

## Travel Policy Fact Sheet

Meals	With Receipts	Without Receipts
Breakfast	7.00	5.00
Lunch	9.00	7.00
Dinner	24.00	18.00
Totals	40.00	30.00

Additional Allowable Expenses	Comments
Mileage	Effective January 1, 2009, the reimbursement rate for personal vehicle use for College business travel is 44 cents per mile.
Alcoholic beverages	Reimbursement of one glass of wine, one beer, or one cocktail per day (generally at dinner) is permitted. Party of four may purchase a bottle of wine generally not to exceed \$30.
Bottled water	Permitted with meal (e.g., a sandwich and a bottle of water for lunch); the College will not reimburse for water purchased in the room.
Exercise facilities usage fee	Permitted for travel of three or more days at a rate not to exceed \$10 per three-day period or \$30 for entire trip.
Laundry and valet services	Permitted for extended travel, normally defined as trips of one and one-half week or more.
Valet parking	Permitted when less expensive than off-site parking or under special circumstances.
Reimbursement for lost or stolen property	Permitted only by exception.
Taxi	Permitted when public transportation is not feasible or practical; receipts required.
Maps	Permitted when traveling.
Telephone calls	Permitted when necessary to obtain transportation and hotel reservations or to allow traveler reasonable contact with office and/or immediate family.

Gratuities	Comments
Meals	Not to exceed 20%. Tips of \$2 allowed for meals costing under \$10.
Housekeeping	Limited to \$2 per day
Valet	\$1-2 per service
Bell	Special circumstances only; limited to \$5
Taxi driver	Generally limited to \$2-3 for rides costing less than \$15; under special circumstances that require a longer taxi ride costing more than \$15, a tip of 15-20% is normal

Non-Reimbursable Expenses
Cost incurred by unreasonable failure to cancel transportation or hotel
Personal excess baggage charges
Flight insurance or other personal accident insurance
Expenses incurred as a result of the traveler's personal negligence including fines, parking tickets, or stolen cash
Damage to personal vehicles, clothing, or other items

Reimbursement Process	Comments
Complete Travel Expense Reconciliation and Business Meals and Entertainment Forms	Forms must be approved by immediate supervisor and area vice president within 14 days