

TRAVEL REIMBURSEMENT PROCEDURE: OTHER EXPENSES

Related Board of Trustees Policy: BP 5.1

Approval: May 2012

Revision:

Tips

Tips for handling baggage at common carrier terminals and/or when arriving or departing from the place of lodging are allowed and must be itemized under “other expenses”. Tips for transporting, such as with a taxi or limousine, are not reimbursable. Tips for room service, valet (including valet parking), and other hotel services are not reimbursable.

Telephone Calls

Official business phone calls are not reimbursable from state funds. Official business calls may be reimbursed from non-state funds up to five dollars without the point of origin and destination being identified. Calls over five dollars must be identified as to the point of origin and destination. An employee who is in travel status for two or more consecutive days in a week is allowed one personal long distance telephone call for each two days for which reimbursement to the employee may not exceed three dollars for each in-state call or five dollars for each out-of-state call. Reimbursement must be made from non-state funds.

Internet Usage

Employees traveling on official college business who need to access the internet to perform college business must have approval prior to reimbursement. Documentation and justification must be attached to the “Travel Reimbursement” form. Reimbursement may be made from state funds for internet usage.

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%2005/2012_04_17_SEC5_latest%20published.pdf

[Return to the Table of Contents](#)