

Atlantic Cape Community College

Academic Affairs Conference/Workshops – Travel Procedures

REQUEST TO TRAVEL FORM (IN-STATE)

Approval must be obtained at least 30 days prior to making any travel arrangements. Faculty will be responsible for any unauthorized travel expenses.

OUT OF STATE TRAVEL MEMO

Approval must be obtained at least 30 days prior to making any travel arrangements.

Travel out of state must be approved by the College President. Goals and Objectives listed in the Strategic Plan (found on atlantic.edu by using the search function) must be presented to support your request. Faculty will be responsible for any unauthorized travel expenses.

TRAVEL ADVANCE REQUEST FORM (Available in Academic Resource Center)

Must be processed at least two weeks before departure date, but not more than 30 days prior to incurring travel related expenses. Attach an agenda, registration form describing reason for trip, and current rates of hotel and transportation. Advances must be settled within 30 days of return by completing a Travel Expense Report/Voucher Form.

TRAVEL EXPENSE REPORT/VOUCHER FORM (Available in Academic Resource Center)

Used to request reimbursement for expenses incurred from approved travel, and to reconcile funding that was advanced to the traveler from a Travel Advance Form.

Original, itemized receipts are required for reimbursement. Attach the following documentation to your completed form and submit to your department chair, department coordinator, or supervisor for signature:

- Workshop/Conference Agenda
- Itemized Receipts (not just credit card slip) For All Meals. Liquor is not eligible for reimbursement.
- Travel Request Form (MUST be approved prior to making reservations).
- MapQuest or Google Maps Printout Showing Mileage.
- The current mileage rate is \$.35 per mile. When personnel are traveling on a day which is a normal workday for them, their normal commute mileage should be deducted from the total submitted for reimbursement.
- Toll Receipts or E-Z Pass Account Record (highlight applicable tolls)
- Printed Receipt for Parking (airport parking will be reimbursed at long-term parking rates)
- Airline Receipt
- Itemized Hotel Receipt
- Rationale & Receipt for Shuttle, Cab, Lyft, or Uber type of service

MEALS (FOR OVERNIGHT TRIPS)

Actual cost of meals including tips will be reimbursed up to the current IRS per diem rate (contact Business Services, x5115, for current high/low rates). Itemized receipts must be submitted for all meals.

Meals included as a part of the registration fee are not eligible for reimbursement.

Allowance for partial days will be: Breakfast: 15%, Lunch: 25%, Dinner 60% (\$3.00 incidental reimbursement per day is included in per diem rate). This rate includes tips/fees, as well as transportation to a restaurant if meal cannot be obtained on-site.

For the first and last day of your trip, please use the following guideline to determine eligible meal reimbursement:

Departure from home or campus:

Breakfast.....Departure before 7:00 am

Lunch.....Departure before 11:00 am

Dinner.....Departure before 4:00 pm

Return home from destination:

Breakfast.....Return is after 10:00 am

Lunch.....Return is after 2:00 pm

Dinner.....Return is after 7:00 pm

TRANSPORTATION

Travel Expenses and Car Rentals

The traveler should determine which mode of transportation is most practical and economical. When this is determined to be air travel, reimbursement is limited to coach fare, and it is the traveler's responsibility to search for the best ticket price. Estimated expenses for transportation and car rental must be stated on the Request To Travel Form, which is mandatory for all Academic Affairs personnel to have approved prior to travelling. Rental cars should be the most economical option available. Travel/flight insurance, and insurance on rental cars is not eligible for reimbursement. Departure and arrival times should be used when calculating meals eligible for reimbursement.

Shuttle Service is permitted to and from the airport if it provides the most economical means of transportation. Check with your hotel to see if they offer a complementary shuttle.

For the unabridged college policy on travel reimbursement, see Procedure No. 602.4 on the web at [Atlantic Cape College Policy 602](#)

Please remember that failing to present correct documentation could result in you not being fully reimbursed.