



Policy Name: Travel Authorization & Reimbursement

Policy Number: G-16

Functional Area(s) Responsible: Administration & Finance

Owner(s) of Policy: Administration & Finance

Most Recent BOT Approval Date: May 2010

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: none minor/non-substantive substantive/extensive

Policy Statement:

Except as otherwise provided in this policy, Finger Lakes Community College will reimburse the employee for authorized travel expenses as and to the extent provided in this policy.

Finger Lakes Community College employees are required to obtain administrative approval in advance of all College-related travel. The College shall fund travel expenses necessarily incurred by college personnel in the course of their work-related responsibilities, subject to and in compliance with applicable laws and college policies.

Reason(s) for Policy:

3. The selected means of transportation (air, train, auto rental) shall be arranged by the authorized traveler.
4. Travel advances are available where out-of-pocket expense creates a hardship or when it is simply warranted. To avoid the need for substantial advances, the Controller's Office will make every effort to prepay conference expenses in advance by voucher. Please contact the Controller for assistance.

Travel advances must be settled within 10 days after the employee returns. Additional advances will not be approved when prior outstanding advances exceed the ten-day rule.

Advance registration fees can be arranged by Administration & Finance when a signed, approved claim is received by the Controller. A minimum of 30 day notice is required. Please contact the Controller for assistance.

5. Only those expenses which are actual, necessary and reasonable expenses will be reimbursed. Personal expenses that do not fall into these categories will not be reimbursed. Expenditures such as laundry, entertainment, repairs to personal vehicles, and bar/lounge bills are not reimbursable.
6. Travel by common carrier is the preferred mode of transportation. Air travel should be by coach or tourist accommodation.
7. Use of a privately-owned vehicle for travel is authorized when the conditions of the travel make it more economical or equal to the cost of a common carrier or rental car usage. All such travel will be reimbursed at the prevailing mileage rate. Anticipated mileage costs should be included in the total amount requested on the travel authorization.

Reimbursable Travel Expenses

Lodging

Rates for lodging must be actual expenses that are supported by receipts specifying dates and rates. If lodging is within New York State, the employee must present a tax exemption certificate when registering at the motel/hotel. If the certificate is not presented and the motel/hotel applies sales tax to the room charge, the tax will not be reimbursed. Lo 43.2 724.86 T37 (o).5 (t)1.7 (h)-5 (e)0.7 (t)1.7 (a)-1. (x)-4.1 (01 Tw u10.90 v)-2..xeenge 0 vc rareeet bplie .7 ()0.8

Mileage will be paid at the rate as established by the Internal Revenue Service from time to time, and only those miles traveled that are documented as actual, necessary and reasonable will be allowed for purposes of reimbursement.

When two or more employees travel in a privately-owned vehicle, the claim for reimbursement must list the names of those traveling in the vehicle. Reimbursement will be made only to the vehicle owner. An automobile liability insurance policy covering the privately-owned vehicle must be in force when using said vehicle on College business. The policy should provide minimum bodily injury limits of at least \$250,000 for each person, \$10,000 for each accident, and property damage liability limit of \$25,000. Other transportation-related expenses, such as parking fees, tolls, taxis and buses, will be reimbursed provided that a properly documented receipt is submitted with the claim voucher.

Miscellaneous Expense

Miscellaneous charges, such as supplies in conjunction with a school program or seminar, may be claimed provided that itemized receipts are attached to the claim voucher.

Forms/Online Processes:

- Authorization for Travel Expenses form
- Expense Voucher