

## Travel Procedure

### RVC Administrative Procedure (5:10.130)

#### Overview

Rock Valley College shall reimburse members of the Board of Trustees, the President, employees, students, authorized guests, and representatives of the College for necessary travel and travel-related expenses incurred on behalf of the College and provided for in the College's approved budget.

College travel should always be arranged to serve the best interest of the College and be within the authorized budget. The best interest of the College is served by a combination of purposeful learning, expense, time, and convenience, which proves to be the most economical overall and least disruptive to College business.

The travel regulations apply to travel charged to all College funds including state, institutional, contract, grant agency, Student Government Association and student organizations, and gift funds. In all cases, reimbursement for travel expenses is limited to actual expenses that are judged to be reasonable and necessary, and with appropriate receipts. See Appendix A for the definition of appropriate receipts.

The President is authorized by the Board of Trustees to issue administrative procedures for the implementation of the travel policy and other matters related to travel, including what constitutes approved College business, authorization for travel, the procedures for in-district, out-of-district, out-of-state, and out-of-country travel, and common allowable mileage distances, and other procedures, as needed. All procedures must comply with state regulations, all relevant laws of the State of Illinois, and with Internal Revenue Service regulations.

Reimbursement allocations for mileage and per-diem rates for meals and incidental expenses will be at the current College rate.

Smoking is NOT allowed in any College-owned vehicle.

Travel reimbursement for the teaching of courses, as applicable in the travel procedures, will not be taken from any professional development or travel funding provided to individual faculty members as part of a collective bargaining agreement.

Changes to the authorization for travel procedure will be the responsibility of the Vice President of Finance, Chief Financial Officer.

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## Pre-Authorization to Travel

1. In-State overnight travel and out of state travel requires preauthorization and should be approved not more than 6 months and not less than 4 weeks in advance and will follow supervisory and expense signature authorities.
2. Approval of requests to travel requires submission of the **Application for Travel and Travel Reimbursement Form** (referred to in this procedure as "**Travel Form**" – see Appendix D) with signatures of the appropriate supervisor(s) per departmental regulations. The level of approval necessary is determined by the total of all relevant expenses associated with travel.
3. Authorization of travel is essential for the release of funds and for proper insurability.
4. All expenses associated with travel must be approved on **one Travel Form** for the associated trip. Multiple Travel Forms should not be submitted for the same trip for the same individual. If only one member will be submitting for reimbursement for the entire group, one form should be submitted. If individual members of the group will be submitting for reimbursement, separate forms should be submitted together for approval.
5. Costs associated with travel are often time-sensitive. Please notify Business Services of any plans to travel. Allow for up to three (3) months notification if costs are expected to exceed \$10,000.00.
6. Rock Valley College is not responsible for reimbursing authorized persons for clothing or other costs associated with lost luggage. The person traveling should file a claim with the applicable airline carrier and should not submit such charges on the expense report(s).

## Travel Arrangements through Business Services

1. Business Services will assist with making arrangements for all faculty, staff, student, and visitor travel. Departments should contact Business Services when making travel arrangements. Final arrangements are completed once Business Services has received **written** approval from all approvers. Costs may increase if timely responses are not received. **If making travel arrangements outside of Business Services, ensure all approvals for travel costs are completed prior to making any travel arrangements. If approvals are not in place, reimbursement may not be processed.**
2. A signed copy of an approved **Travel Form** must be submitted to Business Services before any non-refundable accommodations are booked.
3. Business Services will help obtain quotes for travel. When requesting quotes, please specify what accommodations will be needed, relevant dates and

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times of travel, destination and the number of people traveling.

4. Car rentals should be at the lowest reasonable rate, and arranged through Business Services, as RVC has corporate accounts with certain vendors. RVC employees are not allowed to rent and/or drive 15-passenger vans.
5. Supplemental rental car charges (e.g., insurance, locksmith services, GPS, roadside assistance, and luxury vehicles) will not be reimbursed.
6. Bus charters should be arranged through Business Services as RVC has insurance requirements that are only met by certain vendors.

## Air Travel

1. The purchase of airline tickets should be far enough in advance to take advantage of discounts and lowest coach fare. When booking any airfare, Business Services requires the authorized person's exact name as it appears on their valid government ID, date of birth, gender, and a cell phone number while traveling. The same information is required for group travel, with the exception of cell phone numbers, as only one cell phone number is required for the entire group.
2. All airline tickets will be purchased at a reasonable coach rate. If the authorized person traveling chooses to upgrade/change the ticket, it is done at the person's expense, and will not be reimbursed.
3. When airfare does not include a checked bag, the cost of one checked bag per authorized traveler is reimbursable. When airfare includes the cost of one checked bag, additional baggage fees are not reimbursable. Additional travel insurance and in-flight entertainment are not reimbursable.

## Ground Transportation

1. Taxi fares, including tips, are reimbursable when associated with College business. This includes taxis between hotels and railroad stations or airports. Receipts are needed for reimbursement.
2. RVC employees are not allowed to rent and/or drive 15-passenger vans.

## Use of College Fleet Vehicles

1. The College will furnish vehicles for College-related business as long as it is economically feasible to do so. The driver of any College vehicle must be registered using the Request for Vehicles on-line form found on the Quarry, possess a valid driver's license, show proof of personal insurance, be an insurable driver per RVC insurance procedures, and be an authorized representative of Rock Valley College. Each driver must request a vehicle via

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the Quarry, a minimum of one-week prior to the trip.

2. The use of all College-owned vehicles will be charged to the appropriate department's budget and will be at the current effective College reimbursement rate.
3. The vehicle shall not be driven by a person under the influence of alcohol or drugs.
4. No student shall drive a College-owned vehicle unless specifically approved by the Vice President of Operations, Chief Operations Officer. The student approval shall be forwarded to Facilities, Plant Operations & Maintenance (FPOM) for confirmation.
5. The vehicle should be reserved/issued to the driver of the vehicle. The driver shall be responsible for compliance with all applicable traffic laws and ordinances. The driver shall be responsible for the cost of any traffic tickets received. The driver shall be responsible for securing the vehicle when not in use for the duration of the reservation/issuance.
6. Smoking is prohibited in all College fleet vehicles.
7. No College vehicle shall be checked out for more than a one-week period.
8. All trash should be removed from the vehicle before it is returned. If cleaning the vehicle is necessary upon the return, applicable cleaning expenses will be charged to the department that reserved the vehicle.
9. The driver shall not pick up hitchhikers.
10. All persons in the College fleet vehicle must wear seatbelts.
11. Vehicles shall be issued on a basis that will provide the best savings to the College in terms of miles driven within a period of time. The gross anticipated mileage and availability of alternative transportation will be among the factors considered in assignment of vehicles. In the event a College vehicle is not available, FPOM will send a Zero Slip. A Zero Slip is a form filled out by the Plant Operations & Maintenance Department, which verifies that a School Vehicle will not be reserved for your trip; hence, the "0" is designated as the vehicle number.
12. The person using the vehicle shall indicate, prior to departure from the College, the approximate time of return of the vehicle. If the driver will be more than one hour late, the driver shall inform the FPOM Office, or if after business hours, the driver shall inform the Rock Valley College Police Department.

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13. Upon completion of the trip, vehicles shall be returned to the designated parking area of the Support Services Building. The vehicle keys, Transportation Trip Sheet, and Gas Card (with gas receipts) will be returned to the Facilities, Plant Operations and Maintenance Office or put in the after-hours drop box. A College Gas Card shall only be used for qualified charges related to the College vehicle (refer to the Gas Card procedure).
14. In case of an accident or breakdown, contact the RVC Police Department at 815-921- 4350. An insurance card is located in the glove box of all College fleet vehicles. It contains any information that may be needed in case of an accident. Roadside Assistance is available in specific vehicles.
15. All persons riding in College vehicles shall have legitimate reasons to do so. For trips leaving the campus, a list of passengers shall be submitted to the RVC Police Department by the supervisor or employee requesting the vehicle.
16. The vehicle may be checked out the evening prior to the trip but must be returned the day one returns from the trip.
17. Report all vehicle malfunctions on the Request for Transportation form when returning the vehicle.
18. Privileges may be revoked from future use of College vehicles if these rules are not followed.

## Use of Commercial Rental Vehicles

1. Commercial rental vehicles should only be used when it is not possible to use the College Fleet.
2. Commercial rental vehicles should not be used if less expensive transportation is available.
3. Midsize, economy, compact, or subcompact will be reimbursed. Reimbursement will be made for other types of vehicles in exceptional cases, such as several employees are riding in one vehicle.
4. The vehicle should be rented in the College's name with the authorized traveler as the named driver.
5. Travelers should not purchase a collision damage waiver (CDW) from the rental agency.
6. Travelers must report all accidents to the RVC police department within 24 hours and immediately when any accident results in personal injury or towing of a vehicle.

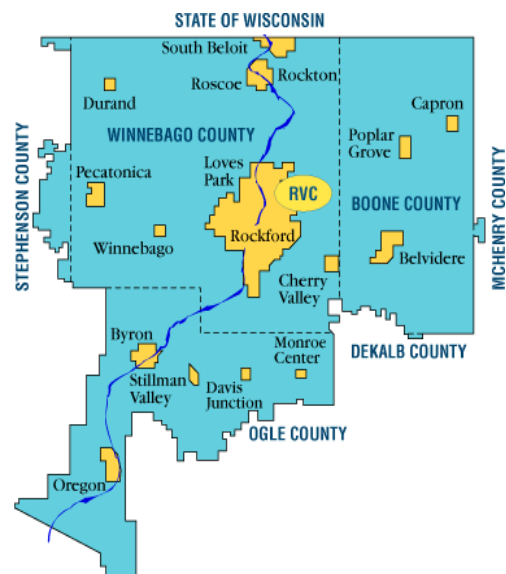
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## Use of Personal Vehicle

1. Travel using privately owned vehicles may be desirable to save time, transport equipment, or reduce cost when a number of persons are traveling together.
2. The rate of reimbursement is based on the IRS Standard mileage rate, which is set each calendar year.
3. This reimbursement covers all fuel, maintenance, insurance, transportation, and operating costs.
4. Fuel costs are included in the per-mile reimbursement rate and are not reimbursed separately for use of privately-owned vehicles.
5. Damage to a personal vehicle used for College business is covered by the individual's private insurance, costs for which are included in the mileage reimbursement.
6. The College does not assume responsibility for deductibles or other uninsured loss to the vehicle.

## In-District & Out-of-District Mileage Reimbursement

1. **In-District Mileage is defined** as mileage driven within Winnebago & Boone County, and portions of Ogle County, as indicated on the map. While the college has overlapping portions of Stephenson County, DeKalb County, and McHenry County in its official district designation, only Winnebago County, Boone County, and portions of Ogle County are included for determining in-district mileage.
2. **Out-of-District Mileage is defined** as mileage driven outside of the Rock Valley College district, as indicated by the map.
3. **For in-district travel**, the distance of an employee's normal commute (home to work, work to home) is not reimbursable. An employee may have more than one designated work location, all of which are considered a normal commute. The distance that qualifies as reimbursable would be the portion that exceeds the normal commute on that day. Travel between work locations is reimbursable.



Note: it is the supervisor's responsibility to manage the work schedule to minimize travel between locations.

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4. **For out-of-district travel**, reimbursable travel mileage begins when an employee leaves their residence or designated work location to go directly to their destination.
5. Travel between various work locations during the workday will be reimbursed at the IRS standard mileage rate. Travel on campus, from one building to the next, will not be reimbursed.
6. Use of personal vehicles for College activities is permitted. Mileage reimbursement will be provided to employees driving personal vehicles while conducting College business. Employees will be reimbursed at the current IRS mileage rate.
7. If you travel out-of-district, documentation must be included with the Travel Form that verifies the date and location of your trip (copy of event flyer, conference, etc.).
8. Mileage reimbursement for employees shall be processed in lieu of a reimbursement for gas purchased, or use of a College P-Card to purchase gas, for a personal vehicle.
9. Expenses for automobile repairs, traffic tickets, parking tickets, car washes, theft, or damage in an accident will not be reimbursable. Driver's personal insurance company will be responsible for any accident, damages, and/or injuries incurred.
10. Authorized persons using a personal vehicle while on College business are required to carry at least the minimum automobile liability insurance coverage required by the state in which they are driving.
11. In-District mileage will not be reimbursed to any employee receiving a Car Allowance from the College.
12. Out-of-District mileage will be reimbursed at 25% of the current IRS mileage reimbursement rate to any employee receiving a Car Allowance
13. In-District mileage should be submitted using the **In-District Mileage Reimbursement Form** (see Appendix F) requiring approval by the employee's supervisor and the Budget Officer of the expense account being charged.
14. The Mileage Reimbursement Form and the **Travel Form** must be signed by the employee. Electronic submissions will not be accepted, unless signed and scanned by the employee.
15. The appropriate form must be turned in by the 5th business day following the month of travel, allowing Accounts Payable time to accurately enter the expense in the month in which the travel occurred.

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16. Allowable mileages for common destinations are in the attached Tables in **Appendix B.**

## Tolls & Parking Fees

1. Tolls and reasonable parking charges will be reimbursed. Parking receipts must be attached to the **Travel Form.**
2. Toll receipts are not required for Out-of-District Travel. However, a reasonableness test will be performed by the Accounts Payable Department to determine the appropriate reimbursement amount. Enter the tolls expense amount under the "Miscellaneous Expenses" section of the **Travel Form.**

If you are not sure what your tolls were, you can go to the Illinois Tollway website, and use the "toll calculator" to calculate your tolls, based on the route you drove and whether or not you have an I-Pass. The website is <https://www.illinoisvirtualtollway.com/?ContentPane=tripcalculator>.

3. In-district tolls will not be reimbursed.

## Lodging Receipts

1. Travelers must book standard accommodations in reasonably priced, commercial-class hotels and motels.
2. Travelers should ask for the educational / state discounts at all hotels and motels. To ensure lowest possible costs, the traveler is encouraged to book lodging through Business Services.
3. The maximum reimbursable rate for lodging is listed in Appendix C.
4. Conference hotels will be reimbursed at the actual cost. To verify conference site hotel rate, the conference literature which illustrates the conference hotel rate, must be included with the Travel Form.
5. Lodging receipts are always required to be submitted to the Accounts Payable office, whether the traveler paid out-of-pocket or the College paid for the reservation directly with a College check. If lodging is paid with a P-Card, the original receipt should be attached to the P-Card report and submitted to Business Services. Receipts should be the final bill for the reservation and include:
  - a. Name and location of hotel.
  - b. Dates of lodging.
  - c. Method of payment.
  - d. All room charges for all days of the reservation, and a zero-balance due.
  - e. Separate line amounts for lodging, meals, calls, taxes, & other charges.



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6. If the lodging does exceed the maximum amount under the updated policy, a justification must be provided for reimbursement. Provide the justification in the appropriate field at the bottom of the Permissible Travel Expenses document.
7. If rooms are being shared, the room rate should be calculated per person, in determining if it has exceeded the maximum rate allowed.
8. Lodging items not paid for or reimbursed by the College include:
  - a. Lodging within the College district (Winnebago & Boone Counties), except for authorized guests of the College.
  - b. Room cancellation fees due to traveler not taking reasonable actions to avoid such charges.
  - c. Additional room upgrades such as poolside rooms, rooms on special floors, etc.
  - d. In-room movies, video games, etc.
  - e. Non-business-related telephone charges.
  - f. Health clubs and spa fees.
  - g. In-room honor bars, mini-bars, etc.
  - h. Extra costs of double-room over single-room rates when a spouse/guest is not an authorized RVC representative for travel.
  - i. Accommodations for pets.
  - j. Tips for housekeeping, bellhops, or other hotel attendants.
9. Laundry services for travelers with uniforms and/or staying longer than 5 days will be reimbursed at an amount pre-approved by the immediate supervisor.
10. In the event lodging expenses are advanced, any monies that are unused must be refunded back to the College.

## Meal Expenses

1. Per diem meals will be based on the General Services Administration (GSA) rates and can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>. Print the rates and include with the **Travel Form**.
2. The table below illustrates the per diem breakdown based on the M&IE (Meals & Incidental Expenses) total from column #1. The College does **not** reimburse the Incidental Expense amount. You must **subtract** this incidental expense amount from the M&IE total in column #1, if claiming the full day's per diem.

M&IE Total	Breakfast	Lunch	Dinner	Incidental Exp
\$51.00	\$11.00	\$12.00	\$23.00	\$5.00
\$54.00	\$12.00	\$13.00	\$24.00	\$5.00
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00
\$64.00	\$15.00	\$16.00	\$28.00	\$5.00
\$69.00	\$16.00	\$17.00	\$31.00	\$5.00
\$74.00	\$17.00	\$18.00	\$34.00	\$5.00

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3. Meal receipts are not required due to the flat rates stated above. Any meals incurred over the flat per diem rate will not be reimbursed.
4. Meal reimbursement guidelines:
  - a. The full meal per diem will be granted if departure is prior to 6:00 a.m.
  - b. Employees are only eligible for breakfast reimbursement when they travel outside of the Rock Valley College district with departure prior to 6:00 a.m.
  - c. Employees are eligible for lunch reimbursement when they travel outside of the Rock Valley college district when departure takes place prior to 11:30 a.m. and travel extends beyond 2:00 p.m.
  - d. Employees are eligible for dinner reimbursement when they travel outside of the Rock Valley College district beyond 6:00 p.m.
  - e. If a traveler has dietary restrictions that prevent the consumption of meals provided at the conference event, the traveler will need to provide a physician's note indicating that the traveler has documented dietary restrictions in order to receive per diem. In recognition of HIPAA laws, the physician's note does not need to list the actual dietary restrictions, but merely needs to indicate that there are dietary restrictions.
  - f. Departure and return times **must** be indicated in on the **Travel Form**.
5. If your travel necessitates an overnight stay and no meals are provided at the attended event, you may claim the full per diem for your meals. The per diem is intended to be maximum for a full day of meals.
6. If the event you are attending provides any meals included in your registration for that event, you may not claim the full per diem reimbursement. Instead, based on your departure and return times, you may be eligible to claim a meal per diem based on the breakdown for the meals **not** provided at the event.
  - a. A provided "meal" is one that contains two or more food groups and beverage options. For example, a continental breakfast (coffee, juice, bagels, fruit, etc.) does qualify as a "meal." However, just coffee and donuts, does not constitute a meal.
7. Employee meals should be directly related to a business activity, and the business purpose must be clearly documented.
8. Reimbursement for alcoholic beverages is not allowed.
9. Personal items such as toiletries, health care products, gum/breath mints, clothing, souvenirs, etc., are not paid for by the College. These items will not be reimbursed, nor will they be included in any Cash Advance reconciliations.

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## Business Meals / Entertainment with Guests

1. In planning entertainment for Rock Valley College guests, all efforts should be made to provide reasonable meal arrangements.
2. In order to prevent duplication, if an employee is in travel status and provides receipts for meals with guests, the employee will not be entitled to full per diem.
3. Guests are defined as non-employees of Rock Valley College who have a business association with the college. This includes, but is not limited to, Rock Valley College Students participating in college functions.
4. Unnecessary or excessive charges, as determined by the immediate supervisor, will be denied for reimbursement.
5. Meal Receipts are required to be **detailed for business meals with guests**, indicating the following:
  - Name, location, and phone number of the establishment.
  - Date of purchase.
  - Total dollar amount.
  - Method of payment (cash or charge).
  - Items ordered.
6. The information on detailed receipts is required to adequately substantiate your purchase. The purpose is to prevent duplicate receipts from being accidentally submitted, and to prevent the reimbursement of non-business-related expenses (i.e., alcohol, souvenirs, gum/breath mints, and other personal items).
7. If you did not receive a detailed receipt at the time of payment for your meal, then you need to ask for one. Most establishments can provide you with an order ticket, or something listing the items you ordered.
8. Credit card receipts alone are not sufficient, as they are only a summary of your meal and do not include any indication of what items were ordered. Most establishments and chain restaurants are required to provide you with a detailed receipt listing what was ordered, along with your credit card receipt. You must retain both receipts to submit for reimbursement.
9. In the case of small cafes and other small food vendors, a detailed receipt may not always be available. Then you need to write the detailed information on the receipt (name & location of the restaurant, the date, the total dollar amount, the method of payment, and what you purchased) and have the vendor sign or initial the receipt. You are encouraged to purchase meals from establishments that can provide detailed receipts, if possible.

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10. In the event of travel with student athletes, meals provided to student athletes must not exceed the allowable rates as determined by the NJCAA (National Junior College Athletic Association).

## Reimbursement of Travel Expenses

1. Travel reimbursements are processed on the **Travel Form**. This form serves a dual function, authorizing estimated travel expenses before the trip, and authorizing reimbursement of actual travel expenses after the trip. The reimbursement amount should be noted in the third column of the form, for "Out-of-Pocket Expenses." **Travel Forms** must be approved and submitted within 30 days of the completion of your business trip.
2. Employee **Travel Forms** must be approved by an immediate supervisor. If the supervisor is not the Budget Officer of the budget covering the travel expenses (such as travel covered by the Perkins Grant), then the respective Budget Officer must also sign the **Travel Form**.
3. Additional approval, beyond that of your supervisor, may be needed based on the total dollar amount of the reimbursement. Your supervisor should forward your reimbursement request to the appropriate leadership for approval.
4. Any travel reimbursement expenses that exceed the maximums listed on the Permissible Travel Expenses document (refer to **Appendix C**) are subject to Board Approval, as required by the Local Government Travel Expense Act.
5. Reimbursement requests, with overages, received in Accounts Payable after the first week in a given month will not be reviewed by the Board until the following month. If you use a personal credit card for your travel expenses, please note that reimbursement of expenses that exceed the maximum can take more than one month to process and the College will not pay any late fees or interest.
6. If requesting reimbursement for any expenses exceeding the maximums listed on the Permissible Travel Expenses document, the "justification" for the overage must be provided in the appropriate field at the bottom of the document. This document must then be attached to the Travel Form when submitting it for reimbursement.
7. Once approved, the Accounts Payable Department will be responsible for processing **Travel Forms**. **Travel Forms** that are missing required documentation and/or have unexplained expenses, may delay payment or result in no payment. During the trip, the traveler shall make every attempt to obtain the required detailed receipts for their expenses. After returning from the trip, if a detailed receipt was mistakenly not obtained, it shall be the traveler's responsibility to contact the establishment and request a copy of the detailed receipt.

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8. The traveler should keep copies of all **Travel Form** submissions until final reimbursement has been received.
9. Travel reimbursements will not be processed until after the trip is completed and all approved paperwork is submitted.

## Advancement of Funds

1. Cash Advances may be issued to employees for travel expenses that cannot be paid directly by the College, when arranging your trip. Examples are meals, baggage fees, taxis, parking, and other miscellaneous expenses approved on the **Travel Form**.
2. The College does not advance funds directly to students. Cash Advances must be issued to an RVC employee, who is the Advisor, Coach, or Faculty member traveling with the students. The RVC employee is responsible for the funds, and properly substantiating the advance after the trip
3. Cash Advances may be requested using a Travel Cash Advance Request Form, along **with** a fully approved **Travel Form**. Both documents are required. On the Travel Cash Advance Request Form (see Appendix E), you must indicate which estimated expenses you would like, in advance, and provide a breakdown, if necessary.
4. The Vice President of Finance, Chief Financial Officer is required to authorize the advancement of funds to pay travel expenses for students and staff that represent the College at conferences and other official functions. Please allow three additional days to obtain this approval.
5. A Cash Advance is provided for use in making the **pre-approved purchases only**, for the specific travel dates authorized on the **Travel Form**. The advanced funds may not be held by the recipient and used for a different trip or purpose. The advanced funds must also be spent within the approved travel dates. If substantiating receipts are submitted with transaction dates before or after the scheduled trip, they will not be included in the Cash Advance reconciliation.
6. The employee requesting the cash advance, and to whom the check is made payable, is responsible for submitting all receipts and returning all monies. A copy of the **approved** Cash Advance Request will be included with the check (emailed, if direct deposited). This copy of the **approved** request **must** be returned with the receipts and any leftover funds.
7. Detailed receipts must be obtained for all purchases made with the advanced funds, and submitted to the Accounts Receivable office within 30 days of the purchases. Leftover funds should be placed in a sealed envelope and stapled to the copy of the approved request, along with all purchase receipts. It is very important that the leftover funds and receipts remain attached to the

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approved request.

8. Any discrepancies regarding the amount of the receipts and/or the returned funds, will be addressed by the AP Team Leader. If additional funds need to be returned because of these discrepancies, the AP Team Leader will provide another copy of the approved request to the Employee, for their use in submitting the additional funds to A/R, as instructed above
9. If a Cash Advance is outstanding for more than 30 days, future cash advances may not be issued under the same budget or to the same employee, until the advance has been reconciled.
10. If an employee fails to substantiate expenses or return any unused cash advance amounts within 120 days of their return from the trip, the College is obligated under IRS rules to consider such amounts as income to the employee. As a result, the amount of unsubstantiated expenses or unrecovered advances will be reported through the payroll system as additional wages to the employee no later than the first payroll period following the end of the 120 days. The income and applicable employment taxes on the additional wages are to be withheld from the employee's regular earnings. No refund of such taxes or any adjustment to gross income shall be made.

**Reference:** N/A

**Revised:** May 3, 2018

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## Appendix A: Valid Receipt Definitions

1. Vendor name and address.
  - a. If not printed on the receipt, ask the vendor to stamp or print the business name & address on the receipt.
2. Date of purchase.
  - a. The purchase date should not exceed 30 days prior to submitting for payment or reimbursement.
3. Detailed description of the purchase.
  - a. Itemized description for each item purchased, including quantity. A summary receipt will not suffice.
4. Total amount paid.
  - a. Sales tax should not be included.
5. Method of payment.
  - a. If payment method is cash, the receipt should show cash.
  - b. If payment method is via personal credit card, the receipt should reflect the employee's name along with the last 4 digits of the credit card.
  - c. If payment method is via the P-Card, the receipt should **be attached to the monthly** cost allocation detail sheet. The P-Card procedures define need for the detailed receipts.

Some things to keep in mind regarding meal receipts for business entertainment:

- A tip up to 15% on an approved meal reimbursement may be included, if approved by the next level of authority. The tip can be handwritten on the detailed restaurant receipt.
- Paper clips increase the chance for a lost receipt. To ensure a receipt is not separated from the payment document, staple it to the document.
- If the receipt is small, tape it to an 8 ½ x 11 piece of paper prior to stapling it to the document.
- Credit card slips are not a valid receipt unless all five items listed above are included.
- Email receipts must identify all five items listed above and have the business name in the e-mail address.
- All receipts must clearly be from a third-party source with detailed descriptions of the relevant purchases.

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## Appendix B: Mileage Tables

**Table 1A: One-Way Mileage from Main Campus**

Bell School Road Center	2 miles
Aviation Career Education Center	15 miles
N. Main Street Center	7 miles
RVC Downtown	7 miles
Samuelson Road Center	9 miles
Auburn High School	8 miles
East High School	7 miles
Guilford High School	1 mile
Jefferson High School	8 miles
Harlem High School	5 miles
Belvidere High School	17 miles
Boylan High School	6 miles
Hononegah High School	15 miles
South Beloit High School	16 miles
Lutheran High School	3 miles
Christian Life High School	1 mile

**Table 1B: One-Way Mileage from Bell School Road Center**

Aviation Career Education Center	18 miles
Main Campus	2 miles
N. Main Street Center	8 miles
RVC Downtown	8 miles
Samuelson Road Center	11 miles

**Table 1C: One-Way Mileage from Samuelson Road Center**

Aviation Career Education Center	6 miles
Bell School Road	11 miles
Main Campus	9 miles
N. Main Street Center	8 miles
RVC Downtown	7 miles

**Table 1D: One-Way Mileage from Aviation Career Education Center**

Bell School Road Center	18 miles
Main Campus	15 miles
N. Main Street Center	7 miles
RVC Downtown	9 miles
Samuelson Road Center	6 miles

**Table 1E: One-Way Mileage from N. Main Street Center**

Aviation Career Education Center	7 miles
Bell School Road Center	8 miles
Main Campus	7 miles
RVC Downtown	.5 miles
Samuelson Road Center	8 miles

**Table 1F: One-Way Mileage from RVC Downtown**

Aviation Career Education Center	9 miles
Bell School Road Center	8 miles
Main Campus	7 miles
N. Main Street Center	.5 miles
Samuelson Road Center	7 miles



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## Appendix C: Maximum Permissible Travel Expenses

The College shall only reimburse travel expenses with detailed receipts, for items including transportation, meals, and lodging that are ancillary or otherwise necessary for official College business. Types of official College business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, or any other event or program that is attended to further the College's mission.

**Board of Trustees Approval is required for Travel Expenses that exceed the maximum limits listed below.**

### Maximum Reimbursable Rates for Transportation

Air Travel	Lowest reasonable rate (coach)
Auto	Current IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate

### Maximum Per Diem Rates for Meals

Current Federal Rate (per the Illinois CMS). Current federal rates can be found at <https://www.gsa.gov/portal/category/100120>.

#### Meal Per Diem Breakdown:

M&IE Total	Breakfast	Lunch	Dinner	Incidental Exp*
\$51.00	\$11.00	\$12.00	\$23.00	\$5.00
\$54.00	\$12.00	\$13.00	\$24.00	\$5.00
\$59.00	\$13.00	\$15.00	\$26.00	\$5.00
\$64.00	\$15.00	\$16.00	\$28.00	\$5.00
\$69.00	\$16.00	\$17.00	\$31.00	\$5.00
\$74.00	\$17.00	\$18.00	\$34.00	\$5.00

\*Note: The College does not reimburse the Incidental Expense amount.

### Maximum Reimbursable Rates for Lodging

Current Federal Rate (per the Illinois CMS). Current federal rates can be found at <https://www.gsa.gov/portal/category/100120>.

**Conference Site Hotels:** The conference site hotel rate will be the Maximum Reimbursable Rate when attending a conference.

# Rock Valley College

## Not Reimbursable Expenses

The following expenses will NOT be reimbursed:

- **Meal Items:** alcoholic beverages, gum/breath mints, tips over 15%.
- **Lodging Items:** lodging within the College district (Winnebago & Boone Counties), room upgrades such as poolside rooms, rooms on special floors, etc., in-room movies, video games, etc., non-business related telephone charges, health clubs and spa fees, in-room honor bars, mini-bars, etc., extra costs of double-room over single-room rates for a spouse/guest or unauthorized RVC representative, accommodations for pets/pet fees, tips for housekeeping or other hotel attendants.
- **Transportation Items:** travel insurance, supplemental rental car charges (insurance, locksmith services, luxury vehicles), extra baggage charges, in-flight entertainment, parking tickets, traffic tickets, personal automobile repairs, personal car washes, accident damage to personal vehicle, mileage between your home and office (where you are to report for work), mileage between buildings on same campus (ex: from Student Center to Spring Brook House).
- **Miscellaneous Items:** personal items, health care products, souvenirs, clothing, laundry services (unless for official College uniforms).

## Justification for Exceeding Maximum Limits

**Justification for exceeding maximum limits will be required.** Please indicate below the justification(s) for exceeding maximum limits, and attach this sheet to your Travel Form.

Transportation Maximum Exceeded due to: \_\_\_\_\_

\_\_\_\_\_

Meal Maximum Exceeded due to: \_\_\_\_\_

\_\_\_\_\_

Lodging Maximum Exceeded due to: \_\_\_\_\_

\_\_\_\_\_

# Rock Valley College

## Appendix D: Application for Travel and Travel Reimbursement Form

Screenshot of the Application for Travel and Travel Reimbursement Form:

**Date** \_\_\_\_\_  
**Name** \_\_\_\_\_  
(One form per employee per trip)  
**Employee ID** \_\_\_\_\_  
**Budget Account #**  -  -  **Amount**   
**Place** \_\_\_\_\_ **Date(s)** \_\_\_\_\_  
**Purpose of Trip** (list seminar, conference, etc.) \_\_\_\_\_

**Rock Valley College**  
**Application for Travel and Travel Reimbursement Form**  
 Time of Departure:   
 Time of Return:

Disposition of Classes (faculty only)			
Date	Hour	Course	Disposition (give details)

Expenses	Estimated Cost	Actual Cost	Out-of-Pocket Expenses
<small>Receipts must be attached (lodging, meals, transportation, registration)</small>			
<b>Air Fare</b>			
Req./Purchase Order # _____			
<b>Baggage</b>			
Shuttle _____			
<b>Miscellaneous Travel (taxi/bus)</b>			
<b>School/Private Car</b> (Attach Zero Slip for Private Car use)			
Est. Miles <input type="text"/> Miles claimed <input type="text"/>			
Mileage = 54.5 cents as of 01/01/2018			
<b>Lodging:</b> Hotel # of nights _____			
Req./Purchase Order # _____			
<b>Number of Meals</b> (excluding conference meals)			
Breakfast <input type="text"/> Lunch <input type="text"/>			
Dinner <input type="text"/>			
<small>refer to GSA for meal rates (<a href="https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup">https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup</a>)</small>			
<b>Registration Fee</b>			
Req./Purchase Order # _____			
<b>Miscellaneous Expenses (itemized):</b>			
<b>Total Expenses</b>			
<small>(Please refer to Permissible Travel Expenses and provide reason for exceeding maximums, if necessary)</small>			

<b>Pre-Approval Signatures</b>		<b>Application for Reimbursement</b>	
Applicant _____	Date _____	Applicant * _____	Date _____
Supervisor _____	Date _____	Supervisor _____	Date _____
Dean _____	Date _____	Dean _____	Date _____
Vice President _____	Date _____	Vice President _____	Date _____

\* By signing this form, the Employee certifies that the travel expenses itemized above have been made in the performance of official Grant or College duties, in accordance with College policy and Grant requirements, that payments of the amounts claimed herein have not and will not be reimbursed to the Employee from any other sources, and that the Employee has not submitted in the past, present, nor will in the future, submit a similar request for these expenses.

# Rock Valley College

## Appendix E: Travel Cash Advance Request Form

Screenshot of the Travel Cash Advance Request Form:

Accounts Payable  
**TRAVEL CASH ADVANCE REQUEST FORM**  
(submit with an Approved Travel Form)

**NOTE:** The EMPLOYEE who receives the CASH ADVANCE is responsible for submitting all detailed receipts and/or returning all unspent cash advanced funds to Accounts Receivable within 30 days of the purchases.  
A Cash Advance is used only for assistance with pre-approved purchases, as authorized on the Travel Form.

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

EMPLOYEE ID# \_\_\_\_\_

DEPT: \_\_\_\_\_

GL ACCOUNT #: \_\_\_\_\_

DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For description, please provide breakdown of all costs needed in advance.  
(EX: Baggage Fees-\$50.00 / Meals-\$35/day x 3 days = \$105.00 / Shuttles-\$50.00)

TOTAL AMOUNT: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

**Budget Officer Signature Required before sending to Accounts Payable.**

- PROCEDURES:**
- \* Attach supporting documentation (approved Travel Form with all pertinent documentation).
  - \* Be sure that all forms are completely filled out & signed; otherwise, the request will be returned unprocessed.
  - \* Send the CASH ADVANCE REQUEST to Accounts Payable **2 weeks** before the date the check is needed.
  - \* A copy of the **approved** CASH ADVANCE will be included with your check (emailed, if Direct Deposited).
  - \* **Detailed** receipts for **all** purchases and leftover funds must be returned to the **Accounts Receivable Office** within 30 days, *along with the copy of the **approved** CASH ADVANCE provided by AP.*

**Please check one of the following:**

- Direct Deposit (employee must be signed up for AP Direct Deposit).
- Pick up Check from Accounts Payable.

Please contact Accounts Payable with questions or concerns at:  
Tracy Eckburg, (815-921-4412) / T.Eckburg@RockValleyCollege.edu

**\*\*\* For Accounts Payable Use ONLY \*\*\***

\_\_\_\_\_  
*Vice President of Finance Signature*

\_\_\_\_\_  
*Date*

**\*\*\* For Accounts Receivable Use ONLY \*\*\***

\_\_\_\_\_  
*GL Account Number*

\_\_\_\_\_  
*Voucher Number*

# Rock Valley College

## Appendix F: In-District Mileage Reimbursement Form

Screenshot of the In-District Mileage Reimbursement Form:

Rock Valley College

### In District Mileage Reimbursement Form

Name

Budget Number  -  - 55200

Datalist ID

Mileage for month of

Signature

Date Filed

Approved By:

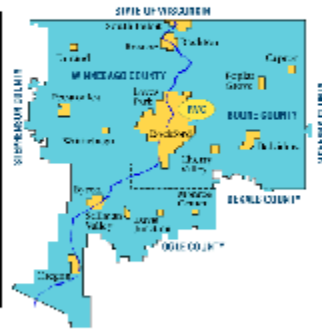
AP Use Only

Supervisor Signature

Voucher Number

Miles		Purpose	Miles		Purpose
Date	Driven		Date	Driven	
1			17		
2			18		
3			19		
4			20		
5			21		
6			22		
7			23		
8			24		
9			25		
10			26		
11			27		
12			28		
13			29		
14			30		
15			31		
16					

[Travel Policy](#)



TOTAL MILES:  AT 54.5 CENTS PER MILE =

College cars should be used when available.

*By signing this form, the Employee certifies that he/she actually incurred or paid the operating expenses of the personal motor vehicle for which reimbursement is claimed on a mileage basis, and that he/she has not submitted in the past, present, nor will in the future, submit a similar request for those expenses.*

If you would like to pick your check up, please Initial here:

*(Note...Mileage Forms are updated each calendar year. Make sure you are using the current form with the current rate!)*

updated 01/01/2018