EL PASO COMMUNITY COLLEGE PROCEDURE

4.10.05.10  In-Town Travel

OBJECTIVE: To provide guidelines for processing monthly travel reports.

PROCEDURE:

I. Provisions

A. Travel by personal car is reimbursed at $0.505 cents per mile for in-town mileage.

B. In-town mileage claimed for reimbursement will be based on the In-Town Mileage Chart which is available from supervisors.

C. Reimbursement for expenditures related to the operation, maintenance, and ownership of a car will not be allowed.

D. When travel is confined to the city, reimbursement for meals will be allowed only when the employee is attending a conference, seminar, or workshop not sponsored by the District.

E. Registration fees for in-town conferences, seminars, or workshops not sponsored by the District may be reimbursed from each department's in-town travel account.

F. Parking fees, except those associated with out-of-town travel such as airport parking, may be reimbursed from each department's in-town travel account.

G. Mileage reimbursement will be made for travel to and from the employee's initial worksite and other worksites each day but not from the employee's:

1. Home to his/her initial worksite.
2. His/her final worksite to home.

H. Local travel is reimbursed on a monthly basis, but employees may submit more than one month for reimbursement at a time. However, reimbursement requests must be submitted in the same fiscal year as the expense occurred.

I. Mileage reimbursement will be made if travel is from employees’ home to worksite and worksite to home on a non-workday.

II. Actions

A. An In-Town Travel Report shall be completed on the yellow original form by the employee and submitted for approval to the following, as appropriate:

1. Immediate supervisor/department head.
2. Director
3. Instructional Dean
4. Associate Vice President.
5. Vice President

B. Receipts for all expenses other than miles traveled should be attached to the report.
C. The travel report is due in the Accounts Payable Office by the fifth workday of each month. Travel reports received after this cut-off date will be processed the following month. However, local travel for less than $50.00 can be submitted to the Campus Cashier for reimbursement. No copies or word-processed travel report will be accepted. Travel incurred in August should be submitted for payment by August 31 of the same fiscal year.

D. Travel reimbursement checks will be distributed by the fifteenth workday of each month.