

D-10a PROCEDURE

Employee Expense Reimbursement

[Travel Expenses](#)

Each request for reimbursement of travel and lodging expenses shall be fully itemized, including the amount, date, place, and essential character of the expense incurred. Travel expenses for which reimbursement will be made are confined to those essential to the transaction of College business. Expenses are allowed for travel by auto, train, bus or aircraft; ground transportation to and from terminals; meals (including tips and tax); lodging; parking; tolls; baggage handling; taxi (including tips); and postage. A College representative will use the most economical method of transportation when traveling. Exceptions may be approved by the VP Administrative Services.

Itemized receipts are required for all expenses except meals

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the state, before the actual time such travel is completed. Th
train tickets for College representatives by direct voucher.

All expense vouchers shall be itemized that each item's natur
Expense reimbursements must be submitted no later than six
which expenses were incurred for which reimbursement is so

