

510 TRAVEL

Pursuant to Public Act 99-0604 known as the “Local Government Travel Expense Control Act” Lewis and Clark Community College has enacted the following Travel Policy.

The College shall reimburse only the following types of travel, meal and lodging expenses, and only up to the following maximum allowable amounts incurred by its employees, Officers, and Board members:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	Board of Trustees approved rate at time of travel
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate
Taxi, Shuttle, Rideshare, Parking and/or Public Transportation	Actual reasonable rate

Maximum Reimbursable Rates for Lodging*	
Chicago and Suburban Cook County	\$245.00 / night (pre-tax)
All other Illinois Counties	\$165.00 / night (pre-tax)
Outside of Illinois	\$245.00 / night (pre-tax) or as approved by the Board

*Notwithstanding the above, conference/meeting-site hotels will be reimbursed at the actual itemized cost. To verify conference or meeting site hotel rate, include conference literature or meeting itinerary with the Expense Report when requesting reimbursement. If the traveler is able to secure lodging near the conference hotel at a rate that is lower than the conference site but above the maximum reimbursable rate of \$245/night or \$165/night as shown above, the traveler may be reimbursed for the lodging at the non-conference hotel at a rate not to exceed the cost of the conference hotel rate.

Maximum Reimbursable Rates for Meals	
With all receipts	\$50.00 / day, including tax and gratuities

Without receipts (cannot be combined with above)	\$20.00/ day, including tax and gratuities
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Expenses will be reimbursed for traveling outside the Alton-Godfrey or home location while on official business of the College.

Before any College employee submits a request for reimbursement, it is incumbent upon him/her to be familiar with the regulations concerning reimbursement so that he/she will have the necessary original receipts within the designated limits, when his/her reimbursement request is submitted for payment.

Personal automobile expense can be reimbursed at the per mile rate for commuting between two separate college locations on the same day if required by and approved by the College. The mileage rate will be paid only for days the employee travels between the two locations and not from home to the location or from location to home.

All Travel must follow the college's travel procedures for reservations and acceptable supporting documentation. All employees should submit a "Request to Attend" form in advance of travel for approval to their supervisor, in an attempt to estimate any costs that could be incurred by the college related to travel.

No reimbursement of travel, meal or lodging expenses incurred by a college employee, an officer or a Board member of the college shall be authorized unless the "Travel Expense Report" form (~~see Appendix~~) has been submitted and approved. All documents and information submitted with the form are subject to disclosure under the Freedom of Information Act.

Expense reports must be submitted monthly and forwarded within five calendar days after the end of the month. Expense reports including travel advances must be submitted and forwarded within five calendar days after the return of the trip.

Any travel expenditure of an employee or officer that exceeds the maximums allowed under this Travel Policy and any travel expenditure of a Board member must be presented to the Board of Trustees for approval via a roll call vote before payment is made.

Under this Policy and Public Act, the college will never reimburse a college employee or officer for entertainment. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.