

GUIDELINES FOR MEALS, HOTEL, AND GROUND TRANSPORTATION EXPENSES

Recognizing that the cost of traveling in different areas of the country can vary widely, the College does not have a set per diem for travel on College business, but rather asks that you follow these guidelines for meals, hotel, and transportation expenses:

1. If you do not submit your receipts in time for timely payment of credit card bills, you will be charged any finance charges or late fees. All receipts must be submitted within 60 days of expense or the amounts must be included as wages on your W-2 to comply with IRS rules regarding employee reimbursement for business expenses.
2. For transportation to and from airport, use Super Shuttle or its equivalent when going to or from the airport and hotel. Taxis should be used only when you can share the cost with someone else, or if the cost is equivalent or less than shuttle service. If you drive your own car to the airport, or if a friend or family member drops you at the airport, the College will reimburse for mileage. The College will reimburse you for long-term parking if it is necessary. (Please use the least expensive long-term parking available.)
3. You must indicate on entertainment receipts the business purpose of the activity and the names of persons with whom you had a meal, drink, etc.
4. Please use your phone credit card or your cell phone when making calls from the hotel; using the hotel phone is more expensive.
5. The College will not pay for items purchased from your hotel room's mini bar, video rentals, laundry services, or spa treatments while you are traveling on College business.

Please submit the signed form to the Treasurer's Office