



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DEE-1 In-Town Travel

APPROVED: May 21, 1980 **REVISED:** September 1, 2008
Year of last review: 2021
AUTHORIZING BOARD POLICY: DEE

Classification: Administrative
Vice President or Associate Vice President: Vice President of Financial and Administrative Operations
Designated Contact: Comptroller

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.