

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

GUIDELINES FOR REIMBURSABLE EXPENSES OF EMPLOYEES

TRANSPORTATION

1. The College will reimburse College related travel miles in excess of the round trip mileage from your home to work at the annual College rate.
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 may 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 employee 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, administrative approval is required before booking the special accommodations.
4. Should an employee plan to stop en route to or from a conference for personal business, any added costs shall be borne by the individual.
5. Mileage to and from the airport and airport parking fees are reimbursable.

LODGING

1. Lodging is normally arranged in advance and reservations are made for standard accommodations.
2. If an employee 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. Certain meals may be included as part of the conference cost. When an employee chooses to purchase meals (that are already included in the conference cost) outside of the conference, these meals will be at the employee's personal expense.
2. When the employee 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 employee, shall be based on actual cost. The itemized, detailed restaurant receipts should be retained and turned in with the expense report. The reasonableness of meal expense 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 executive administrator.

ENTERTAINMENT

An employee will, on occasion, need to invite a person to join him/her for a meal function in order to discuss College business. Costs associated with such a function will be reimbursed by the College. In addition to the detailed receipt, a statement should accompany the request for reimbursement that indicates the name of the guest and a general statement as to the topic discussed.

MISCELLANEOUS

1. An advance equal to the estimated amount of the expense to be incurred by the employee may be obtained.
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 employee shall be reimbursed for food and lodging for the night in advance or for the night following the conference.
3. Expense account information must be submitted to the appropriate administrator for approval within five (5) working days following the trip. The following receipts are to accompany the expense report:
 - a. Transportation by airline, train, or bus

- b. Lodging
- c. Conference or meeting registration
- d. Automobile rental
- e. Meals – Itemized, detailed receipts must be attached to the expense report so that the supervisor can review the nature of the expenditures.
 - 1) Occasionally, an employee 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, an employee will not have a receipt for a small expense such as a parking fee. The manager at his/her discretion may approve an expenditure without a receipt and 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 cleaning is reimbursable if as a result of an accident while traveling. The College will pay for local calls for official business. A brief long-distance call home each day will be eligible for reimbursement.
- 5. When incidental personal expenses are included on a hotel/motel bill and the total bill is processed through the College for payment, the employee 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, room service, or valet service).

Adopted—Cabinet
May 10, 2000
Revised—Cabinet
May 21, 2002
November 16, 2004
September 19, 2017
Reviewed—VP and CFO
August 1, 2019