Section: Policy Statement - Fiscal

Subject: Travel Policy

Purpose: To establish guidelines for travel on Associated Students business.

New/Revised: January 22, 2007

Council Adoption Date: December 11, 2000

See following Travel Policy document.
Name of Procedure/Policy: TRAVEL POLICY

Purpose of Policy: This policy provides guidelines for travel on Associated Students business. This policy is in conformity with federal IRS regulations.

Date of Effectiveness: 7/1/2007

Procedures:

A. Travel and Travel Advance: Information related to the trip dates, purpose, itinerary, etc. must be provided. A copy of the conference agenda, or a detailed schedule of your business plans, must also be attached to your request for reimbursement and per diem. Per diem advances will not be provided more than 10 days prior to a trip unless there are special circumstances. In no case will a per diem advance be provided more than 30 days prior to a trip.

B. Reimbursement Rates

1. Subsistence Allowances (Per Diem for Meals and Incidentals)

Subsistence allowances will be allowed only when travel related expenses are incurred for a trip 25 miles or more from Arcata. For each complete 24 hour period, the maximum subsistence allowance for meals will be $41.00:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 9.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$12.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$20.00</td>
</tr>
<tr>
<td>Total</td>
<td>$41.00</td>
</tr>
</tbody>
</table>

For travel, which is less than 24 hours in duration or is the first fractional parts of a period of travel or more than 24 hours, the allowances listed above will be allowed provided that:

- For Breakfast: Travel begins before 7:00 a.m.
- For Lunch: Travel begins before 12:00 p.m.
- For Dinner: Travel begins before 6:00 p.m.

For travel, which is the last fractional parts of a period of travel of more than 24 hours, the allowances listed above will be allowed provided that:

- For Breakfast: Travel extends past 9:00 a.m.
- For Lunch: Travel extends past 2:00 p.m.
- For Dinner: Travel extends past 6:00 p.m.

If a conference fee is used to cover any of the above meals, an equivalent amount will be deducted from the maximum allowances. The person traveling may be reimbursed for parking and transportation costs, taxi fares, and business phone calls in addition to per diem providing they have receipts or other documentation.

2. Lodging

Actual original receipts must be submitted for all lodging reimbursements. The actual cost will be reimbursed only if the amount is indicative of a reasonable selection of accommodations where several rates are available.

The Travel Expense Report is used to report actual trip cost, to submit all required receipts, and to receive any needed reimbursement. The Travel Expense Report, along with all required receipts and documentation, shall be submitted to the Business Office within 30 days after the trip.

3. Travel Advances

Travel advances may be made with approval by the General Manager. Substantiation for all special advances shall be submitted to the Business Office within 30 days after the trip. In no case may this substantiation occur after 60 days. If this substantiation is not completed within 60 days, any unaccounted for and unreturned advance monies will become taxable income to the employee, and be included on a Form W-2.

4. Mileage Reimbursement

Personal vehicles will only be reimbursed for actual gas expenses supported by receipts. Prior approval by the General Manager is required in order to use a personal vehicle.