

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: TRAVEL REIMBURSEMENT**

**Page 1 of 1**

**Administrative Procedure Number: 502.02**

**Date adopted 4/25/06; Revised 5/13/14; Revised 2/2/15**

**TRAVEL REIMBURSEMENT**

1. In order to receive reimbursement, the employee must complete a Form A20-A **Travel Expense Voucher (TEV)**, 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 a meal is provided as part of a registration fee and not to be reimbursed, the employee should "X" the corresponding space on the travel form. Leave all other meal spaces blank. Meal rates for each state are based on Federal standards. Out of state travel in the Continental USA will be reimbursed based on the OFM meal rate legend shown in SAAM 10.90.20 <http://www.ofm.wa.gov/policy/10.90a.pdf>. Accounts Payable will use this legend to determine the correct reimbursement.
2. Employee travel expenditures **must be approved and signed** by an individual who **supervises** the traveler **prior** to submitting to the Business Office for final processing of the TEV. If the **supervisor is not** the signature authority on the account the travel is to be paid from, then a **signature authority for that account must also** sign the TEV.
3. **Electronic submission of TEVs** should be handled as follows:
  - a. If the TEV request is for reimbursement for items that do not require a receipt (such as mileage, meals, and expenses under \$50), simply forward the TEV as an attachment to the supervisor and ask the supervisor to forward the TEV to the Travel Liaison/Accounts Payable Desk with their approval in the email. The final TEV will be attached to the traveler's check, and the traveler will be asked to sign this prior to receiving the check.
  - b. If the TEV request is for reimbursement for items that do require a receipt (such as hotel), then repeat procedure in step 'a' above, AND forward the original receipt to the Travel Desk with a draft copy of the TEV.
4. Mileage reimbursement will be the lesser of the distance between permanent work station and temporary station, or home and temporary station, determined by MapQuest, Google Maps or other internet mapping sites.
5. Rules governing state travel require that each employee sign their own travel expense voucher. Grays Harbor College requires that the signature be in ink. If an employee desires, they may sign the travel voucher certification at the time the check is picked up at the cashiers' window.
6. Travel reimbursements will normally be processed weekly (on Fridays), and available at the cashiers window the following Monday or Tuesday after 2:30pm. Taxable meal reimbursement will be processed on the employee's next available payroll cycle.