

Section: **Policy Statement - Fiscal**

Subject: **Travel Policy**

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**Purpose:** To establish guidelines for **all** travel **funded** by Associated Students.

**New/Revised:** January 22, 2007

**Board Adoption Date:** December 11, 2000

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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:

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$20.00
Total	\$41.00

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 Executive Director. 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 Executive Director is required in order to use a personal vehicle.