

ALAMO COLLEGES

EMPLOYEE TRAVEL PROCEDURE (Effective for Travel occurring after 7/1/09)

PURPOSE

This procedure is provided as a guide for eligible Alamo Colleges travelers (employees, including employees who travel with students) and their supervisors/department heads for planning and carrying out productive, cost-effective business travel.

To accomplish this, all travelers are encouraged to:

- 1) Verify that the departmental budget has adequate funds available before making arrangements;
- 2) Carefully plan their trips in advance (at least one month in advance if possible); and
- 3) Make arrangements that will accomplish the purpose of the trip without excessive or unnecessary expense to the Alamo Colleges.

Travel expenses may be reimbursed only where the travel is to conduct official Alamo Colleges business (in this procedure the conference, event, or other official reason for the travel will be referred to as the "meeting"). All expenses must be actual, necessary and reasonable under the circumstances. This procedure applies to all Alamo Colleges-related travel expenses regardless of funding source, unless the grantor specifies in writing that more restrictive terms and rates will apply. Alamo Colleges' employees are asked to exercise control in incurring travel expenses. Excessive or unnecessary expenses will **not** be reimbursed. Should a question arise between expense options, the traveler is obliged to select the option that is most economical. The Alamo Colleges are public institutions. As such, all expense records, regardless of fund source, are open to the public under The Texas Public Information Act.

When any other procedures do not address a trustee travel expense, this procedure will be used to address the expense.

I. TRAVEL AUTHORIZATION

- A. A "Travel Authorization Form" (see Exhibit A) must be completed and approved in advance of the travel by the individual(s) authorized to approve a traveler's expenses.

The travel authorization form is also a tool to assist the traveler and the approving authority in planning productive, cost-effective business travel.

1. Travel authorization forms are available on the Alamo Colleges website at <http://www.accd.edu/district/fiscalaf/fiscalaffairs.html> - click "Forms" and "Travel Authorization Form."
 2. The form must include all projected expenses related to the travel, including prepaid expenses, to facilitate and complete the planning and budgeting process.
 3. One form must be used for each trip.
 4. For changes after approval has been obtained, the traveler must request the approving authority to initial the acceptance of the necessary adjustments.
- B. In-State travel must have the appropriate Dean's, Director's or Associate Vice Chancellor's written approval.
- C. Out-of-State travel must have the appropriate college President's, Vice Chancellor's, or Chancellor's written approval.

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- D. Out-of-Country travel must have the Chancellor's written approval.
- E. Mileage between Alamo Colleges locations does not require completion of travel authorization form.

II. HEADQUARTERS

The headquarters of an employee is the office address of the location of his or her primary work assignment. For employees with full-time Alamo Colleges assignments, the office address of the location of the full-time assignment is the employee's travel headquarters.

III. ADVANCES

Advances for employee travel may be requested for up to 75% of estimated travel expenses that are not prepaid.

- A. Travel advances will be processed through the Bursar's Office and charged to the account listed on the approved travel authorization form. Travel Advance checks will be available in the Bursar's office five working days prior to the departure date. Direct Deposit travel advances should be deposited three working days prior to departure date. It is the traveler's responsibility to personally pick up check. A travel advance check will not be sent to the traveler or traveler's department via interoffice mail delivery (pony).
- B. Travel Authorization Forms must be submitted to the campus Bursar's office at least 10 business days prior to departure.
- C. A "Travel Expense Statement" (Exhibit B) with all supporting documentation must be completed and approved within 10 business days of returning from the trip. Failure to submit the completed form with appropriate documentation within the required timelines to Accounts Payable will result in a payroll deduction up to the full amount of the travel advance.
- D. If the travel advance was in excess of actual needs (i.e., the difference between the reimbursable travel expenses and the travel advance), the traveler must return the excess amount to the campus Bursar within five business days from the return date. A copy of the Bursar's receipt must be attached with all supporting documentation when completing the Travel Expense Statement. Failure to return this amount to the Bursar's Office will result in a payroll deduction for the full amount owed to the Alamo Colleges.
- E. Faculty and staff club sponsors are subject to all the above requirements and timelines when clearing eligible student travel advances.
- F. Advances will be provided to the traveler by one of the following:
 - 1. Cash (up to \$300); or
 - 2. Direct Deposit; or
 - 3. An Alamo Colleges check.

IV. EXECUTIVE TRAVEL CARD HOLDERS

Executive Travel Card Holders: See the Executive Travel Card Procedures Handbook for travel terms and conditions available on the Alamo Colleges website at

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<http://www.accd.edu/district/fiscalaf/fiscalaffairs.html> - click "Forms" and "Executive Travel Card Procedures Handbook."

V. ALLOWABLE EXPENSES

A. Registrations/Meeting Fees

There must be a direct relationship between the duties performed by the traveler and the type of meeting to be attended. The responsibility for determining the relationship rests with the traveler and the approving authority.

1. A registration fee, when paid by the Alamo Colleges, is payable in advance through a Direct Pay to the sponsoring organization or its registration partner. "Early Bird" registration is encouraged because of the potential savings to the Alamo Colleges. Direct Pays must have a copy of the approved travel authorization form attached, and must be received by the Accounts Payable office a minimum of one week prior to the registration deadline to ensure that a check can be printed and mailed before the deadline. Copies of completed registration forms are required.
2. One traveler may replace another traveler at a meeting if approved by the appropriate approving authority. The traveler must attach proof of attendance (for example, a "Certificate of Completion" from the sponsoring organization) to the expense statement package, or attest to their attendance in some manner.

B. Air and Rail Fare

1. Travelers may purchase tickets through the internet and apply for reimbursement, or they may make arrangements through Alamo Colleges approved travel agencies. All travelers must have an approved travel authorization form before purchasing tickets through the internet or making arrangements through an Alamo Colleges travel agency.
2. The airfare/rail receipt and itinerary must be attached to the expense statement package.
3. Travelers will be reimbursed for the first piece of checked baggage if the airline charges a separate checked baggage fee. This provision will be reviewed for possible revision in response to changes in airline checked or carry-on baggage fees.
4. Travelers may retain frequent flyer benefits as long as the program does not influence the flight selection and cause any incremental cost increase to the Alamo Colleges.
5. Travelers who purchase their own airline tickets via the internet and request reimbursement must ensure that the cost of the flight is among the lowest fares available at the time the flight is booked. This may be done by providing printouts of internet screens showing itineraries and prices for flights of three airlines.
6. The traveler must make a firm commitment to the travel arrangements. The cost of unused airline tickets purchased by the traveler will not be reimbursed to the traveler except in cases of emergency, with the written approval of the college President, Vice Chancellor, or Chancellor.
7. Fees for airline flight changes made during the travel period will not be reimbursed unless the traveler submits documentation that:

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- a) it is advantageous to the Alamo Colleges to change the flights (in which case the change fee will be charged to the college President's, Vice Chancellor's, or Chancellor's account); or
 - b) the change was unavoidable (in which case the fee will be charged to the traveler's department's account).
8. Travelers who intend to extend their travel for a day in order to take advantage of lower fares may be reimbursed for additional meal and lodging expenses if the extended stay results in an overall reduction of expenses to the Alamo Colleges, and it does not negatively impact the performance of the employee's duties. Documentation and a short written explanation of the overall savings must be attached to the travel authorization.
 9. All prepaid charges made by the traveler will not be reimbursed until **after** the trip.

C. Vehicle

Car rental expense as the means of providing ground transportation at the meeting will be reimbursed only when car rental is more economical than transportation costs by taxi.

1. The Alamo Colleges has discount arrangements with most national rental agencies which should be used when making car rental reservations unless it is less expensive to book directly under the special car rental offer. See Exhibit F for a list of Alamo Colleges' car rental account numbers.
2. Because the Alamo Colleges maintains insurance coverage subject to a deductible per occurrence, travelers should decline collision damage waiver coverage. No reimbursement will be made for this coverage. For a list of other non-reimbursable insurance expense, see "NON-ALLOWABLE EXPENSES."
3. If an accident occurs and a claim is filed, the deductible will be paid by the traveler's department.
4. Car rentals at locations other than San Antonio must be paid by the traveler at the time of renting.
5. Only cars rented in San Antonio may be charged directly to the Alamo Colleges, and a purchase order is required before picking up the rental car.
6. Gasoline and parking fees for rental cars are reimbursable.
7. Travel via a privately owned vehicle (POV) is authorized only if the owner of the vehicle has:
 - a) a Texas Drivers License; and
 - b) is insured under a policy of liability insurance complying with the Texas Motor Vehicle Safety Responsibility Act.
 - c) The liability insurance of the owner of the vehicle and the driver of the vehicle provides primary coverage before any Alamo Colleges coverage is obligated.
8. When travelers elect to drive to a meeting that is more than 200 miles from San Antonio and that location may be reached by commercial airline, mileage will be reimbursed at the current mileage rate provided:

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- a) mileage reimbursement will not to exceed the lowest coach airfare as of 21 days before the trip was to occur. This may be done by providing printouts of internet screens showing itineraries and prices for flights of three airlines at least 21 days in advance of the trip.
- b) If a traveler is given less than 21 days notification about the travel, the traveler has an obligation to obtain 21 day advance itineraries and prices of three airlines on the day the traveler was notified about the trip.
- c) En route meals, lodging and other expenses will not be reimbursed unless the total amount for mileage, meals, and other en route expenses is less than the total of the lowest coach airfare as of 21 days before the trip and other reimbursable expenses as if the employee had flown.

D. Mileage

1. Reimbursed business mileage for traveling via privately owned vehicle (POV) should be submitted using one of the following forms:
 - a) Travel Expense Statement (Exhibit B) when mileage is part of an approved Travel Authorization form, or
 - b) Mileage Reimbursement Request (Exhibit C)
2. Business mileage reimbursements will be paid at the IRS standard mileage rate in effect at the time of travel.
 - a) The rate is posted on the Accounts Payable web page in the Mileage Reimbursement form <http://www.accd.edu/district/fiscalaf/fiscalaffairs.html>.
 - b) Mileage is payable to only one individual when two or more eligible travelers are traveling in the same vehicle.
 - c) In determining transportation reimbursement or advance payments for travel by POV, reimbursement will be based on the round-trip daily mileage LESS normal commute. Mileage is measured by shortest highway distance from the traveler's headquarters or home and the meeting destination including intermediate points at which official Alamo Colleges business is conducted.
 - d) The employee's commute is never reimbursable. Commute is defined as mileage between home and headquarters.
 - e) Mileage for teaching assignments at alternate Alamo Colleges work locations do not qualify for mileage reimbursement unless directed by management and approved in advance by the President or Chancellor.
 - f) When traveling by air, mileage in excess of employee's normal commute will be reimbursed from the traveler's home to the airport or from their headquarters to the airport.
 - g) Mileage must be substantiated by using MapQuest (www.mapquest.com), or actual start and end odometer readings. If MapQuest is used to substantiate distance, a copy of the mileage according to MapQuest must be attached to the expense

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statement package. For travel between Alamo Colleges locations, the traveler may claim reimbursement using the standard mileage chart for distance between District locations (Exhibit E)

- h) Requests for mileage reimbursements should be submitted within 30 days of travel. Travel periods should not exceed 30 days. This will assist budget managers control actual mileage expenses

3. Reimbursable Mileage Examples:

- A. Home TO Austin, TX (non-Alamo Colleges location) TO Home (assume 190 miles); employee work day commute = 10 miles
 - a. Reimbursable on a work day: "Shortest distance mileage Home to Austin to Home" LESS normal employee commute (190 less 10 miles in this example).
 - b. Reimbursable on a non-work day, i.e. Sunday: no reduction for normal commute (i.e. 190 miles in this example).
- B. Home TO your Headquarters TO Other AC location TO Headquarters TO Home
 - a. Reimbursable: All mileage incurred via shortest distance LESS employee's normal commute

E. Ground Transportation

Bus, taxi, ferry, trains, shuttles and other ground transportation for travel between the meeting destination airport and the place of lodging on the departure and return days, and between the place of lodging and the meeting location to attend meeting sessions, is reimbursable. Taxi expense for transportation to and from the San Antonio Airport is reimbursable with receipts.

- 1. Car rental after arrival at travel destination – see "Vehicle."
- 2. Receipts are not required for tips to bus and other public transportation operators, and to taxi drivers for up to 20% of the bill.

F. Lodging

Lodging may be paid by the traveler and reimbursed, or prepayments may be made for lodging for approved travel through purchase orders issued in advance to lodging establishments that accept Alamo Colleges purchase orders. Payment will be made through a check (hand carried or otherwise delivered or sent to the lodging establishment). It is the traveler's responsibility to timely notify the lodging establishment if prepaid lodging will not be used, and to seek a refund of the prepayment.

- 1. Lodging costs will be reasonable and for a standard single room, and will not be for suites unless approved by the college President, Vice Chancellor or the Chancellor.
- 2. Lodging for the night prior to and for the night the meeting ends will be paid if:
 - a) there is a valid business reason for the extra night(s);
 - b) the beginning and ending times of the meeting or event make it impracticable to travel on the first or last day of the event; or
 - c) the extra night(s) stay is unavoidable (inclement weather, etc).

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3. Reimbursement may be denied if the traveler is absent from the location of the meeting for reasons other than official Alamo Colleges business.
4. Reimbursement, prepayment, or purchase order issuance for the actual cost of lodging will be made under the following conditions:
 - d) Lodging expenses may not exceed the single room rate plus tax (with the exception of Texas State Occupancy Tax - see below).
 - e) Texas State Occupancy Tax will not be paid or reimbursed. Exemption certificates are available at <http://www.window.state.tx.us/taxinfo/taxforms/12-302.pdf> or through Accounts Payable.
 - f) When a purchase order is not issued, nor a prepaid check provided, it is the traveler's responsibility to obtain exemption certificates and present them to the lodging establishment in advance of payment.
 - g) Itemized receipts from the lodging establishment are required for reimbursement. Do not use online discount websites (i.e. Expedia, Hotwire, etc) for booking hotel rooms as these companies do not provide itemized folios. Alamo Colleges require itemized receipts to verify all charges and will not reimburse any out of pocket expenses by the traveler using these types of websites.
 - h) Early departure fees will not be reimbursed unless the early departure is advantageous to the Alamo Colleges (in which case the fee will be charged to the college President's, Vice Chancellor's, or Chancellor's account) or if the early departure was unavoidable (in which case the fee will be charged to the traveler's department).
5. Only Self-parking fees will be paid. Alamo Colleges will not pay for optional valet parking

G. Meals

The cost of meals, including tips, will be reimbursed for overnight travel. The traveler may choose reimbursement using actual meal expenses subject to limitations below, or may use the Government Services Administration (GSA) Meal & Incidental Expenses (M&IE) per diem for the standard Continental United States (CONUS). The traveler must choose one method of reimbursement for the entire trip. If the travel will not require an overnight stay, meals will be reimbursed only if the total travel time (departure and return time) is greater than two hours of their normal work day. Tips to lodging staff are included in the M&IE (meals and incidental expenses) per diem rate, and will not be reimbursed separately unless reimbursement for meals is not requested. All meals must be outside Bexar County.

1. Meal Per Diems

- a) Overnight meals may be reimbursed using actual itemized receipts, but daily total limited to the published GSA M&IE per diem rate in effect at the time of travel for the location of the meeting.
- b) Overnight meals may be reimbursed using the standard CONUS M&IE per diem rate in effect at the time of travel. Receipts are not **required**.

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- c) M&IE for non-overnight travel meeting the greater than 10 hour total travel time (greater than 12 hours for employees working flex 4 day/10 hour schedule) will be reimbursed for actual costs incurred up to 25% of the applicable per diem rate. Actual receipts are required
- d) The M&IE per diem rates for cities within the continental U.S., foreign locations, and standard CONUS are available at http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC (click on the state of your travel destination and locate the per diem amount in the "M&IE" column; for foreign travel, click on "Foreign Per Diem Rates" and then "Foreign Per Diem Rates by Location", find the country/city and locate the "M&IE" column); for standard CONUS rate click on any state and see noteor the rate can be obtained by contacting the Accounts Payable office.
- e) Whenever meals are provided at no additional cost to the traveler (meals included in conference registration fees) the traveler will not be entitled to any meal reimbursement (actual or per diem) for those particular meals. A copy of the conference brochure or detailed conference schedule must be provided for documentation of meals included in conference registration. Traveler will use the GSA Meals and Incidental Expense Breakdown table to calculate meal rates for each breakfast, lunch, and dinner components.

Example:

Destinations with \$61.00 Meals Total per diem

Meal Type	# of meals provided	\$ Amount	Total
Breakfast	1	\$ 12.00	\$ 12.00
Lunch	1	\$ 18.00	\$ 18.00
Dinner	0	\$ 31.00	\$.00
Amount to be Deducted from Total Per Diem			\$ 30.00

- f) Departure and Return Days for Overnight Travel
 - i. Meals for the days that the traveler departs and returns (first and last day of the trip) will be reimbursed at 1/2 of the applicable per diem rate. For example, if a traveler leaves San Antonio on Wednesday morning and arrives at the destination on Wednesday afternoon, stays at the destination on Wednesday and Thursday nights, and returns on Friday, the meal reimbursement for the trip will be for 2 days at the per diem rate (one full day for Thursday and 1/2 days each for Wednesday and Friday).
 - ii. Travelers who arrive early or stay after the meeting concludes for personal reasons (approved in advance except in case of emergency) will be reimbursed as if they had departed on the first day of the meeting and returned on the last day of the meeting. For example, if a traveler departs on Wednesday for a meeting that starts on Wednesday and ends on Friday, and the traveler stays until Sunday for personal

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reasons, the traveler will be reimbursed for 2 days of M&IE, as if they had returned on Friday (one full day for Thursday, and 1/2 days each for Wednesday and Friday)

H. Parking

Actual long-term airport parking expense will be reimbursed for the official business days/partial days of the approved trip with receipt.

1. Travelers who arrive early or stay after the meeting ends for personal reasons will be reimbursed as if they had departed on the first day of the meeting and returned on the last day of the meeting. For example, if a meeting starts on Wednesday and ends on Friday, and for personal reasons a traveler departs on Monday and returns on Sunday, airport parking expense will be reimbursed as if the traveler had departed on Wednesday and returned on Friday.
2. Non-airport parking fees directly related to the Alamo Colleges business purpose of the trip are reimbursable; receipts are required.
3. Rental car parking: see "Vehicle".

I. Foreign Exchange Transactions

The reimbursement of foreign currency transactions will be accepted as follows:

1. If the expense is charged to a credit card, use the bank's U.S. dollar conversion, or
2. If U.S. dollars are converted to foreign currency while traveling, evidence of the exchange rate as indicated on the foreign exchange receipt will be accepted, or
3. Use the retail foreign exchange rate for the date of the transaction per the Oanda exchange rate website: <http://www.oanda.com/convert/fxhistory> (from drop-down, choose "typical cash rate: +4%).

J. Other Allowable Expenses

Receipts are required unless otherwise indicated.

1. Local and long distance phone calls, FAX charges, internet use (actual hotel package rate expense), for official Alamo Colleges business. For local and long distance phone charges, the name of the person(s) called and the business purpose of the call must be provided.
2. Gasoline (if no Alamo Colleges gas card is provided to the traveler), repairs, and towing for Alamo Colleges-owned/provided vehicles.
3. Bridge, highway and tunnel tolls (receipts not required for cash-only self-service tolls).
4. Special purchases, (e.g. computer usage, markers and/or flip charts for presentations, etc.) essential for the fulfillment of the travel or work assignment may be reimbursed.
5. Books, tapes, CDs, etc. of the meeting proceedings.
6. Laundry, dry cleaning and pressing may be reimbursed if the traveler is on continuous travel status in excess of one week without returning home.
7. Photocopy usage fees required for presentation materials, and for informational or investigative purposes.

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8. The cost of visas for international travel.
9. Bank credit card fees charged for international foreign exchange transactions.
10. Tips to lodging staff are included in the M&IE (meals and incidental expenses) per diem rate (see "Meals"), and will not be reimbursed separately unless reimbursement for meals is not requested. However, tips for hotel staff up to \$6 per day will be reimbursed when no reimbursement for meals is requested.

VI. MISSING RECEIPTS

If required receipts are lost, or are not available, the traveler must submit a completed Missing Receipt Affidavit (Exhibit D) with the expense statement package to Accounts Payable. Submission of the affidavit does not guarantee reimbursement.

VII. REIMBURSEMENT APPROVAL

- A. After all departmental approvals have been received, all expense statement packages must be directly submitted to Accounts Payable, and should include, if applicable:
 1. Travel Expense Statement (Exhibit B) and supporting documentation as applicable:
 - a) Travel Authorization Form (Exhibit A)
 - b) Original itemized receipts of payment
 - c) Missing Receipt Affidavit (Exhibit D)
 2. Mileage Reimbursement Form (Exhibit C) if reimbursement is for mileage only
 3. All forms are available on the Alamo Colleges website at <http://www.accd.edu/district/fiscalaf/fiscalaffairs.html> - click "Forms"
- B. Reimbursement to or through third parties is not allowed.
- C. Submission of false requests for reimbursement will subject the entire reimbursement to permanent rejection and may result in disciplinary action, up to and including termination.
- D. If the traveler is entitled to be claim any portion of his or her expenses from sources other than the Alamo Colleges, the traveler must identify the items that are eligible for reimbursement from other sources and may not request reimbursement from the Alamo Colleges.
 1. The responsibility for ensuring that reimbursement requests are not duplicated rests with the traveler and the approving authority.
- E. All travel reimbursement checks will be mailed to traveler's address in Banner, or directly deposited to traveler's bank account if traveler has previously signed up direct deposit. There will be no special handling of travel reimbursement checks.

VIII. NON-ALLOWABLE EXPENSES

This list is not intended to be all inclusive but to illustrate types of non-allowable expenses. Any exceptions will require the written approval of the college President, the Vice Chancellor, or the Chancellor.

- A. Reimbursement at rates over maximums allowed by this procedure.

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- B. Personal phone calls.
- C. Gasoline, repairs, road service, towing and/or other charges related to a traveler's POV.
- D. Valet Parking
- E. Fees or other expenses related to traveler's checks.
- F. Passports or passport photos required for foreign travel.
- G. Alcoholic beverages.
- H. Entertainment, unless included in the official conference/meeting registration fee.
- I. Insurance on rental cars (e.g., collision, damage waiver, personal accident, safe trip, personal effects, etc.).
- J. Personal expense items (e.g., movies, spas, health clubs, etc.).
- K. Traffic violations (fines, tickets, etc.).
- L. ***Normal travel route deviation:*** If a traveler deviates from the normal route of travel between the point of origin and the destination for personal reasons, expenses will not be allowed for that portion of the trip.
- M. ***Non-employee travel expenses:*** If a non-employee accompanies a traveler on official Alamo Colleges travel, expenses incurred by or because of the non-employee shall not become an expense of the Alamo Colleges.

IX. EXCEPTIONS

Exceptions to this procedure must be submitted in writing to the Chancellor describing the circumstances and business purposes that justify the exception. Exceptions must always satisfy the requirement that the expense was actual, necessary and reasonable under the circumstances, and that reimbursement will not violate Alamo Colleges policy or procedures.

- A. Itemized receipts for exceptions are required.
- B. Some exceptions when processed for payment may result in additions to the traveler's W-2 form as taxable income.

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Employee Travel Authorization Form

Traveler Name:	Campus:
Traveler ID (VIN):	Date:
Dept Name:	Phone:
Dept. Account:	Departure Date:
Destination:	Return Date:

Item 1:	Purpose for trip, destination, date, etc.
Description:	

Item 2:	Total Estimated Expenses \$ _____ -	Travel Advance: Yes _____ No _____
	<u>Prepaid</u> (Paid by AC)	<u>Reimbursable</u> (Pd by Traveler)
Registration (7234)	_____ or _____	Cash (up to \$300) _____ (Check One)
Airfare (7703)	_____ or _____	Check _____
Mileage (7701, 7702)	_____ or _____	Dir Dep _____ (**)
Lodging (7705)	_____ or _____	** For Direct Deposit, complete the A/P Direct Deposit form upon initial request. Direct Deposit will take apx. two weeks from the date submitted to become effective.
Meals: (7706)	_____ or _____	
Enter Per Diem/Acutals		For Accounts Payable and Bursar Office Purposes only:
Nonovernight: Trip must be > 2hrs of normal workday		Direct Pay Invoice Number: _____
*# of Full Days _____ 25% of Per Diem	0.00	Credit Memo Number: _____
Overnight:		Advance Amount: _____ Date: _____
*Departure Date _____ 50% of Per Diem	0.00	Direct Pay Charge Accounts
*# of Full Days _____ 50% of Per Diem	0.00	Bursar's Notes: Campus Fund/Account
*Return Date _____ 50% of Per Diem	0.00	_____ DIST/CESC 11002/1331
Car Rental (7704) _____ or _____		_____ SAC 11002/1332
Other (7704,7707) _____		_____ SPC/SWC 11002/1333
Payment by 3rd party organization or grant _____		_____ PAC 11002/1334
Subtotals	\$0.00	_____ NVC 11002/1335
Available for Travel Advance: Employee = 75%	Enter %	_____ NEC 11002/1336
Maximum available for Travel Advance	\$ _____	
Be as accurate as possible. All requests for reimbursements > 10% of the original request will need an adjusted travel authorization.		Receipt Acknowledgement of Cash Advance: _____
*Nonovernight travel receives 25% of per diem. Overnight departure/return days receive 50% of per diem. See website in middle column.		
		GSA - Domestic Per Diem Rates

Requester's Certification: I understand if I request a travel advance, a check, direct pay, or cash (up to \$300) will be generated in my name. A credit memo for the amount of the travel advance will be entered in the accounting system. I understand I must submit the approved Travel Expense Statement within 10 working days from the date I return from the trip. After the 10 days, any and all Accounts Payable payments processed will be applied to the credit memo until the amount of the travel advance is settled. I authorize the District to deduct all travel advances owed from my paycheck to settle any outstanding balance not repaid within 30 days of the date I return.

Signature : _____
Employee
Approved: _____
Budget Manager
Approved: _____
In-State travel requires Dean, Director, or Associate Vice Chancellor Signature
Approved: _____
Out-of-State travel requires President, Vice Chancellor, or Chancellor Signature
Approved: _____
Out of Country requires Chancellor Signature

Date _____
Date _____
Date _____
Date _____
Date _____

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Meals not paid by traveler must be deducted from total per diem amount. To effectively and consistently manage this task, please complete worksheet below. Completing worksheet will calculate correct amount of per diem to be deducted. Use the GSA meal breakdown table to complete worksheet. If using standard per diem, complete top portion of form. If using actuals, please use bottom portion of form. DO NOT USE BOTH.

*M&IE Total	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00	\$64.00
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$18.00	\$21.00	\$24.00	\$26.00	\$29.00	\$31.00
Incidentals	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00

*Taken from GSA website

PER DIEM-NO ACTUAL RECEIPTS ARE SUBMITTED

DAY OF DEPARTURE AND/OR RETURN ONLY				FULL DAYS			
Meal Type	# of meals provided	Amount	Total	Meal Type	# of meals provided	Amount	Total
Breakfast			\$.00	Breakfast			\$.00
Lunch			\$.00	Lunch			\$.00
Dinner			\$.00	Dinner			\$.00
		Multiplied by 50%	.5			Amount to be Deducted	\$.00
		Amount to be Deducted	\$.00				

TOTAL TO BE DEDUCTED FROM REIMBURSEMENT

\$0.00

ACTUALS- ITEMIZED RECEIPTS ARE SUBMITTED

Enter Total Daily Per Diem Allowed:

Meal Type	# of meals	\$ Amount	Total
Breakfast		\$.00	\$.00
Lunch		\$.00	\$.00
Dinner		\$.00	\$.00
		Amount to be Deducted	\$.00

TOTAL TO BE DEDUCTED FROM REIMBURSEMENT

\$0.00

ALAMO COLLEGES

EMPLOYEE TRAVEL PROCEDURE (Effective for Travel occurring after 7/1/09)

MISSING RECEIPT AFFIDAVIT

Instructions

Complete all information requested on this affidavit and attach affidavit to completed Travel Expense Statement Form. Incomplete forms will not be accepted.

Print or Type

Name of Traveler	Name of Vendor	City, State
Date of Receipt	Total Cost	Vendor's Telephone Number
Description of Travel Expense		

I certify that:

While on approved travel for official Alamo Colleges business I incurred the expense described above. I have

___ lost

___ did not receive

the receipt documenting payment. I contacted the vendor on _____ and was unable to obtain a copy of the receipt for this expense. This expense is not eligible for reimbursement from any source other than the Alamo Colleges. I have not previously requested nor will I again request reimbursement for this expense from Alamo Colleges or any other entity. I am submitting this affidavit in lieu of the missing receipt. I acknowledge that submission of this affidavit does not guarantee reimbursement.

Signature

Date

APPROVAL

Supervisor's Signature	Date
<input type="text"/>	<input type="text"/>
Supervisor's Name Printed	
<input type="text"/>	

ALAMO COLLEGES

Exhibit E

EMPLOYEE TRAVEL PROCEDURE (Effective for Travel occurring after 7/1/09)

**MILEAGE CHART FOR DISTANCE BETWEEN DISTRICT LOCATIONS
(Optional – Can use Actual start and end odometer readings)**

ONE WAY MILEAGE (ROUNDED TO THE NEAREST MILE)

CAMPUS	ATC	CTTC	HOUSTON STREET	SHERIDAN	NLC	NVC	PAC	SAC	SPC	SWC
ATC	x	45	7	6	23	15	11	8	9	2
CTTC (NEW BRAUNFELS)	45	x	38	39	23	52	49	38	36	45
HOUSTON STREET	7	38	x	1	16	17	10	2	4	6
SHERIDAN	6	39	1	x	16	16	9	3	4	6
NORTHEAST CAMPUS (NLC)	23	23	16	16	x	30	24	15	14	23
NORTHWEST VISTA CAMPUS (NVC)	15	52	17	16	30	x	19	19	20	15
PALO ALTO CAMPUS (PAC)	11	49	10	9	24	19	x	11	11	11
SAN ANTONIO CAMPUS (SAC)	8	38	2	3	15	19	11	x	6	9
ST. PHILIP'S CAMPUS (SPC)	9	36	4	4	14	20	11	6	x	9
SOUTHWEST CAMPUS (SWC)	2	45	6	6	23	15	11	9	9	x

ALAMO COLLEGES

EMPLOYEE TRAVEL PROCEDURE (Effective for Travel occurring after 7/1/09)

ALAMO COLLEGES CAR RENTAL ACCOUNT NUMBERS

Enterprise Rent-A-Car

Corporate Account # - TXJ0150

When prompted for company name, enter ALA

Avis Rent A Car

Corporate Account # - F950150