

PROCEDURES FOR REIMBURSEMENT FOR ATTENDANCE AT  
CONFERENCES, WORKSHOPS, AND OTHER JOB RELATED TRAVEL

All overnight travel must be reported on the College's "Conference/Travel Request and Final Expense Report," even when no reimbursement is requested.

All travel must receive proper approval before any travel takes place or any commitments are made.

Reimbursement will be made for transportation, lodging, registration fees, meals, and other approved travel related expenses. Reimbursement will be at the cost of such services. Information on registration cost and receipts for air fare, lodging, registration fees (if paid personally), and meals must be attached to the "Conference/Travel Request and Final Expense Report." If receipts for other travel expenses are received, they should also be attached.

Reimbursement for mileage for use of a personal automobile will be at the rate stated in Procedure 6.06(a) and may be submitted on the "Conference/Travel Request and Final Expense Report." When reimbursement is for mileage only, it should be requested on the College's "Mileage Reimbursement Request Form."

If reimbursement is only for meals or registration fee for a one-day workshop or seminar, it may be requested on the College's "Check Request Form."

An agreement between the traveler and immediate administrative supervisor (or Vice President or President) for the traveler to personally pay some of the expenses that are normally reimbursable may be made prior to the travel.

All travel should be reported as soon as possible after return, but no later than two weeks after returning. Future travel requests will not be approved until outstanding travel reports are returned to the Business Office and future advances may not be given if previous reports have been delinquent in being returned.

Cross-References

Procedure 6.06(a)	Procedure for Mileage Reimbursement Rate
Policy 6.07	Policy for Use of College-Owned Vehicles
Procedure 6.08	Procedures Governing the Use of College-Owned Vehicles
Procedure 6.11	Procedures for Obtaining Approval to Attend Conferences, Workshops, and Other Related Job Travel