

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(EXHIBIT)

OUT-OF-DISTRICT TRAVEL GUIDELINES

Travel by vehicle will be reimbursed at the IRS approved rate for use of personal vehicle. 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](http://www.mapquest.com)) or actual start and end odometer readings and must reflect the shortest distance from home or CBC 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'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 as follows:

Breakfast	\$ 10.00
Lunch	\$ 15.00
Dinner	\$ 26.00
Incidentals	\$ <u>3.00</u>
Total	\$ 54.00

Breakfast - if the employee departs before 6:00 a.m.  
Lunch - if the employee is away from the College after 1:00 p.m.  
Dinner - if the employee is away 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, no receipts shall be required for submission unless required by federal or state grants or other contracts. Partial-day meal allowances are allowed for employees traveling for partial days, even when overnight stay is not necessary.

COMPENSATION AND BENEFITS  
EXPENSE REIMBURSEMENT

DEE  
(EXHIBIT)

Actual cost of lodging is 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.

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 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.

Travel from site to site is reimbursed at a flat rate.