MCTC Administrative Procedure
Travel Procedures

EFFECTIVE: July 1, 2009

Approved by: Keith Cotroneo, MCTC President

Signature

MARSHALL COMMUNITY & TECHNICAL COLLEGE
(MCTC)
TRAVEL PROCEDURES

The authority to manage, approve, or disapprove travel and travel related expenses, as well as the authority to develop procedures for administering this policy, is delegated by the MCTC Board of Governors to the MCTC President. The MCTC President delegates the authority to manage, approve or disapprove travel and travel related expenses as follows:

- In-state and out-of-state travel to the appropriate Vice President, Dean, or Director for travel requested within their area.
- All international travel to the appropriate Dean and the Vice President for Finance/CFO.

Approval to travel shall be secured in advance by the employee in accordance with section 4.1.1 of the MCTC Institutional Board of Governors Policy No. F-1 and the administrative procedures of the MCTC as outlined herein. Under no circumstances should an employee travel without proper approval of the appropriate Vice President, Dean or Director.

- The Travel Authorization/Direct Bill Request Form must be approved in advance by the appropriate supervisor for all travel as well as for any expenses of the trip to be direct billed to MCTC by way of invoice or charged to the Purchase Card.

Employees are responsible for submitting for reimbursement a Travel Expense Settlement Form, with all required attachments in accordance with section 4.1.2 of the MCTC Institutional Board of Governor Policy No. F-1 and the administrative procedures defined by the MCTC in order to qualify for reimbursement of expenses.

- Employees are responsible for submitting a Travel Expense Settlement Form, with all required attachments, to the MCTC Business Services Office Accounts Payable area before the 30th day of the month following the last day of the approved travel. The last day of the approved travel is identified as the last day listed on the approved travel request form or the last day for which expenses are listed on the Travel Expense Settlement Form. Those who accumulate repetitive mileage expense may submit a request for reimbursement monthly, provided that the expenses are submitted promptly after the last day of the month.
SECTION 1
PLANNING THE TRIP

Section 1.1

Use of a contracted travel agency is required for determining the method of transportation for all travel. A printed cost comparison must be submitted if transportation is booked outside of a contracted travel agency. This comparison must show the savings realized by not going through the contracted travel agency. If the costs of the chosen method are greater than the costs through the contracted travel agency, reimbursement is limited to the contracted travel amount.

Section 1.2

Travel approval must be secured in advance by the employee, as evidenced by the appropriate signatures on the Travel Authorization/Direct Billing Request Form. The Travel Authorization/Direct Billing Request Form must be completed prior to all travel and/or any charges related to the travel being originated, to include the MCTC Purchase Card. An encumbrance in the amount of the total of all estimated costs must be completed prior to the Travel Authorization/Direct Billing Request Form being submitted to MCTC Business Services. The encumbrance amount must include all costs to be paid from all sources, including the MCTC Purchase Card. The original completed Travel Authorization/Direct Billing Request Form, including the completed encumbrance number, is to be forwarded to the MCTC Business Services Accounts Payable area upon approval. A copy of the Travel Authorization/Direct Billing Request Form is required to be submitted with all Purchase Card receipts related to travel expenses. The encumbrance number must be referenced in the Agency Identifier field when each Purchase Card transaction related to the travel is reconciled in WVFMS STARS.

Please note, an approved Travel Authorization/Direct Billing Request Form must be on file with MCTC Business Services prior to any reimbursement or payment being made.

SECTION 2
TRAVEL EXPENSE REIMBURSEMENT

Section 2.1

The Chart of Reimbursable Expenses provides a summary of expenses which can be reimbursed, the related reimbursement rates, and receipting requirements.

Section 2.2

Items which are to be reimbursed must be identified on the Travel Expense Settlement Form.

Section 2.3

The Travel Expense Settlement Form must be signed by the traveler, his or her immediate supervisor, and the appropriate Dean, Director, or Vice President for the traveler's area.

Section 2.4

The Travel Expense Settlement Form and all required original documentation, as described on the Chart of Reimbursable Expenses, must be submitted to the MCTC Business Services Accounts Payable area prior to the 30th day of the month following the last day of travel. For trips of a repetitive nature, a combined Travel Expense Settlement Form may be submitted at the end.
of each month, provided that the expenses are submitted promptly after the last day of the month during which travel occurred.

SECTION 3
TYPES OF TRAVEL

Section 3.1 Individual Travel

The Preferred method of payment for allowable travel expenses is the MCTC Purchase Card (P-Card). For more information on the P-Card please visit, http://www.mctc.edu/administration/business_services

Individual travelers have two general options for finalizing plans:

1. Allowable travel expenses can be paid by the MCTC Purchase Card or other means of direct billing, and the traveler can seek reimbursement for any allowable travel expenses that cannot be charged to the MCTC Purchase Card. For specific information on the travel expenses that are permissible to be paid by the Purchase Card, please see the MCTC Purchase Card Policies and Procedures.

Before the trip:

1) A Travel Authorization/Direct Billing Request Form must be completed and all required approvals obtained.

2) A General Encumbrance must be completed within Banner for all travel-related expenses, including those to be paid by the MCTC Purchase Card. The completed encumbrance number must be referenced on the original Travel Authorization/Direct Bill Request Form submitted to MCTC Business Services Accounts Payable area.

3) The original approved Travel Authorization/Direct Billing Request Form must be submitted to MCTC Business Services Accounts Payable area prior to all travel and/or any charges related to the travel being originated, including those paid by the MCTC Purchase Card.

4) A copy of the approved Travel Authorization/Direct Billing Request Form must be submitted with any purchase card receipt related to the travel. The encumbrance number must be entered in the Agency Identifier field in WVFIMS STARS for each Purchase Card transaction related to this travel.

After the trip:

1) A Travel Expense Settlement Form must be prepared for all travel. The Travel Expense Settlement Form should reference the encumbrance number created for all expenses to be reimbursed to the traveler. It must be verified that adequate funding remains on the encumbrance to cover the amount to be reimbursed to the traveler. If the available balance of the encumbrance is not sufficient, a change order must be submitted and completed to increase the balance of the encumbrance prior to the Travel Expense Settlement Form being submitted.

2) All required receipts, as listed in the Chart of Reimbursable Expenses, must be attached to the Travel Expense Settlement Form. A copy of all receipts for transactions paid by the MCTC Purchase Card or other means of direct billing must be included, with the MCTC Purchase Card transactions referencing the related Shell Record number. Original receipts are required for all other expenses.

3) The Travel Expense Settlement Form must be signed by the traveler, his or her immediate supervisor, and the appropriate Dean, Director, or Vice President for the traveler’s area.
4) The original signed Travel Expense Settlement Form and original required receipts should be submitted to MCTC Business Services Accounts Payable area.

5) The original receipts for all MCTC Purchase Card transactions should be submitted to MCTC Business Services Accounts Payable with Shell Record number reference in accordance with the applicable deadlines from current Purchase Card Policies and Procedures.

2. The traveler can pay all travel expenses personally and request reimbursement for all allowable travel expenses after the fact. The corporate travel card, a cash advance with the corporate travel card, a personal credit card, or a combination of all three can be used to pay for all allowable travel-related expenses. A Travel Expense Settlement Form would be filed upon return from the travel in order to seek reimbursement. Note: These options result in personal liability for the traveler.

Before the trip:

1) A Travel Authorization/Direct Billing Request Form must be completed and all required approvals obtained.

2) A General Encumbrance must be completed within Banner for all travel-related expenses. The completed encumbrance number must be referenced on the original Travel Authorization/Direct Bill Request Form submitted to MCTC Business Services Accounts Payable area.

3) The original approved Travel Authorization/Direct Billing Request Form must be submitted to MCTC Business Services Accounts Payable area prior to all travel and/or any charges related to the travel being originated.

After the trip:

1) A Travel Expense Settlement Form must be prepared for all travel. The Travel Expense Settlement Form should reference the encumbrance number created for all expenses to be reimbursed to the traveler. It must be verified that adequate funding exists on the encumbrance to cover the amount to be reimbursed to the traveler. If the available balance of the encumbrance is not sufficient, a change order must be submitted and completed to increase the balance of the encumbrance prior to the Travel Expense Settlement Form being submitted.

2) All original required receipts, as listed in the Chart of Reimbursable Expenses, must be attached to the Travel Expense Settlement Form. All receipts required to be submitted must be original receipts.

3) The Travel Expense Settlement Form must be signed by the traveler, his or her immediate supervisor, and the appropriate Dean, Director, or Vice President for the traveler's area.

4) The original signed Travel Expense Settlement Form and original required receipts should be submitted to MCTC Business Services Accounts Payable area.

Section 3.2 Student or Student Group Travel

Please note that travel reimbursements cannot be made directly to students. All expenses to be reimbursed would have to be paid by and reimbursed to a MCTC employee. Students or Student Groups have two general options or combination of options for finalizing plans:

1. Allowable travel expenses can be paid by the MCTC Purchase Card of the sponsoring department or by other means of direct billing as initiated by the sponsoring department. The traveling employee(s) can seek reimbursement for any allowable travel expenses that cannot be charged to the MCTC Purchase Card. For specific information on the travel expenses
that are permissible to be paid by the Purchase Card, please see the MCTC Purchase Card Policies and Procedures.

NOTE: THERE IS NO CASH ADVANCE CAPABILITY ON THE PURCHASE CARD

Before the trip:

1) A Travel Authorization/Direct Billing Request Form must be completed and all required approvals obtained. A list of all travelers, to include students, must be attached to the Travel Authorization/Direct Billing Request Form referencing the traveler’s, to include students, name and Banner ID number.

2) A single General Encumbrance must be completed within Banner for all travel-related expenses for the entire student or student group travel, including those to be paid by MCTC Purchase Card. The completed encumbrance number must be referenced on the original Travel Authorization/Direct Billing Request Form submitted to MCTC Business Services Accounts Payable area.

3) The original approved Travel Authorization/Direct Billing Request Form must be submitted to MCTC Business Services Accounts Payable area prior to all travel and/or any charges related to the travel being originated, including those paid by the MCTC Purchase Card.

4) A copy of the approved Travel Authorization/Direct Billing Request Form must be submitted with any purchase card receipt related to the travel. The encumbrance number must be entered in the Agency Identifier field in WVFIMS STARS for each Purchase Card transaction related to this travel.

After the trip:

1) A Travel Expense Settlement Form must be prepared for all travel. The Travel Expense Settlement Form should reference the encumbrance number created for all expenses to be reimbursed to the traveler (employee). It must be verified that adequate funding remains on the encumbrance to cover the amount to be reimbursed to the traveler. If the available balance of the encumbrance is not sufficient, a change order must be submitted and completed to increase the balance of the encumbrance prior to the Travel Expense Settlement Form being submitted.

2) All original required receipts, as listed in the Chart of Reimbursable Expenses, must be attached to the travel settlement form. A copy of all receipts for transactions paid by the MCTC Purchase Card or other means of direct billing must be included, with the MCTC Purchase Card transactions referencing the related Shell Record number. Original receipts are required for all other expenses.

3) The Travel Expense Settlement Form must be signed by the traveling employee requesting the reimbursement, his or her immediate supervisor, and the appropriate Dean, Director, or Vice President for the traveler’s area.

4) The original signed Travel Expense Settlement Form and original required receipts should be submitted to MCTC Business Services Accounts Payable area.

5) The original receipts for all MCTC Purchase Card transactions should be submitted to MCTC Business Services Accounts Payable with Shell Record number reference in accordance with the applicable deadlines from current Purchase Card Policies and Procedures.

2. The traveling employee(s) can pay all allowable travel expenses personally and request reimbursement after the fact. The corporate travel card, a cash advance with the corporate travel card, a personal credit card, or a combination of all three can be used and a Travel Expense Settlement Form filed upon return from the travel to request reimbursement. Note: These options result in personal liability for the traveler.
Before the trip:

1) A Travel Authorization/Direct Billing Request Form must be completed and all required approvals obtained. A list of all travelers, to include students, must be attached to the Travel Authorization/Direct Billing Request Form referencing the traveler’s, to include students, name and Banner ID number.

2) A single General Encumbrance must be completed within Banner for all travel-related expenses. The completed encumbrance number must be referenced on the original Travel Authorization/Direct Bill Request Form submitted to MCTC Business Services Accounts Payable area.

3) The original approved Travel Authorization/Direct Billing Request Form must be submitted to MCTC Business Services Accounts Payable area prior to all travel and/or any charges related to the travel being originated.

After the trip:

1) A Travel Expense Settlement Form must be prepared for all travel. The Travel Expense Settlement Form should reference the encumbrance number created for all expenses to be reimbursed to the traveler (employee). It must be verified that adequate funding exists on the encumbrance to cover the amount to be reimbursed to the traveler. If the available balance of the encumbrance is not sufficient, a change order must be submitted and completed to increase the balance of the encumbrance prior to the Travel Expense Settlement Form being submitted.

2) All original required receipts, as listed in the Chart of Reimbursable Expenses, must be attached to the Travel Expense Settlement Form. All receipts required to be submitted must be original receipts.

3) The Travel Expense Settlement Form must be signed by the traveling employee requesting the reimbursement, his or her immediate supervisor, and the appropriate Dean, Director, or Vice President for the traveler’s area.

4) The original signed Travel Expense Settlement Form and original required receipts should be submitted to MCTC Business Services Accounts Payable area.

Section 3.3 Candidate (Interviewee) Travel

Candidates (Interviewees) must follow the same travel reimbursement guidelines as those associated with any other individual employee travel. Direct billing for those expenses allowable to be charged to the MCTC Purchase Card can be made utilizing the MCTC Purchase Card of the sponsoring department. If another means of direct billing is required to invoice MCTC directly, the sponsoring department can initiate all required approvals. All required paperwork must be submitted and all related current policies and procedures followed. For specific information on the travel expenses that are permissible to be paid by the Purchase Card, please see the MCTC Purchase Card Policies and Procedures.

Section 3.4 International Travel

International travel follows the same procedures as other individual employee travel with the following requirements added:

- The Travel Request/Direct Billing Authorization Form must be signed by the Vice President for Finance/CFO in addition to all other required signature approvals.

- The expense account must be completed in US dollars. In the event that expenses were incurred in more than one currency, the traveler must provide a worksheet showing how the total amount to be reimbursed was calculated.

- It is necessary for the traveler to obtain written currency exchange rates from the contracted travel agency or GSA rate chart to accompany their calculations.
Section 3.5 Consultant/Contractor Travel

Consultants/Contractors have the following options available for payment of their travel expenses, however every effort must be made for all expenses to be included in the consulting/contractual agreement and in any agreed upon fees. Departure from this method will require written authorization from the Vice President for Finance/CFO.

1) The consultant/contractor should include all travel expenses in the consulting/contractual agreement and in any agreed upon fees that will be paid directly to the consultant/contractor.

2) If approval is granted by the Vice President for Finance/CFO, the consultant/contractor can seek reimbursement from MCTC following the outlined procedures for individual employee travel. The consultant/contractor must follow all MCTC travel regulations and procedures as outlined in the individual employee travel procedures.

SECTION 4
PERSONAL TRAVEL IN CONJUNCTION WITH BUSINESS TRAVEL

Section 4.1

When personal travel is combined with business travel, a clear distinction must be made to separate the two types of travel. Direct billing of expenses is not permissible in all cases where personal travel is involved.

The personal travel dates must be specified on the Travel Expense Settlement Form.

SECTION 5
PURCHASE CARD

Section 5.1

MCTC participates in the State of West Virginia Purchase Card program. This card is available to all employees of the college who are appointed to faculty, staff or administrative permanent positions. Part-time temporary employees, student assistants, extra help, consultants, contractors, and others who are not considered "employees" are not eligible to apply for a MCTC Purchase Card.

Cash advances cannot be obtained using the Purchase Card. Information about the Purchase Card and specific MCTC and State of West Virginia requirements can be found at the MCTC Business Services web site at http://www.mtc.edu/administration/business_services

Lost or Stolen Cards: Immediately report lost or stolen MCTC Purchase Cards to the financial institution and the MCTC Purchase Card Coordinator. (Christie Chaffin at (304) 996-3853).
- To report a card lost or stolen call 1-800-790-7206 or 1-800-VISA911.
- The cardholder must notify the financial institution within 24 hours to limit cardholder liability.
- The cardholder must submit a maintenance form to the MCTC Purchase Card Coordinator for all lost or stolen cards.
SECTION 6
UNITED BANK CORPORATE TRAVEL CARD

Section 6.1

MCTC participates in the State of West Virginia Corporate Travel Card program.

The CORPORATE TRAVEL CARD is available to all employees of the MCTC who are appointed to faculty, staff or administrative permanent positions. Part-time temporary employees, student assistants, extra help, consultants, contractors, and others who are not considered "employees" are not eligible for the corporate travel card. This card is issued in the name of the individual traveler and it is the PERSONAL RESPONSIBILITY OF THE CARDHOLDER to pay for charges on the card.

Cash advances can be obtained at Automated Teller Machines (ATM) using the corporate travel card. Information concerning our corporate business travel card can be found at the MCTC Business Services web site at: http://www.mtc.edu/administration/business_services

General Customer Service & Reporting Lost/Stolen Card:
Inside U.S.A
1-866-661-4234 during regular business hours
After business hours 1-800-556-5678

SECTION 7
ADDITIONAL INFORMATION

Each trip may have unique requirements.

The State of WV Purchase Card Policies and Procedures and the MCTC Purchase Card Procedures should be referred to in determining what allowable travel expenses are permissible to be paid by the Purchase Card.

Please contact Christie Chaffin at (304) 696-3853, Butch Burriss at (304) 696-3863, or Katherine Chaffin at (304) 696-3864 in MCTC Business Services for specific questions or additional information and guidance.
<table>
<thead>
<tr>
<th>Travel Item</th>
<th>Reimbursable Amount</th>
<th>Receipt Required for Personal Reimbursement*</th>
<th>1BOG Policy Section</th>
<th>Purchase Card Eligible?</th>
<th>Comments</th>
<th>Documentation Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air, Commercial Airlines</td>
<td>Actual Expense</td>
<td>Y</td>
<td>5.1.1</td>
<td>Y</td>
<td>The least expensive fare using the most logical and direct route should be chosen. A written comparison from a contracted travel agency is required if the airfare is booked outside of the contracted travel agency. Reimbursement is limited to the lesser of the actual expense or the contracted travel agency price.</td>
<td>A passenger coupon, E-ticket receipt, or a copy of the commercial airline ticket is required for all portions of the flight(s).</td>
</tr>
<tr>
<td>Air, State Owned</td>
<td>Actual Expense</td>
<td>Y</td>
<td>5.1.2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air, Charter Aircraft</td>
<td>Actual Expense</td>
<td>Y</td>
<td>5.1.2.2</td>
<td></td>
<td>Must be authorized by the MCTC President.</td>
<td></td>
</tr>
<tr>
<td>Airline Baggage Charges</td>
<td>Actual Expense</td>
<td>Y</td>
<td>5.1</td>
<td>Y</td>
<td></td>
<td>The receipt as printed and available must be submitted for each portion of the flight requiring additional baggage charges.</td>
</tr>
<tr>
<td>Baggage Storage</td>
<td>See M&amp;E rate</td>
<td>N (if &lt; $75)</td>
<td>9.1b</td>
<td>N</td>
<td>This is the baggage storage between appointments, and between hotels and meeting places.</td>
<td></td>
</tr>
<tr>
<td>Baggage Handling</td>
<td>See M&amp;E rate</td>
<td>N/A</td>
<td>9.1a</td>
<td>N</td>
<td>Included in the Incidental Expenses of Meals &amp; Incidental Expenses rate as governed by the appropriate GSA per diem rate.</td>
<td></td>
</tr>
<tr>
<td>Bus, City</td>
<td>Actual Expense</td>
<td>See Documentation Requirements</td>
<td>5.2.1.5</td>
<td>Y</td>
<td>The least expensive fare using most logical and direct route should be chosen.</td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
</tr>
<tr>
<td>Bus, Intercity</td>
<td>Actual Expense</td>
<td>See Documentation Requirements</td>
<td>5.2.1.5</td>
<td>Y</td>
<td></td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
</tr>
<tr>
<td>Cash Advance Fees from an ATM</td>
<td>Actual Expense</td>
<td>Y</td>
<td>10.3</td>
<td>N</td>
<td>Reimbursement of this expense is eligible only if the traveler is in a travel status for a minimum of 2 consecutive days on official business.</td>
<td></td>
</tr>
<tr>
<td>Currency conversion</td>
<td>Actual Expense</td>
<td>N (if &lt; $75)</td>
<td>9.1e</td>
<td>N</td>
<td>The exchange rate and the details of any currency conversion charges must be provided in writing.</td>
<td></td>
</tr>
<tr>
<td>Gratuity, Maid Service</td>
<td>See M&amp;E rate</td>
<td>N/A</td>
<td>9.1</td>
<td>N</td>
<td>Included in the Incidental Expenses of Meals &amp; Incidental Expenses rate as governed by the appropriate GSA per diem rate.</td>
<td></td>
</tr>
<tr>
<td>Lodging, Single Occupancy</td>
<td>Actual daily rate including tax</td>
<td>Y</td>
<td>6</td>
<td>Y</td>
<td></td>
<td>An itemized detailed receipt/invoice is required for all charges.</td>
</tr>
<tr>
<td>Lodging, Multiple Occupancy by MCTC employees on business mission</td>
<td>Actual daily rate including tax</td>
<td>Y</td>
<td>6</td>
<td>Y</td>
<td>It is recommended that each traveler request an individual bill and seek reimbursement.</td>
<td>An itemized detailed receipt/invoice is required for all charges.</td>
</tr>
<tr>
<td>Lodging, Multiple Occupancy with non-MCTC Employee</td>
<td>Single room rate including tax OR 80% of double room rate</td>
<td>Y</td>
<td>6</td>
<td>Y</td>
<td>If claiming single room rate rather than 80%, written documentation must be provided.</td>
<td>An itemized detailed receipt/invoice is required for all charges.</td>
</tr>
<tr>
<td>Travel Item</td>
<td>Reimbursable Amount</td>
<td>Receipt Required for Personal Reimbursement*</td>
<td>IBOG Policy Section</td>
<td>Purchase Card Eligible?</td>
<td>Comments</td>
<td>Documentation Requirements</td>
</tr>
<tr>
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</tr>
<tr>
<td>Meals and Incidents, Overnight stay</td>
<td>Actual costs up to the Authorized Daily Rate (ADR) established by the General Service Administration (GSA)</td>
<td>N (unless on guardian travel)</td>
<td>7</td>
<td>N</td>
<td>See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate (Maximum reimbursable amount for day of departure and day of return is 75% of allowable rate)</td>
<td></td>
</tr>
<tr>
<td>Meals and Incidents included in other charges such as registration fees</td>
<td>Meal Allowance per day is reduced if meals are included in other expenses per the breakdown specified in the BOG policy</td>
<td>N (unless on guardian travel)</td>
<td>7.2</td>
<td>N</td>
<td>See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate</td>
<td></td>
</tr>
<tr>
<td>Meals and Incidents, without overnight stay and returning 2 or more hours after the normal work day</td>
<td>Actual costs for breakfast, lunch, and dinner if in travel status.</td>
<td>N (unless on guardian travel)</td>
<td>7.3.2</td>
<td>N</td>
<td>See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate</td>
<td></td>
</tr>
<tr>
<td>Meals and Incidents, without overnight stay and leaving 2 or more hours before the normal work day</td>
<td>Actual costs for breakfast up to the ADR, actual costs for lunch if traveler in travel status at lunch time.</td>
<td>N (unless on guardian travel)</td>
<td>7.3.1</td>
<td>N</td>
<td>See <a href="http://www.gsa.gov">www.gsa.gov</a> for Allowable Daily Rate</td>
<td></td>
</tr>
<tr>
<td>Parking, Garage or Meter</td>
<td>Actual Expense</td>
<td>See Documentation Requirements</td>
<td>9.1c</td>
<td>Y</td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
<td></td>
</tr>
<tr>
<td>Public Transit</td>
<td>Actual Expense</td>
<td>See Documentation Requirements</td>
<td>9</td>
<td>Y</td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td>Actual Costs</td>
<td>Y</td>
<td>8</td>
<td>Y</td>
<td>The required receipt must be an official receipt as provided by the conference sponsor. If paid by MCTC Purchase Card, the receipt must meet MCTC Purchase Card guidelines.</td>
<td></td>
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<tr>
<td>Taxi</td>
<td>Actual Cost if related to travel between business functions</td>
<td>See Documentation Requirements</td>
<td>9</td>
<td>Y</td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
<td></td>
</tr>
<tr>
<td>Telephone Calls, Business Related</td>
<td>Actual Cost</td>
<td>See Documentation Requirements</td>
<td>9.1d</td>
<td>Y</td>
<td>If the employee receives a cellular phone stipend from MCTC this reimbursement may be disallowed.</td>
<td></td>
</tr>
<tr>
<td>Telephone Calls, Personal</td>
<td>Up to $3.00</td>
<td>N</td>
<td>9.1g</td>
<td>N</td>
<td>A traveler may be reimbursed for 1 personal call per day on overnight stays, and 1 personal call on one day trips if plans are changed. If the employee receives a cellular phone stipend from MCTC this reimbursement may be disallowed.</td>
<td></td>
</tr>
<tr>
<td>Tolls, Road and Bridge</td>
<td>Actual Cost</td>
<td>See Documentation Requirements</td>
<td>9.1c</td>
<td>Y</td>
<td>If paid for using the Purchasing Card, a receipt meeting MCTC Purchase Card guidelines is required. If this is to be a personal reimbursement, a receipt is not required if charges are less than $75.</td>
<td></td>
</tr>
<tr>
<td>Travel Item</td>
<td>Reimbursable Amount</td>
<td>Receipt Required for Personal Reimbursement</td>
<td>IBOG Policy Section</td>
<td>Purchase Card Eligible?</td>
<td>Comments</td>
<td>Documentation Requirements</td>
</tr>
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<tr>
<td>Vehicles, Rental (More than 3 but less than 5 occupants)</td>
<td>Actual costs - daily rate for full size car, fuel and mileage charges</td>
<td>Y</td>
<td>5.2.1.3</td>
<td>Y</td>
<td>Questions regarding any current rental car contract should be directed to MCTC Business Services Purchasing area.</td>
<td>An itemized receipt is required that details the amount of car rental and mileage charges or fees.</td>
</tr>
<tr>
<td>Vehicles, Rental (3 or fewer occupants)</td>
<td>Actual costs - daily rate for mid-size or small car, fuel and mileage charges</td>
<td>Y</td>
<td>5.2.1.3</td>
<td>Y</td>
<td>The use of UB Corporate Travel Card will provide for collision coverage - if any other payment means is used, collision coverage should be purchased.</td>
<td>An itemized receipt is required that details the amount of car rental and mileage charges or fees.</td>
</tr>
<tr>
<td>Vehicles, Privately owned</td>
<td>Reimbursement at Current MCTC Mileage Rate</td>
<td>N</td>
<td>5.2.1.2</td>
<td>N</td>
<td>Effective 07/01/08 - 5.415 per mile</td>
<td></td>
</tr>
<tr>
<td>Vehicles, State owned</td>
<td>N/A</td>
<td>N/A</td>
<td>5.2.1.1</td>
<td>N</td>
<td>Make arrangements with MU parking and transportation office.</td>
<td></td>
</tr>
</tbody>
</table>

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