

OUT-OF-DISTRICT TRAVEL GUIDELINES

Travel by vehicle will be reimbursed at the IRS-approved rate for use of personal vehicles. Employees choosing to travel via personal vehicle when another means is less expensive will be reimbursed at the most inexpensive rate. Mileage must be substantiated by using MapQuest (www.mapquest.com) or the actual start and end odometer readings and must reflect the shortest distance from home or a College District campus location. If MapQuest is used to substantiate distance, a copy of the mileage according to MapQuest must be attached to the reimbursement report.

Airfare will be reimbursed at the coach rate. Fees charged to change tickets to accommodate the needs of the employee, and not the College District, will not be reimbursed.

The College District's reimbursement for meals is based on the federal government's average per diem meals and incidental expense rate for cities throughout the United States. Meal allowance will be provided for overnight trips as follows:

Breakfast	\$14
Lunch	\$16
Dinner	\$28
Incidentals	<u>\$3</u>
Total	\$61

Breakfast – If the employee departs before 6:00 a.m.

Lunch – If the employee is away from the College District after 1:00 p.m.

Dinner – If the employee is away from the College District after 6:00 p.m.

Employees may charge the incidentals portion of the per diem allowance for each overnight stay they are out of town traveling on business.

Per diem may not be claimed if meals are included with the conference/meeting fees.

When traveling out-of-district, receipts will not be required for submission unless required by federal or state grants or other contracts.

The actual cost of lodging will be reimbursed at the convention/conference rate for single occupancy. The College District does not pay Texas state sales tax, so travelers need to take a Texas state sales tax exemption form with them to complete when checking in at a Texas hotel/motel.

Parking expenses are reimbursed excluding premium and valet parking, except where premium and/or valet parking are the only options. To claim reimbursement for premium or valet parking, documentation must be provided that those were the only options available.

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(Local)

Personal convenience items/services such as tips (excluding meal tips), video rentals, personal calls, and other such items are not reimbursed. Connection to the Internet for the purpose of doing College District business is reimbursable.

Taxi and rental vehicle expenses are reimbursed. Rental vehicle reimbursement is at the rental agency's compact car rate if traveling with two or less persons and standard rate if more than two. In exceptional cases that are properly documented and justified, a higher rate may be approved.

Registration fees for supervisor-approved workshops, conventions, and conferences are fully reimbursable. All conference travel must be approved by the President before making arrangements. Please use the travel application for approval.

All reimbursable travel other than between campuses must be submitted on a travel application form and approved by the appropriate supervisor. Advanced funds may be received as authorized by the supervisor using the same travel application.

All travel expense forms must be turned in within 10 days of travel for reimbursement. Forms received over 10 days from travel date will not be reimbursed.

Travel to graduation exercises, in-service, professional development, and other institutionwide events are reimbursed at a flat rate of \$35 for a round trip travel of 150 miles and over and \$25 for round trip travel under 150 miles.

Standard Site-to-Site Round Trip Miles:

Beeville to Alice:	120 miles
Beeville to Kingsville:	150 miles
Beeville to Pleasanton:	150 miles
Alice to Kingsville:	60 miles
Alice to Pleasanton:	210 miles
Kingsville to Pleasanton:	255 miles