

## PROCEDURE 2.1.2: TRAVEL/MEETING EXPENSES

All college-related travel, including grant-supported projects, will:

- Remain within the overall department budget.
- Receive prior approval of your supervisor in the college's designated travel system, currently Ramp (as of 2025).
- Be reimbursed at the cost of the most economically appropriate means of conveyance as determined by the supervisor.
- Require submission of the claims within 30 days after the trip is completed.
- Required detailed receipts for all expenses, including meals with maximum amounts applied per day.
- Substantiate mileage by using the college's designated travel system, currently Ramp, to produce a route map.
- Reimburse mileage at an amount not to exceed the federal IRS standard mileage rate at the time of travel.
- Reimburse only meals incurred during overnight travel at an amount not to exceed the GSA per diem rate (with the exception of business meals conducted with another party).
- Require an attempt to obtain the state rate for lodging whenever staying within the state.

*Original: 1/95*

*Reviewed: 3/26*

*Revised: 7/03, 1/07, 7/09, 1/10, 7/16, 1/17, 4/18, 7/18, 7/19, 1/21, 1/22, 7/22, 1/23, 10/23, 3/26*