

**Reimbursement Procedures:** Individuals claiming reimbursement must follow the guidelines in AR 5115-01, Business/Travel Expense Reimbursement. The College expects Board members and employees to be prudent in incurring business/travel expenses. Reimbursement up to substantiated costs or to published maximums which are reasonable or within IRS rates are not subject to W-2 reporting.

**Procurement Card:** Airfare, lodging, and registration should be paid by LBCC procurement card.

**Documentation:** Receipts are required for all cash and procurement card expenses. Original receipts are preferred. Copies of canceled checks and credit card receipts are acceptable with itemized listing. Expenses not properly documented will not be reimbursed. All small receipts should be taped to a larger piece of paper.

**Driver Status Form:** Any person wishing to be reimbursed for mileage driving to/from work related events must submit a Driver Status Report Form. Drivers will be approved/disapproved based on motor vehicle records. The form is on the Paperless Office under Public Safety.

**Mileage:** Compute number of miles driven at the mileage rate using odometer reading or a mileage chart/calculator. When leaving from home, the college reimburses for the shorter of the work or home distance to a meeting. For extended travel, auto mileage reimbursement will not exceed economy airfare.

**Registration:** Registration should be paid by LBCC procurement card. Documentation of conference is required.

**Airfare:** Airfare should be paid by LBCC procurement card. The lowest cost and most efficient airline transportation should be selected.

**Lodging:** Lodging should be paid by LBCC procurement card. Itemized receipts are required. Report only room price and taxes. Lodging is covered up to the locality rate established by the US General Service Administration plus applicable taxes; except that lodging at conference/convention hotels, which may exceed the GSA rate, is allowed. For destination lodging per diem rates, see <http://www.gsa.gov/perdiem>.

**Meals:** Meals are reimbursed at the Per Diem rate or the actual cost up to the per diem amount. Receipts are not required when claiming per diem and may be reimbursed prior to travel. When claiming the actual cost, the receipt must include the name and location of the restaurant, the number of people served, and the date and amount of expense. Alcoholic drinks are not reimbursable.

Per diem (Meals and Incidental Expenses (M&IE) is reimbursable by travel location. The daily per diem rate is reimbursable at 75% on the first and last day of travel and should be reduced by 25% for each meal provided by an event. Meals without an overnight stay are not reimbursable unless they are associated with college business, i.e., attendance at a conference (see AR 5115-01). To determine which per diem rate applies for your primary destination, see <http://www.gsa.gov/mie>.

| M&IE Total                       | \$51    | \$54    | \$59    | \$64 | \$69    | \$74    |
|----------------------------------|---------|---------|---------|------|---------|---------|
| Continental Breakfast/ Breakfast | \$11    | \$12    | \$13    | \$15 | \$16    | \$17    |
| Lunch                            | \$12    | \$13    | \$15    | \$16 | \$17    | \$18    |
| Dinner                           | \$23    | \$24    | \$26    | \$28 | \$31    | \$34    |
| Incidentals                      | \$5     | \$5     | \$5     | \$5  | \$5     | \$5     |
| First & Last Day of Travel       | \$38.25 | \$40.50 | \$44.25 | \$48 | \$51.75 | \$55.50 |

**Approvals:** Travel reimbursement requests require both employee and supervisor signatures.

**Payment:** Vouchers will be processed within 7-10 days.

**Questions:** Call ext. 917-4302