

### **CP 1.11.1**

## **Travel, Transportation, and Allowance**

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***Related Board of Trustee Policy: BP 1.11***

***Responsible Official***    *Vice President of Finance and Administration*  
***Approvals***                *10/26/07*  
***Revision***

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The following procedures are to be followed:

1. Forms authorizing travel must be completed by the employee and signed by his/her immediate supervisor prior to travel in order to qualify for reimbursement.
2. Each employee is responsible for his or her own request for reimbursement. Request for reimbursement must be filed within 30 days after the travel period ends for which the reimbursement is being requested. Travel period is defined as the calendar month during which the travel occurred. Food will be reimbursed at the state mandated per diem. Specific sites of lodging must be listed on the reimbursement request, and substantiated by a receipt from a commercial lodging establishment. Travelers should use a hotel group rate where possible.
3. When college credit cards are being used, the original purchase receipt must be turned into the Business Office. The gasoline credit card user is responsible to ensure that the gallons amount, price, vehicle tag number, and user signature are listed on the receipt.
4. College credit cards are not to be used for personal use.
5. There will be no reimbursement for transportation if an employee's personal vehicle is used while a college owned vehicle is available for use. All mileage on college owned vehicles will be logged.
6. Any local charges using college credit cards during non-school operating hours must be explained in writing.