



**DONNELLY  
COLLEGE**  
EST. 1949

## General Travel Policy

Approval Date: April 19, 2018  
Approved by: Administrative Council

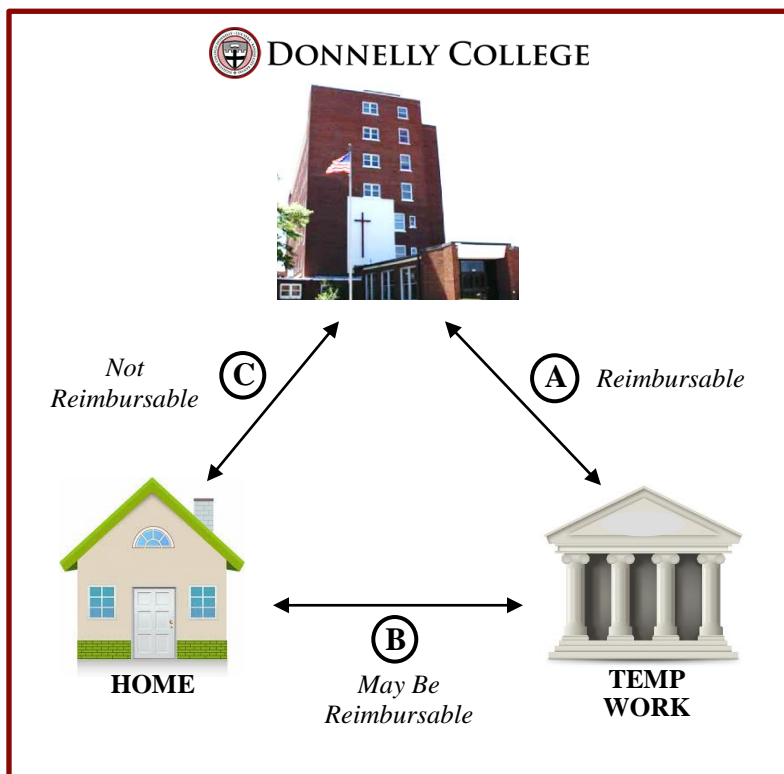
Responsible Official:  
Vice President of Business Affairs

### General Travel Policy

Employees who travel must have proper authorization by the Division Supervisor. A Travel Request Form (found on the Donnelly website) must be filled out completely and must identify all anticipated expenses for each trip. The College will reimburse employees for reasonable and necessary expenses which have been approved for employees engaged in authorized College business. All expenses must be documented by appropriate receipts to qualify for reimbursement.

### Use of Personal Automobile

Employees who are authorized to use their automobiles when on College business will be reimbursed for mileage not to exceed IRS approved allowances.



**A** - Mileage incurred on regular business days commuting between the employee's primary place of employment and a temporarily work location is reimbursable.

**B** - Mileage incurred on regular business days commuting between the employee's home and a temporary work location may be reimbursable to the extent mileage incurred exceeds mileage for commuting to and from the employee's usual place of work. If B-C is positive, that mileage is reimbursable.

**C** - Mileage incurred on regular business days commuting between the employee's primary place of employment and home is not considered a business expense and

Per IRS Publication 463, "Travel, Entertainment, Gifts, and Car Expenses", pg. 13

- Ⓐ Mileage incurred on regular business days commuting between the employee's primary place of employment and a temporarily work location is reimbursable.
- Ⓑ Mileage incurred on regular business days commuting between the employee's home and a temporary work location is partially reimbursable to the extent mileage incurred exceeds mileage for commuting to and from the employee's usual place of work, which is Trip B minus Trip C.
- Ⓒ Mileage incurred on regular business days commuting between the employee's primary place of employment and home is not considered a business expense and therefore is not reimbursable.

The Vice President of Business will email the current mileage reimbursable rate to all employees at the start of each new calendar year. Parking and tolls in excess of these incurred in commuting to employee's primary place of employment will also be reimbursed.

### **Air Travel - General**

For all air travel employees shall use the most economical airfare possible that meets the scheduling requirements of the trip. Participation by an associate in a frequent flyer program should not take precedence over the cost of the ticket in any circumstance. Coach class should be used. Employees should take advantage of 7 – 14 day advance restricted fares which generally result in an overall cost savings to the College.

### **Lodging**

Employees should pay all lodging expenses (use personal credit card or request a check from the business office in advance). It is imperative that reservations be cancelled if the employee will not be using the accommodations to release the College from any guarantee. Non-cancellation charges are the responsibility of the employee and will not be reimbursed. Hotels should be approached regarding their acceptance of Donnelly's tax-exempt status.

### **Personal Hygiene**

Expenses of a personal hygiene nature while traveling such as toiletries, hair care, tanning or massages are not reimbursable.

### **Laundry and Dry Cleaning**

Laundry and dry cleaning expenses incurred while out of town are not reimbursable.

### **Publication Info**

Indicate here where the policy will be published.

**Last Approved December 2008**