

## **CCS Administrative Procedure**

### **5.30.01-G Travel Reimbursement**

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#### **Implementing Board Policy [5.30.01](#)**

**Contact: Manager of Employee Compensation, Travel & Accounts Payable, 434-5285**

#### **1.0 Purpose**

Travelers may be reimbursed for expenses incurred on official state business subject to the requirements and restrictions of the Office of Financial Management. These procedures cover the process to obtain reimbursement for official business travel.

#### **2.0 Limitations and Requirements**

- 2.1 Reimbursement for subsistence and lodging expenses is based on the current per diem rates in effect at the time of the travel.
- 2.2 To be eligible for per diem reimbursement, a traveler must be gone at least three (3) hours beyond their normal work day.
  - 2.2.1 The state considers eight (8) hours, plus a one-half hour lunch break, a normal work day for faculty and staff.
  - 2.2.2 The traveler must be traveling the equivalent of 11½ hours to be in travel status.
  - 2.2.3 When traveling by plane, travel status begins one (1) hour prior to departure and ends one (1) hour after the plane arrives on the return flight.

#### **3.0 Travel Prior Approval Form**

- 3.1 No later than ten (10) working days after returning from the trip, complete the reimbursement portion of the TPA.
  - 3.1.1 Change the estimated cost to the actual cost incurred.
  - 3.1.2 Record the actual business travel status dates and times of departure from and return to Spokane.
- 3.2 Receipts for actual travel expenses must be attached to the TPA, such as:
  - 3.2.1 Lodging receipts
  - 3.2.2 Official business telephone calls
  - 3.2.3 Transportation receipts – airline, rental car, taxi or limousine, bridge and ferry tolls, fuel for rental cars and parking fees
  - 3.2.4 Meal receipts if the trip was approved at actual cost.
  - 3.2.5 Charges for checked baggage, excluding overweight charges, for up to the first two (2) bags.
  - 3.2.6 Other incidental travel expenses, as appropriate.
- 3.3 Conference or meeting agendas must be attached to the TPA.

#### **4.0 Authorization**

- 4.1 Signature of Traveler. Read the employee statement, sign and date the TPA. Submit the TPA for administrative approval.
- 4.2 Upon administrative approval, submit the TPA and required documentation to the district travel department, MS 1006, for processing.

## 5.0 Reimbursement

- 5.1 For travelers who are CCS employees, the district travel department will process reimbursements through payroll. CCS employees will be reimbursed on their scheduled payday with the same payment method as their payroll.
- 5.2 For travelers who are not CCS employees, the district travel department will mail a reimbursement check to the traveler's home address no later than ten (10) working days after receipt of the completed TPA and required documentation.
- 5.3 If the TPA or documentation is incomplete or there are questions regarding the trip, reimbursement may be delayed.
- 5.4 If the traveler was given an advance but is not eligible for the total advance, the district travel department will deduct the amount from the reimbursement or bill the traveler for the amount due back to CCS.

## 6.0 Related Information

State Accounting & Administrative Manual (SAAM), [Subsection 10.80.40](#).