



Travel Reimbursement Policies and Procedures
Requesting Authorization and Reimbursement
Effective Date: July 1, 2009
Board Approval: June 9, 2009

1. Purpose.

To define the procedures to receive authorization for travel and reimbursement for expenses paid by employees.

2. Procedures.

2.1 Incidental Mileage Reimbursement (single day trips within 100 miles of work).

- (a) Receive verbal approval from supervisor for travel.
- (b) Track miles driven for TATC business using personal vehicle on daily basis using Travel Report and Request for Reimbursement form. Complete mileage and reimbursement calculations on form and obtain supervisor's signature on a monthly basis.
- (c) If reimbursement for meals is needed, complete a Travel Authorization/Settlement Report form and obtain supervisor signature.
- (d) Forward the form to Fiscal Services and a check will be generated. A copy of the reimbursement form will be attached to the copy of the filed check.

2.2 Other Travel.

- (a) Determine need for travel.
- (b) Originate Travel Authorization/Settlement Report form, completing the "Estimated Total Cost", and the "Employee Advance" columns.
- (c) Forward form to immediate supervisor for approval.
- (d) If for out-of-state travel, submit to Campus President for approval.
- (e) Submit the completed form with all necessary authorizing signatures to Accounts Payable in Fiscal Services with all required registration forms at least two weeks prior to travel unless special circumstances prevent two weeks notice.
- (f) Traveler will make all transportation, airline, lodging, rental car and travel arrangements in consultation with Accounts Payable. Coordination with Accounts Payable must take place prior to any travel arrangements being made.
- (g) Upon completing the trip, the traveler will complete the "Settlement Actual Costs" column for amounts paid by traveler seeking reimbursement in order to determine settlement amount. All original receipts should be attached. The traveler will also complete the "TATC Total Actual Costs" column to show the total cost of the trip, including amounts to be reimbursed to the traveler and amounts paid directly by the College.
- (h) If the traveler is still owed reimbursement upon settlement, this will be paid through Accounts Payable issuing a College check. Reimbursement checks will be issued by Accounts Payable with the next regular check run after all required paperwork is received by Accounts Payable.
- (i) If the traveler owes the TATC funds upon settlement, the traveler makes payment to the Fiscal Services Cashier following cash receipt procedures. A copy of the Travel Authorization/Settlement Report form will be attached to the copy of the filed advancement check.

(j) **Outstanding Advances.** Each traveler may have only one advance outstanding at any one time. As soon as the reimbursement paperwork is submitted for the previous trip a new advance may be issued.