TRAVEL REIMBURSEMENT

1. In order to receive reimbursement, the employee must complete a Form A20-A Travel Expense Voucher (TEV) providing the level of detail requested on the form, attach all receipts and submit it to the Business Office at the conclusion of their travel. Original receipts are required to obtain reimbursement for lodging. If you are not claiming meals, or if any meals were provided as part of the registration fee, enter an X in the corresponding space on the travel form. Enter in the per diem meal rate in any other qualified corresponding meal spaces. Meal rates for each state are based on Federal standards. Current per diem rates for the State of WA can be found on the OFM website. Out of state travel in the Continental USA will be reimbursed based on the General Services Administration (GSA) per diem rates. Accounts Payable will use this legend to determine the correct reimbursement.

2. Employee travel expenditures must be approved and signed by the budget manager prior to submitting to the Business Office for final processing of the TEV.

3. Electronic submission of TEVs will be accepted. Sign and date your TEV and scan it, with any receipts, to the budget manager. The budget manager can forward the TEV with their approval to business.office@ghc.edu

4. Mileage reimbursement will be the lesser of the distance between an employee’s permanent work station and temporary station or home and temporary station, determined by MapQuest, Google Maps or other internet mapping sites. Normal daily commute from home to permanent work station is not reimbursable nor are any stops along the employee’s daily commute.

5. Rules governing state travel require that each employee sign their own travel expense voucher. Grays Harbor College requires the signature be in ink. If an employee desires, they may sign the travel voucher certification at the time the reimbursement check is picked up at the cashiers’ window.

6. TEVs must be submitted to the Business Office within 30 days after returning from a trip. Reimbursement will be processed within five business days of receipt of the TEV in the Business Office. Exceptions:
   Travel in the month of May must be submitted to the Business Office no later than the first week of June.
   Travel in the month of June must be submitted to the Business Office upon return from the trip. No exceptions!

7. Failure to comply with GHC procedures 502.01 and 502.02 will result in delayed reimbursement or denial of travel reimbursement.