

TRAVEL EXPENSE INSTRUCTIONS

COE PURCHASING CARD

Travelers may request a Coe Purchasing Card through the Business Office.

ADVANCES

Travelers are encouraged to charge all approved expenses to a Coe purchasing card. In the rare case that a travel advance is required, it must be requested in writing and approved by your departmental vice president/supervisor. If requesting a check, the check will be sent via campus mail within two weeks of your travel date. Please allow plenty of time for your request to be processed. If requesting cash, you must give the cashier two days advance notice to ensure that sufficient cash is on hand.

PREPARATION OF EXPENSE REPORT

1. Submit an expense report upon your return for each week, regardless of the duration of the trip.
2. Expense reports are due in the Business Office within five (5) working days of completion of travel.
3. Return any balance due Coe from travel advances when the expense report for that trip is submitted.
4. ***Attach all receipts obtainable for items listed.*** NOTE : If receipts are not obtained, expenses are limited to IRS per diem rates.

APPROVAL & ROUTING OF EXPENSE REPORTS

Submit expense report, including receipts, to your departmental vice president/supervisor for approval. After approval, the expense report should be sent to the Business Office. No employee may approve their own expense report.

ALLOWABLE EXPENSE ITEMS

Allowable expenses are only reasonable expenses incurred in connection with college business.

1. TRANSPORTATION EXPENSES:
 - a) AIRFARE: Tickets that you have purchased for business use, may be reimbursed.
 - b) AUTO RENTAL: Auto rentals for business use, may be reimbursed.
 - c) MILEAGE ALLOWANCE: When using your personal car for round trips **under** 100 miles reimbursement is .67 cents/mile. If you are using a Coe credit card for gas, mileage reimbursement is .47 cents/mile.
When using your personal car for round trips **over** 100 miles reimbursement is .335 cents/mile. If you are using a Coe credit card for gas, mileage reimbursement is .235 cents/mile.
 - d) GAS/TOLLS/PARKING: Gas purchased for auto rentals, may be reimbursed, but the use of a Coe credit card is preferred. Tolls & parking may be included.
 - e) LOCAL TRANSPORTATION: Taxi, bus, or subway fees for business use, may be reimbursed.
2. MEALS: Cost of your own meals during the travel period may be reimbursed at the IRS per diem up to a maximum of \$80/day, including tips (up to \$92/day will be allowed in major cities).
3. LODGING: Lodging charges at standard hotels/motels during the travel period may be reimbursed. IRS per diem up to a maximum of \$121/day (up to \$233/day in major cities).
4. BUSINESS: Business meals and other client-related expenses you paid directly may be reimbursed. Conference registration fees you paid can also be reimbursed.

5. MISCELLANEOUS: Misc. charges incurred by you in the performance of your duties may be reimbursed.