

Alamo Colleges (AC) Employee Travel Procedure – Overview of Key Changes

	Procedure prior to 4/1/09	Procedure effective 4/1/09, revised 7/1/09
Travel Authorization	Requires Travel Authorization pre-approval ○ except for local mileage	Requires Travel Authorization pre-approval ○ except for local mileage
Advances	<ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Out-of-Town Travel Authorization Report ○ Direct Pay Transmittal • Payment Options: <ul style="list-style-type: none"> ○ Check or ○ Direct Deposit • Maximum Amount Available for Advance: <ul style="list-style-type: none"> ○ 50% of estimated reimbursable expenses (excludes items prepaid directly by District) ○ Student Travel at 100% 	<ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Travel Authorization Form (streamlined form and eliminated need for separate Direct Pay transmittal form) • Payment Options: <ul style="list-style-type: none"> ○ Check or ○ Direct Deposit or ○ Cash (up to \$300) • Maximum Amount Available for Advance: <ul style="list-style-type: none"> ○ 75% of estimated reimbursable expenses (excludes items prepaid directly by District) ○ Student Travel at 100%
Registration/Meetings	Registration Fee paid in advance by Direct Pay	Registration Fee paid in advance by Direct Pay
Airfare	<ul style="list-style-type: none"> • Reservation & Payment: <ul style="list-style-type: none"> ○ Paid direct via AC's Travel Agency 	<ul style="list-style-type: none"> • Reservation & Payment – 2 Options: <ul style="list-style-type: none"> ○ Paid direct via AC's Travel Agency, or ○ Traveler purchase through internet and apply for reimbursement ○ Selection should be among lowest available fare; provide 3 internet rate quote printouts of similar itineraries
Vehicle Car Rental	<ul style="list-style-type: none"> • Reservation & Payment: <ul style="list-style-type: none"> ○ Paid direct via Purchase Order with AC negotiated car rental vendors 	<ul style="list-style-type: none"> • Reservation & Payment – 2 Options: <ul style="list-style-type: none"> ○ Paid direct via Purchase Order with AC negotiated car rental vendors (San Antonio only), or ○ Reserve via internet lowest cost provider: <ul style="list-style-type: none"> ○ Using AC code with negotiated car rental vendors, or ○ Book any less expensive car rental with any vendor ○ Pay at time of returning rental car via: <ul style="list-style-type: none"> ○ Traveler's credit card and obtain reimbursement, or ○ Using Travel Advance moneys
Ground Transportation	Bus, taxi, ferry, trains, shuttles and other ground transportation is reimbursable with receipts	Bus, taxi, ferry, trains, shuttles and other ground transportation is reimbursable with receipts

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Mileage	<ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Out of Town Travel & Expense Report, when part of approved Travel Authorization ○ Mileage Reimbursement Form (local only) • Rate: <ul style="list-style-type: none"> ○ Annually adjusted based on IRS standard rate • Mileage: <ul style="list-style-type: none"> ○ Must use standard Mileage Charts, rather than actual mileage from point A to B ○ Commute between Home and Principal Work Location is never reimbursable ○ Mileage for teaching assignments at alternative AC work locations do not qualify for reimbursement unless directed by management 	<ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Travel Expense Statement, when part of approved Travel Authorization ○ Mileage Reimbursement Form (local only) • Rate: <ul style="list-style-type: none"> ○ Paid at IRS standard rate in effect at time of travel • Mileage: <ul style="list-style-type: none"> ○ Eliminated Mileage charts ○ Mileage substantiated by attaching MapQuest printout or listing actual start and end odometer ○ Commute between Home and Principal Work Location is never reimbursable ○ For travel direct to alternate work location, reimbursable mileage reduced by normal commute. ○ Mileage for teaching assignments at alternative AC work locations do not qualify for reimbursement unless directed by management and pre-approved by President/Chancellor.
Lodging	<ul style="list-style-type: none"> • Reservation & Payment – 2 Options: <ul style="list-style-type: none"> ○ Paid direct via AC purchase Order, or ○ Traveler purchase through internet and apply for reimbursement; not covered by Travel advance 	<ul style="list-style-type: none"> • Reservation & Payment – 2 Options: <ul style="list-style-type: none"> ○ Paid direct via AC purchase Order, or ○ Traveler purchase through internet and apply for reimbursement/covered by travel advance
Meals	<ul style="list-style-type: none"> • Rate In-State: <ul style="list-style-type: none"> ○ \$ 24.00 per day with receipts • Rate Out-of-State: <ul style="list-style-type: none"> ○ \$ 36.00 per day with receipts/ \$ 24.00 daily with a per diem • Departure and Return Days <ul style="list-style-type: none"> ○ Reimbursed at six dollars (\$6.00) for every six hour period or fraction thereof. 	<ul style="list-style-type: none"> • Rate Meals & Incidental Expense (M&IE) – 2 options: <ul style="list-style-type: none"> ○ Actual cost w/ receipt up to Travel City Per-Diem Rate - Government Services Admin website ○ Without receipts, reimbursed up to Continental US per diem rate (currently \$39) • Departure and Return Days: <ul style="list-style-type: none"> ○ Reimbursed at 50% of applicable per-diem rate • Meals for non-overnight travel: reimbursed for actual costs up to 25% per diem but only if the total travel time (departure and return time) is > 10 hours.
Parking	Reimburse Actual expense <ul style="list-style-type: none"> ○ except \$20 cap at San Antonio Airport 	Reimburse Actual expense including San Antonio Airport <ul style="list-style-type: none"> ○ Actual Long-Term San Antonio Airport expense
Missing Receipts Reimbursement Process	Traveler submits informal memo <ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Out-of-Town Travel and Expense Statement ○ Direct Pay Transmittal • Submitted to A/P within 10 days of returning from trip with supporting documentation/receipts and approvals 	New Missing Receipt Affidavit Form with approval <ul style="list-style-type: none"> • Forms: <ul style="list-style-type: none"> ○ Travel Expense Statement (streamlined form & eliminated need for sep. Direct Pay transmittal form) • Submitted to A/P within 10 days of returning from trip with supporting documentation/receipts and approvals