COLBY COMMUNITY COLLEGE

TRAVEL REIMBURSEMENT POLICY

Colby Community College (CCC) will reimburse reasonable and ordinary travel expenses deemed necessary by CCC Administrative Vice Presidents for activities that the mission of Colby Community College. The Travel Expense Reimbursement Request form must be completed to request reimbursement for all college related travel. Detailed written receipts from vendors must be submitted for travel expenditures. MapQuest (or any electronic travel website) documentation must be provided as evidence of the total miles driven to accurately calculate mileage reimbursement. Credit card receipts should provide amounts and description of transactions.

Reimbursement will not be allowed for alcohol, tips in excess of 15 percent, personal telephone calls, in-room hospitality bars, entertainment or room service. Room service charges will be allowed only in extreme circumstances such as late arrival or illness.

CCC travel will be made in college owned vehicles and vehicle request forms are completed. Fuel cards should be used for travel in college owned vehicles. When college owned vehicles are not available, personal vehicles may be used. When personal vehicles are used, the option of using the college fuel card or submitting a travel expense report and reimbursement request can be made. When personal vehicles are used, a reimbursement rate is set at the current state mileage rate. Use of a rental car while on college business requires prior approval from the Vice President of Business Affairs or the President in consultation with the department head.

Authorized airline travel will be at the lowest fare possible and limited to coach fair. If the employee uses a personal vehicle in lieu of airline travel, the mileage reimbursement shall not exceed the lowest quoted airfare. One day drive time will be allowed each way. Meals and lodging reimbursement will be limited to one day each way.

Meal reimbursements will be allowed as follows: If the employee is away from their place of residence for work related travel or the employee is required to travel away from their principal work location for eight (8) hours or more reimbursement shall not exceed $36 per day. If authorized travel is between four (4) and eight (8) hours reimbursement will not exceed $18. Any trip of less than four (4) hours shall not be reimbursed. Expenses shall be reimbursed based upon receipts and/or vendor documentation provided. All receipts must be itemized and have the names and the business purpose. Employees may choose to accept a per diem rate of $36 in lieu of submitting receipts for travel of 8 or more hours. Lodging rates may be limited to $125 per night. Meal and lodging rates may be increased for high cost areas such as New York, Washington DC, and California. For other potential high cost areas, check with the Business Affairs office prior to travel. In high cost areas the daily meal allowance will be: Breakfast $10.00, Lunch $13.00, Dinner $20.00, unless prior approval is granted by the President.

Travel expenditures are exempt from Kansas sales tax if paid for with college funds. A copy of the college’s exemption certificate is required by all vendors to be eligible for the sales tax exemption. Employees should secure copies of the exemption certificate from the Business Affairs office prior to travel or ensure that this information is provided to the vendor prior to travel.

The Director of Athletics, Vice President of Academic Affairs, or Vice President of Student Affairs in consultation with the President will determine limits for student travel and/or meals.

NOTE: This policy has two attachments: 1) Travel and Reimbursement Expense Request Form and 2) Priority Schedule

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