

# TRAVEL REIMBURSEMENT PROCEDURE: FORMS

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*Related Board of Trustees Policy: BP 5.1*

*Approval: May 2012*

*Revision:*

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Expenses for authorized travel on official college business by Craven Community College employees, trustees, students, and prospective professional employees shall be reimbursed from state funds, subject to limitations established by state policy as outlined in *the Accounting Procedures Manual* published by the North Carolina Community College System and the State Budget Manual. All travel, including grants, will follow state guidelines.

Travel reimbursement forms are to be submitted to the Student Account Office as soon as possible after completion of the travel, but no later than thirty days after the travel period or by the June travel reimbursement deadline that is published each year if the travel occurs within May or June. Delinquent travel reimbursement requests or other abuses of the travel advance policy may result in the withdrawal of the travel advance privilege from the employee.

All travel reimbursement is contingent upon the availability of funds.

Documentation in the form of original itemized receipts or invoices for costs of lodging, registration, public conveyance (e.g., air, rail, bus, limousine, and car rental), parking, tolls, and registration fees must be retained and attached to the "Travel Reimbursement" form. All travelers requesting reimbursement involving a registration fee must submit with the reimbursement form the schedule of events, program, or itinerary of the seminar, conference, or meeting. Any supporting information concerning meals provided in the registration cost should also be attached. All supporting documentation for travel is subject to audit on an annual basis. As a result, Financial Services is unable to reimburse for expenditures where supporting documentation of those expenses has not been provided.

Local mileage reimbursements for routine travel should be turned into the supervisor for approval on the "Daily Log for Local Travel" at the end of the month that the travel occurred or as close to that day as possible. At maximum, requests for mileage reimbursement should be received in the Student Accounts Office no later than 30 days after the last day of the previous month.

If deadlines are met and the forms are accurate and complete, reimbursement for travel expenditures should be made by the 15<sup>th</sup> of the following month. Travel reimbursement checks for employees are distributed through interoffice mail.

Please consult the Accounting Procedures Manual--Section 5--for complete details, instructions, and state policies regarding travel at:

[http://www.nccommunitycolleges.edu/Business\\_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012\\_04\\_17\\_SEC5\\_latest%20published.pdf](http://www.nccommunitycolleges.edu/Business_Finance/docs/Accounting%20Procedures%20Manual/Section%205/2012_04_17_SEC5_latest%20published.pdf)

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