

**Title: Travel Expense Payments & Reimbursements**

- **Initial Action:** 03/16/79
- **Board Resolution:** 79-095, 94-094, 23-008
- **Last Revised**
  - Policy: 04/21/94, 02/23/23
  - Procedure: 03/06/2020, 1/9/2013
- **Last Reviewed:** 12/2022
- **Effective:** 01/09/2013
- **Next Review:** 12/06/2026
- **Responsibility:** Finance

**Policy:**

Cecil College will pay for authorized employee travel and related expenses, either directly to the service provider or through a personal expense reimbursement to the employee. Authorized travel includes travel required for the normal operation of the College, professional development of College employees, or other travel deemed to be in the best interest of the College. All employee travel with an estimated cost in excess of \$500, must be approved in advance by the respective division Vice President or designee. Travel costing less than \$500, must be approved by the traveler's immediate manager. Travel costs incurred without approval will be the responsibility of the employee.

Approved and properly documented travel expenses will be reimbursed to the employee if submitted to Accounts Payable within 30 days of occurrence. Approval of the employee's expense report as evidenced by the signature of the immediate manager ensures that incurred expenses are both necessary and reasonable, the College's Travel Expense policies and procedures have been followed, and the best interests of the College have been served. Unapproved, and/or improperly documented expense reimbursement requests as well as those submitted to Accounts Payable in excess of 30 days from occurrence, will be the responsibility of the employee.

**Procedure:**

A travel request authorizes travel, when approved by the employee's respective division Vice President or designee. The travel request MUST be completed prior to any expenditure commitment being made. A travel request should include an estimate of cost, including: conference registration fees, lodging, meals, transportation; including personal mileage reimbursement (if the travel only includes personal mileage reimbursement, complete an Expense Report), and incidentals.

Only one travel request is needed for individuals from one unit of the College who are traveling together. If individuals are from different units or departments which require charges to separate accounts please submit individual travel requests.

Payment for travel expenses may be through the division Vice President's College credit card, the employee's College credit card or personal credit card, or via College check. Payment by check for prepayment of registration fees and/or lodging will be made payable to the sponsoring organization or hotel.

Cash Advances may be requested for meals and minor general expenses only such as tolls, parking, etc., and require approval of the Vice President of Finance. Cash advances will be distributed to employees 10 days in advance of travel.

### **Standards:**

Meals will be reimbursed based on actual costs up to a maximum of \$95 per day with original receipts (required). Generally only lunch is reimbursed for a one-day event. Meals covered by the registration fee will not be reimbursed.

Mileage will be reimbursed at the approved Internal Revenue Service (IRS) standard mileage rate effective on the date of travel. Reimbursement for air/rail travel will be given upon submission of receipt or payment can be made directly to the airline, travel agency or railroad.

Reimbursement cannot be given for alcoholic beverages.

Rental car reservations can be made through the College's approved vendor (contact Purchasing for information), or through other vendors. Rental cars used for work purposes are covered under the College's insurance, so the additional insurance offered by the company should not be purchased. Reimbursement will be made through the Expense Report.

### **Procedure: Travel Request**

1. Complete the travel request form. Attach conference brochure, registration form or appropriate related material.
2. Obtain department, division or budget head approval, as appropriate. Forward completed form to Accounts Payable.
3. After the travel request is approved, registration and hotel reservations information may be called in by the individual traveling or by their support staff.
4. Accounts Payable will mail registration forms and checks for registration fees and hotel accommodations as requested.
5. Cash advances will be available for pickup 10 days prior to your departure unless other special instructions are noted on the request.

6. When a cash advance is received, an expense report must be completed and submitted within 15 working days of the trip. If after 30 days receipts have not been submitted any cash advances will be deducted from your next payroll check.

## **Expense Reports**

### **Regulations: Expense Reports**

1. **Expense Reports** should be completed for all travel expenses approved through the Conference/Travel Request and mileage incurred for local travel and meetings.
2. **Cash Advances** are to be deducted from any reimbursement requested. Please attach check stub to expense report.
3. **Transportation** expenses for air, rail, rental car or bus travel will be reimbursed at the actual cost with receipts.
4. **Mileage** will be reimbursed at the approved Internal Revenue Service (IRS) standard mileage rate effective on the date of travel. The mileage reimbursement is intended to cover the cost of gasoline, general maintenance, new tires and car washes. Mileage report detail must be filled in completely.
5. Expenses incurred for parking tickets, towing or speeding tickets are the employee's responsibility. Reimbursement cannot be given for gift cards or alcoholic beverages.
6. **Meals** will be reimbursed based on actual costs up to a maximum of \$95 per day with original receipts (required) including tips. Generally only lunch is reimbursed for a one-day event. Meals covered by the registration fee will not be reimbursed.
7. **Lodging** will be reimbursed with actual receipts including credit card charge receipt.
8. Telephone calls to the College and other **communications** such as faxes for business purposes are reimbursable. One call per day to home is acceptable when traveling over night.
9. **Registration fees** should be pre-paid by the College through the Conference/Travel Request form. Reimbursement can be made for registration fees paid directly by the individual traveling as long as travel is approved. If registration fees are paid without obtaining proper approvals, reimbursement may be denied.
10. Other expenses such as parking fees and tolls are paid on actual amounts with receipts attached. Entertainment expenses such as in-room movies, videos are not reimbursable.

### **Procedure: Expense Reports**

1. Complete the expense report form. Attach original detailed receipts including credit card receipts for all expenses except tips, taxis, and other expenses where receipts are not issued.
2. Although the expense report form includes an area for "other expenses," this form is not to be used for the purchase of office supplies, educational materials, groceries, OR equipment. Please use petty cash or purchase requisitions for these items as appropriate.
3. Obtain department, division or budget head approval, as appropriate. Forward original completed form to Accounts Payable.
4. Accounts Payable will forward expense checks through the campus mail unless other instructions are noted on the expense report.