

Refer to Section Personnel
Human Resources Unit
B 43 -- Approved Travel for College



Policy:

Midway College may authorize and reimburse employees for travel for college business.

Procedures:

Any and all travel for the college must be approved prior to the employee making any arrangements for registration, housing or travel.

Prior to submitting a proposal for presentation at a conference or convention, the employee shall obtain approval in writing to submit such a proposal and must submit estimated cost (Estimated Travel Expense Form). Submitting and obtaining acceptance to present at a conference without prior approval does not obligate the college to pay for the travel.

Approval for travel is obtained through the Executive Officer of the College to whom the individual reports.

Vehicle – College vehicles are to be used according to college procedures for travel that is within reasonable driving range of the college. Public transportation may be approved for travel that exceeds the driving range of the college. (Mileage is reimbursed according to Fleet Vehicle guidelines.)

Lodging -- Employees should schedule lodging near the meeting at a reasonably priced establishment. Distance of meeting from college determines the need for lodging (Standard is >50 miles).

Meals – The College reimburses the per diem rate for meals only if an overnight stay is required. At conferences where a luncheon or dinner is part of a meeting/speaker, the college will reimburse the cost of the ticket since it is part of the meeting/conference.

Reimbursement

- (1) Prior to travel, the employee completes the Estimated Travel Form to establish the possible cost.
- (2) Upon return, the employee reconciles the travel form with original receipts to verify the actual expenditure on the Employee Expense Report. See Employee Expense Report Instructions (Business Office).
- (3) A completed form with original receipts is submitted first to the Executive Officer for approval.
- (4) After approval by Executive Officer, the form is submitted to Accounts Payable in Business Office

Per Diem

Employee (\$39)	
Breakfast	\$ 7
Lunch	\$12
Dinner	\$20
Student (\$23)	
Breakfast	\$ 6
Lunch	\$ 7
Dinner	\$10