

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

**EMPLOYEE TRAVEL—APPROVAL AND REIMBURSEMENT
PROCEDURES**

DEFINITIONS:

MILEAGE—Reimbursement for the use of a privately owned vehicle for an approved College purpose shall be classified as mileage.

TRAVEL—Payment for approved expenses while on authorized College business, including associated mileage, shall be classified as travel.

MILEAGE

Mileage may be reimbursed on a "Personal Mileage Record" Form. If an employee travels about the district on College business or attends a meeting nearby and the only expenses incurred are mileage and parking, a "Personal Mileage Record" may be used to obtain reimbursement.

The College will reimburse College related travel miles in excess of the round trip mileage from your home to work.

TRAVEL

Travel is requested on a Travel Authorization (TA) Form 760.

This three-part form is to be prepared, approved, and forwarded to Accounts Payable prior to travel.

The following information must be completed:

1. Name of the employee for whom travel is requested.
2. College ID number.
3. The budget year of actual travel.

4. The specific purpose for which the Travel Authorization is being requested; i.e., the name of the association, annual meeting, workshop, seminar, field trip, athletic trip, etc.
 - a. The place where the event is to be held.
 - b. The dates in which the employee will be away from campus.
 - c. The account numbers to be charged for the trip.
 - d. The mode of travel.
 - e. Estimated costs. This is not a reimbursement form, but serves to estimate the total anticipated cost.
 - f. If advances are requested, indicate the person or entity to whom the check is to be made payable for travel, registration, or deposits. Indicate the date the payment is needed.

5. Administrative approval must be obtained.
 - a. Travel for an administrator must be approved by the appropriate executive administrator.

 - b. Any travel exceeding \$500.00 must be approved by the appropriate Executive administrator and a Vice President.

A Travel Authorization number serves as reference on any requests for reimbursement.

When a personal automobile is used, reimbursement for mileage traveled will be at the rate established by Finance and Business Services.

Arrangements for travel will be the responsibility of the requester.

1. Payment for out-of-state transportation will be based on the cost of coach air travel.

2. An employee may use other forms of transportation, but in no case may the cost exceed that of air coach as determined at the time the Travel Authorization is submitted, nor will any additional travel expenses be paid because of the selection of a slower conveyance, unless the employee has demonstrated a compelling reason for selecting another mode of transportation.

Within five (5) working days of the return of the employee, expense account forms must be presented to the appropriate administrator for approval and forwarded to Accounts Payable. The following receipts must accompany the expense voucher:

1. Transportation by airline, train, or bus
2. Lodging

3. Conference or meeting registration
4. Automobile rental
5. Meals

The Board of Trustees agrees to protect full-time employees against the extra hazards of travel. A travel, life, and accident insurance policy has been purchased to cover each full-time employee who travels on approved College business.

Revised—Administrative Committee
December 13, 1977
Revised—Cabinet
November 26, 1990
May 30, 1996
May 10, 2000
January 8, 2002
December 7, 2004
Revised—Cabinet
September 19, 2017
Reviewed—VP and CFO
August 1, 2019