
Policy: Travel Policy
Policy No: 3.26
Approved: Board of Trustees: March 2006
Revised: Board of Trustees: July 2011

TRAVEL POLICY

SCCC supports faculty/staff for professional development, networking business meetings and conferences to the extent funds are budgeted.

- a. All travel authorizations shall be submitted prior to the trip. Please use the form "Request for Travel & Reimbursement" that is found in the Forms folder on the "S" drive.
- b. A request for short-term leave form shall be submitted prior to trip. That form is found in the Forms folder on the "S" drive
- c. A Vehicle Reservation form shall be submitted prior to trip. That form is found in the Forms folder on the "S" drive.
- d. If the trip requires that the traveler receive a cash advance for related expenses, please use the form "FSA Travel Advance" that is found in the Forms folder on the "S" drive.
- e. Travel authorization/reimbursements up to \$500 must be approved by the Division chair/Department head.
- f. Travel authorizations/reimbursements between \$500-\$1,000, must be approved by the Division chair/Department head and the appropriate Vice President.
- g. All travel authorizations/reimbursements in excess of \$1,000 must be approved by the President.

Requests for travel reimbursements should be submitted after the trip in a timely manner.

Mileage

The mileage rate for use of private cars for professional travel will be consistent with the prevailing rate per mile being used for County employees. Current rates are \$.25 per mile for use of personal vehicle at employees choice; \$.45 for use of personal vehicle when no college vehicle is available.

Per Diem Allowance

The maximum allowance per diem for meals is \$27-\$31 as follows:

	<u>Metropolitan Area</u>	<u>Other Areas</u>
Breakfast	\$ 6.00	\$ 5.00
Lunch	\$ 8.00	\$ 7.00
Dinner	\$17.00	\$15.00

In addition, an allowance of \$5.00 per week for incidental expenses is authorized for personnel on business travel which requires them to be away from home for four (4) days or longer.