



Policy Category: Administrative Policies

Policy Number: 2.19

Policy Issued:

Policy Revised: 8/22/2019

Policy Title: Per Diem for Professional Leave / Travel Expense

Policy Approved: 8/22/2019

Resolution #:

Pages: 1 of 2

Complete the Professional Leave Request Form (top half) 3 – 4 weeks prior to travel.

Reservations should not be made until prior approval is achieved.

P-cards are available for travel expenses. Applications are located on the Fiscal – Procurement / Travel web page. Please allow 7 – 10 days for processing a new card. Travel p-cards will be held in the Fiscal Office and issued upon receipt of an approved travel form. **Current owners of a p-card can use their card as a travel card.** All P-Card transactions should be attached to the monthly statement with a copy of the approved travel form.

Registration Fees – Three (3) weeks prior to the registration deadline, submit the completed registration form with a payment authorization to the Fiscal Office. Payment may also be made by a department P-card.

College Owned Vehicles must be traveler's first choice where reasonable. The vehicle request form is located on the College's Intranet. Click forms, then Fleet Request Form under Operations.

Employee will be reimbursed for gasoline purchased while on travel status for a college owned car. Detailed receipt is needed for reimbursement.

If a College car is not available, mileage will be reimbursed for personal vehicle use at the current state rate of \$.58 / mile as of 1/1/19.



If a College car is available and you choose to take your personal vehicle, mileage will be reimbursed at half the current state rate \$.26 / mile as of 1/1/19. Fuel or operating expenses will not be reimbursed.

Tolls and parking will be reimbursed with appropriate receipts after travel has commenced.

Airfare – All airfare reservations must be arranged through the Fiscal Office.

Reimbursements – Requests for reimbursements must be completed within 60 days after travel.

Per Diem is applied as follows and is intended to offset extra costs associated with travel.

Morning - \$ 6.00
Noon - \$ 8.00
Evening - \$16.00
Daily Total - \$30.00

One Day Trip:

Leave before 8:00 am, return before 8:00 pm – morning and noon per diem

Leave before 8:00 am, return after 8:00 pm – morning, noon, and evening per diem

Leave before 12:00 pm, return after 8:00 pm – noon and evening per diem

Multi Day Trip:

Departure day

Leave before 8:00 am – morning, noon and evening per diem

Leave before 12:00 pm – noon and evening per diem

Return Day:

Return before 6:00 pm – morning and noon per diem

Return after 6:00 pm – morning, noon and evening per diem