

Travel Information for McDowell Tech Employees

This workbook contains all of the necessary forms to be used for local, in-state or out-of-state travel for employees.

	In-state	Out-of-state
Breakfast	\$ 10.10	\$ 10.10
Lunch	13.30	13.30
Dinner	23.10	26.30
Lodging	<u>89.10</u>	<u>105.20</u>
Total	\$ 135.60	\$ 154.90
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Mileage:	\$ 0.62	per mile

Meal Reimbursement (for overnight travel only)

Breakfast - must depart duty station prior to 6:00 a.m.

Lunch - must depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return)

Dinner - must depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return)

**If the agenda lists food of any type (coffee, donuts, continental breakfast, breakfast, lunch, dinner, banquet, dinner reception), then the individual cannot be personally reimbursed for a meal (breakfast, lunch, dinner).*

I. Travel Authorization / Travel Advance

Note: The Travel Authorization and Travel Advance Forms have been combined into one form.

Authorization

Must be completed and approved prior to departure
Copy of an approved authorization must accompany a reimbursement form

Advance

Means you are requesting money to use on your trip
Should be submitted **30-45 days prior** to trip to ensure advance payment
To receive an advance, indicate the amount under "Total Advance Requested" at the bottom of the form
This includes money that the college pays directly to an organization for registration

If the college is to issue payment for the registration directly to an organization:

Attach a completed registration form
Fill out the amount and to whom the check should be paid
Remember to obtain a receipt to attach to the reimbursement form when you return
Note: copies of cancelled checks can no longer serve as a receipt

All Authorization / Advance forms will need proper documentation (an agenda or itinerary).

If no money is needed (just an authorization) leave "Total Advance Requested" blank or enter '0" and attach an agenda / itinerary.

Some things to remember:

- Ensure form filled out **completely**
- Ensure Applicant signs the form
- Include dates and travel destination
- Double check accuracy and submit to immediate supervisor for approval

II. Travel Reimbursement

Travel Reimbursement Form

- Complete and submit form within 30 days of trip completion.
- Complete form in its entirety:
- Dates of Travel, From and To (for destination)
- Be sure to put the time you depart as well as the time you return
- Mileage is calculated beginning at duty station or home; whichever is less
- One form submitted per trip

Total Cost - is the overall expense of the trip

Less Advance - is money that the college paid in relation to a trip in the form of an advance (registration fee, subsistence, etc.)

Reimbursement

- The amount owed to the person who traveled
- Or the amount due to the college because the total cost was less than the advance
- Ensure the reimbursement form is signed, then send to the appropriate supervisor for approval.
- ** Please note: If meals are provided by the conference and/or the hotel and is included in the price of the registration traveler will not be reimbursed for that meal.

Documentation to be attached:

- Parking / Taxi Receipts
- Agenda
- Lodging Receipts
- Registration Receipts

**Tips for handling of baggage are the only tips allowed*

III. Daily Log for Local Travel

- One form submitted per month
- Ensure odometer entries are correct
- Ensure budget code is on the form
- Sign the form and obtain supervisor's signature

Questions?

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