

Procedures and Guidelines for College-Financed Travel Expense

This form is used to plan or report business related travel. Travel involving airfare or overnight accommodations should be estimated and approved by the supervisor or division head in advance. **Submit all detailed receipts for out of pocket expenses.** Report all actual expenses in the second column and out of pocket reimbursement requests in the third column.

Please submit reimbursement requests as soon as possible; the IRS requires that reimbursements must be cleared within 60 days or they are subject to taxation.

These are abbreviated guidelines. More complete travel guidelines are available from Randie Johnson, Purchasing, Accounts Payable and Risk Manager, Business Office and from the Business Office web site.

TRANSPORTATION: A) Airfare may be booked through VIP Travel through VIP Travel Center, Inc., telephone 645-4485. Airfare will be charged to your College Visa card or to the Business Office College Visa card when booking.
 B) Personal mileage reimbursed as indicated on front.
 C) Car rental reservations may be made through VIP Travel Center when your airline reservation is made. A "mid-size" model is considered adequate. Collision damage or personal insurance should not be accepted for business travel rentals since the College self-insures; however, insurance should be accepted when traveling outside of the United States and Canada.

LODGING: A) Hotel/motel reservations may be made through VIP Travel Center except where a block of rooms have been reserved as a part of the meeting or conference. Use "standard accommodations" at hotels/motels.
 B) Laundry and cleaning is allowed only on trips of one week or longer.
 C) Movie rentals are a personal expense and not reimbursable.

MEALS: Guidelines - \$18 total for breakfast/lunch, \$36 for dinner, including tips. Room service is a personal expense and not reimbursable. Attach original detailed receipts; credit card statements are not acceptable for IRS documentation.

ENTERTAINMENT: Limit to authorized occasions. List names and/or activity when charging to the College.

LIQUOR: Not reimbursable except at authorized occasions.

DAILY EXPENSE WORKSHEET

Expenses itemized by day (for your use only - optional)

Description/Dates									
								Total	
Hotel Room Expenses									Total Hotel:
Tel. chgs on Hotel Bill									
Other chgs, Hotel									
Meal - Breakfast									Total Meal
Lunch									Expenses:
Dinner									
Transportation									Total
Personal car costs									Transportation:
Rental car costs									
Gas purchases									
Taxi, bus, etc.									
Tolls									
Parking									
Other Expenses									

GRAND TOTAL: _____