport parking will be reimbursed at \$15 per day.

**F. GRANT FUNDED TRAVEL**-Please see your Principal Investigator or Project Director for specific allowable reimbursements.