

Travel, Transportation, and Allowances

In order to travel on College business, all employees must first complete the Travel Authorization and Reimbursement Form.

1. The employee, supervisor, and/or budget manager as designated by the appropriate vice president or President must approve the Travel Authorization and Reimbursement Form to authorize the travel. This gives permission for the employee to be away from campus on College businesses and is required for insurance purposes.
2. The Travel Authorization and Reimbursement Form, including receipts for expenses must be reconciled and finalized within thirty days of returning from the trip or June 30, whichever comes first. Not doing so may result in the denial of reimbursements. Reimbursements of travel funded with State funds may not be available until the end of the month.
3. For local daily travel within the service area, the employee must have an approved blanket travel authorization prior to travel. Mileage reimbursement should be submitted using the Daily Travel Log by the last day of the month but no later than the fifth (5th) business day of the following month. Failure to submit the reimbursement request in a timely manner may result in the denial of reimbursement.

Policy Number: 06.03.04.01

Adopted: January 28, 2025

[Download a PDF of this policy](#)