# Travel Reimbursement of Expenses



Review Date:11/09/21

Approved by:

Responsible Official: Business Office

## Policy Statement

The prudent use of college funds for travel is expected. This requires prior approval for such expenses which must be reasonable in the circumstances and must be necessary to the performance of the College business involved. It is each employee’s responsibility to exercise proper judgment when incurring travel and/or conference expenditures. Employees who travel must have proper authorization by the Division Supervisor. The Travel Request Form  must be filled out completely and must identify all anticipated expenses for each trip. The College will reimburse employees for reasonable and necessary 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 facts will be signed by the employee.

Expenses Covered:

1. **TRANSPORTATION**
2. **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.
3. **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.

1. **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 your primaries.
* Mileage incurred on regular business days commuting between the employee’s primary place of employment and a temporarily work location is reimbursable.
* 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.

1. **Ground Transportation:**Reasonable ground transportation (i.e., airport shuttle, public transit, rideshare applications, or taxi fares) will be reimbursed. Rental car expenses may be reimbursable; however, insurance or other additional charges will not be reimbursed.
2. **Tolls are reimbursable.**

**B. LODGING**

Expenses for reasonable hotel or other lodging arrangements are reimbursable. When traveler is accompanied by a companion, the lodging reimbursement will be at the single rate or actual expense incurred, whichever is less.

**C. DAILY ALLOWANCE MEALS**

The College will reimburse meals and incidental expenses utilizing a daily allowance (per diem) method, according to rates published by the General Services Administration (GSA)

**D. REGISTRATION FEES**

Fees for attendance at a conference are reimbursable expenses.

**E. AIRPORT AND OTHER PARKING**

Airport parking will be reimbursed at reasonable long-term parking rates.

**F. GRANT FUNDED TRAVEL**-Please see your PI for specific allowable

reimbursements.