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## Travel Expense Guidelines

### Reimbursements

a. Within ten (10) working days from the date of return from travel, a Travel Expense Reimbursement Form (sample form available in Forms Appendix 5.6) must be submitted to the Business Office with proper approvals and with **original documentation** of actual expenditures. Supporting documentation is to include but not be limited to the following: travel agency invoices and copy of airline tickets; lodging receipts; all receipts for meals and sundry items; ground transportation and parking; registration fees (receipt). All advances must be reflected and only original receipts will be reimbursed.

1. If the College credit card is used, the original credit card receipts are to be included on the travel form which is forwarded to the Business Office with the budget code.

2. The Travel Expense Reimbursement Form covers five (5) days. An additional report should be completed for a trip of more than five (5) days. The two forms should be totaled on the second page.

3. As long as a travel advance is outstanding, no additional travel advances can be issued.

b. For mileage reimbursement, a Monthly Personal Car Mileage Reimbursement Voucher (sample form available in Forms Appendix 5.6) must be submitted to the Business Office with proper approvals. This is applicable for In-District Travel only. For a more detailed discussion of mileage, refer to Section 5.4.2.1.1.a, above,.

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The information on this page is taken from the [NHMCCD Business Operations Manual](#).

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