TRAVEL AND EXPENSES POLICIES AND PROCEDURES

GENERAL INFORMATION

TRAVEL REQUEST
Employees must complete a Travel Request form via Firefly prior to travel with approval by the supervisor/director and Vice President for travel expenses before paying conference registration fees, booking airline tickets or making hotel reservations. If travel is out of state, the President’s approval and signature is also required. The Travel Request must indicate the destination city and state, the reason for the trip and start and stop dates and times of the trip. A Travel Request form and Vehicle Reservation form are needed to reserve a state vehicle.

AIRFARE
Airfare is an allowable expense, provided that it is less expensive to fly than to drive. Using the internet to book airline tickets is permissible. State purchasing cards should be accessible via Deans and Vice President’s. Please see Kathy Tynon in the Business Office for a complete list of cardholders. If a State purchasing card is not available airline reservations may be made through Bagby Travel (800-497-6911) and billed to the college directly. Please see EXPENSE REIMBURSEMENT section for person card usage.

CONFERENCE REGISTRATION
Payment requests for registration fees will not be paid without the accompanying Travel Request Trip Number indicated on the top of the invoice or a copy of the employee’s approved Travel Request form is attached.

EXPENSE REIMBURSEMENT
The Expense Reimbursement form must be completed via Firefly after returning from travel. The Travel Request Trip Number or copy of the Travel Request form must accompany the Expense Reimbursement form when the employee returns from travel and is submitting for reimbursement of meals and/or other expenses. Detailed receipts for all requested reimbursement expenses must be attached to the Expense Reimbursement form. Expense reimbursement requests must be submitted within 60 days of return from travel. The use of an employees’ personal cards for advanced payment for airfare, lodging and conference registration is discouraged as reimbursement will not be paid out until the trip is complete.

LODGING
Hotel reservations should be made with a State purchasing card. Employees are expected to exercise good judgment in making lodging reservations and always request the government rates. Lodging receipts must be on hotel statement forms and reflect all charges incurred during the stay. Credit card receipts are not acceptable documentation for reimbursement. Please see EXPENSE REIMBURSEMENT section for person card usage.

MEALS
Detailed meal receipts are required for all food/meal expenses. Meals without itemized receipts can only be reimbursed up to a maximum of $4.99. The maximum allowance for meals per day on in-state travel (except Omaha) shall not exceed $46.00. Maximum allowances for Omaha and other cities in the continental United States may be found at www.gsa.gov. Expenses reimbursement requests must be
submitted within 60 days from the last day of a trip. State purchasing cards may **not** be used to pay for employees meals. No reimbursement may be made for alcoholic beverages or alcohol sales tax.

Refer to the chart below to determine which meals are reimbursable.

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<tr>
<th></th>
<th>Breakfast</th>
<th>Noon Meal</th>
<th>Evening Meal</th>
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<tbody>
<tr>
<td><strong>One Day Travel</strong></td>
<td>Yes, when an employee leaves at or before 6:30 a.m.</td>
<td>No, lunch expenses for one-day travel are not allowable reimbursements</td>
<td>Yes, when an employee returns from travel at or after 7:00 p.m.</td>
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<td><strong>Overnight Travel</strong></td>
<td>Yes, when an employee leave at or before 6:30 a.m.</td>
<td>Yes, when an employee leave at or before 11:00 a.m. or returns at or after 2:00 p.m.</td>
<td>Yes, when an employee leaves at or before 5:00 p.m. or returns at or after 7:00 p.m.</td>
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The time limits set forth in these policies do not include the time taken for the meal.

**PERSONAL VEHICLE USAGE**
If a State vehicle is available and employees choose to drive personal vehicles, PSC will reimburse at $0.40 per mile. State vehicles may not be parked at the airport during employee travel. If a State vehicle is not available PSC will reimburse at the maximum allowable rate established by the Department of Administrative Services, which is currently $0.56 per mile (effective January 1, 2014). Employees may not be reimbursed for gasoline purchases in lieu of mileage. Expense reimbursement requests must be submitted within 60 days from the last day of a trip.