

**TRAVEL REIMBURSEMENT SCHEDULE**

**A. Meal and Incidental Expenses – Maximum Daily Amounts**

Itemized, original receipts are required for reimbursement.

1. State-funded meals - The meal allowance represents the maximum amount allowed per day for meals and incidental expenses (M&IE). Reimbursement for the actual meal and incidental expenses, if approved, up to the designated maximum for the duration of travel can be requested.

- Meals - For travel beginning before 7 a.m. or ending after 7 p.m. and lasting more than 12 hours but less than 24 hours \$42.00
- Meals - For travel occurring in 24-hour increments. \$64.00

2. Non-State funded meals - The actual cost paid will be reimbursed, if approved, subject to funding availability.

The Division Head must approve the reimbursement request when the total cost exceeds 200% of the maximum daily allowable amount. The request for reimbursement must be supplemented with documentation outlining the circumstances which were unavoidable or necessary to accomplish College business. The fact that actual costs exceeded the allowable amounts is not in itself justification for the higher reimbursement.

Under these allowable amounts, 200% of the maximum equates to \$84.00 for meals during the period of travel before 7 a.m. and ending after 7 p.m. and for \$128.00 for meals during travel of 24-hour increments.

**B. Lodging Maximum Daily Amounts**

Lodging reimbursements will be made if the lodging site is more than a 50-mile radius of the traveler's established place of employment or residence.

Actual, reasonable<sup>1</sup> lodging, as determined by the [Federal General Service Administration \(GSA\) rates](#). Reimbursements for lodging in excess of these rates can be made provided the traveler seeks pre-approval from his/her Division Head and that a written justification for the excess amount is provided for by the traveler's Division Head and attached to the Travel Reimbursement form. In the event the excess reimbursement is justified, the excess amount cannot be charged to State funds but can be charged to non-state funds, subject to funding availability.

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<sup>1</sup> The College will use the Federal GSA rates as a guideline to determine reasonable lodging costs. These rates can be found at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC)

### C. Incidental Expenses

No receipts are required for reimbursement of incidental expenses. Incidental expenses include parking meters, laundry, cleaning, pressing of clothes and tips and fees for services (e.g., for waiters and baggage handlers). The amount to be reimbursed is \$3.00 for every 24 hours of travel.

### D. Reimbursement for Operation of Private Automobile

Effective for all travel dates on or after March 09, 2007, mileage for the operation of a private automobile for College business will be reimbursed at the current standard mileage rate as determined by the IRS. Standard mileage rates for the current year can be found at the IRS website on Standard Mileage Rates at <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>.

### E. Preferred Travel Agency

The College's preferred travel agency is Davisville Travel and can be reached at:

- 1-800-255-4567 (Telephone) – M-F, 8am to 5pm PST;
- 1-510-350-5175 (Telephone) – Weekend and after-house domestic assistance. VIT code: AL05
- 1-510-382-1067 (Facsimile)
- [www.davisvilletravel.com](http://www.davisvilletravel.com)
- 1-800-358-1015 (After hour emergency service telephone number (weekends and after 5.p.m Pacific Standard Time (PST), Monday thru Friday). Refer to CST number 1018507-10.

Contact the CFO's office for the current travel representative's e-mail address and direct telephone line.

A service fee will apply to all reservations.