

SCHOOLCRAFT COLLEGE
18600 Haggerty Road, Livonia, Michigan 48152-2696

GUIDELINES FOR REIMBURSABLE EXPENSES OF TRUSTEES

TRANSPORTATION

1. Reimbursement for mileage will be at the annual College rate and is to be calculated on the shortest distance between the Trustee's official place of residence and his/her destination and return. (A standard mileage charge is available.) Vicinity mileage accrued at the destination shall be actual distance traveled in the conduct of College business.
2. While a personal car may be used for out-of-state trips, the cost of mileage shall not exceed the cost of coach airfare. When this occurs, the individual can request reimbursement at the commercial rate in lieu of mileage. Any additional travel expenses incurred because of the selection of a slower conveyance shall be considered a personal expense, unless the Trustee has demonstrated a compelling reason for selecting another mode of transportation.
3. Reimbursement for airfare shall be at coach fare unless it is necessary to travel via another class because of the unavailability of coach seating. In such instances, a special notation is required when submitting the request for reimbursement.
4. Should a Trustee plan to stop en route to or from a conference for personal business, any added costs shall be considered a personal expense.
5. Personal mileage to and from the airport and airport parking fees are reimbursable.

LODGING

1. Lodging is normally arranged in advance by the Associate Secretary and reservations are made for standard accommodations.
2. If the Trustee prefers to stay at a hotel/motel other than that scheduled by the conference, reimbursement shall not exceed the regular rate of the conference hotel/motel.

FOOD

1. Scheduled banquets and meal functions are often paid as a part of the preregistration process performed by the Associate Secretary. When meals have been prepaid and/or are part of the conference where the College will be billed later, the letters "CONF" (Conference) should be recorded on the expense voucher in lieu of the meal cost.
2. When the Trustee does not personally pay for his/her meal and it is not part of the conference program, the letters "NC" (no charge) should be used when reporting expenses.
3. Reimbursement for meals, when paid for by the individual, shall be based on actual cost. The detailed restaurant receipt(s) should be retained and turned in with the expense report. The reasonableness of meal expenses will be determined using the federally approved per diem rates as a guide.

Any exception to this allowance requires a special explanation and is subject to review by the approving officer.

MISCELLANEOUS

1. An advance equal to the estimated amount of the expense to be incurred by the Trustee may be obtained through the Associate Secretary.
2. If it is not reasonable to arrive on the day of the conference or to leave on the same day the conference ends, the Trustee shall be reimbursed for food and lodging for the night in advance or for the night following the conference. Should a Trustee choose to travel as a personal preference on a preconference or post-conference basis, all added costs are to be considered a personal expense unless specifically approved by the Board in advance.
3. Expense account information must be submitted to the Associate Secretary for processing within five (5) working days following the trip. The following receipts are to accompany the expense voucher:
 - a. Transportation by airline, train, or bus
 - b. Lodging
 - c. Conference or meeting registration
 - d. Automobile rental
 - e. Meals--Detailed receipts should be attached to the expense report so that the appropriate person can review the nature of the expenditures.

- 1) Occasionally the Trustee may attend a large group dinner for which there is only one bill and the group agrees to divide the bill by the number of diners and charge each person a proportionate share. Under this circumstance, a notation of the total bill, the number of diners, and the business purpose will be sufficient documentation as long as the expense is less than \$50 per person.
- 2) Occasionally the Trustee will not have a receipt for a small expense such as a quick meal on the road or a parking fee. The Trustee should note such on the expense report.
4. Miscellaneous expenses, which are usually out-of-pocket, that are determined to be reasonable and necessary may be reimbursed. For example: shoe shines, liquor, tobacco, and toiletries are not reasonable expenses. However, laundry may be reimbursed when the conference extends over five (5) days and dry cleaning is reimbursable if as a result of an accident while traveling.
5. When incidental personal expenses are included on a hotel/motel bill and the total bill is processed through the College for payment, the individual Trustee is responsible for reimbursing the College for personal expenses. No personal expense should be included on a College bill unless necessary to receive the service and direct payment is not possible (i.e., long-distance telephone calls, video rental, or valet service).

PERIODIC REVIEW OF THIS PROCEDURE

This Procedure (5150.2) will be reviewed by the Board on an as-needed basis unless otherwise requested to be placed on the agenda for discussion.

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