

GRAYS HARBOR COLLEGE
Administrative Procedure

TRAVEL REIMBURSEMENT

Page 1 of 1

Administrative Procedure Number: 502.02

Date adopted 4/25/06; Revised 5/13/14, 2/2/15, 3/20/20, 6/14/22

TRAVEL REIMBURSEMENT

1. In order to receive reimbursement at the conclusion of travel, the employee must submit a completed Expense Report and attach all receipts.
 - a **Receipts are required to obtain reimbursement for lodging.**
 - b If you are not claiming meals, or if any meals were provided as part of the registration fee, **do not** enter those meals in the Expense Report.
 - c The per diem rate is determined by the location of travel. Meal rates for each state are based on Federal standards. Current per diem rates for the State of Washington 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. Mileage reimbursement will be the lesser of the distance between an employee's permanent work station and temporary station or home and temporary station. This can be 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.

3. Expense Reports must be submitted within 30 days after returning from a trip. Reimbursement will be processed within 5 business days of receipt of the **approved** Expense Report.

Exceptions:

- Travel in the month of May must be submitted no later than the first week of June.
 - Travel in the month of June must be submitted upon return from the trip.
 - Contact the Business Office if travel extends past 6/30.
4. Failure to comply with GHC procedures 502.01 and 502.02 will result in delayed reimbursement or denial of travel reimbursement.