

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Fiscal Affairs 300.0000.14
SUBSECTION: Reimbursement of Expenses 335.0000.14

Transportation Costs
Policy Number: 335.0101.94

POLICY

The College shall reimburse elected and appointed officials, students, employees, and volunteers, for actual and necessary travel costs that are incurred in authorized travel to and from educational workshops, conferences, training programs, official functions, hearings, meetings, or other College activities when traveling by commercial or charter carriers. A fully itemized claim, including receipts, bills, statements, gratuities, etc., shall be submitted to the College with the reimbursement request, using the College's claim form.

The College shall reimburse authorized persons for necessary travel costs associated with traveling by motor vehicle. The College will reimburse authorized use of a personal vehicle at the current designated mileage rate of Nebraska Statutes, Section 81-1174 through 81-1177. In instances where a College or personal vehicle is not available, the College will reimburse authorized use of a rental car. In no circumstance shall the College reimburse expenses incurred for traffic or parking violations. A fully itemized claim, including receipts, bills, statements, gratuities, etc., shall be submitted to the College with the reimbursement request, using the College's claim form.

Employees are encouraged to use College vehicles for local travel. In the event a College vehicle is not available for local travel, the College will reimburse authorized use of a personal vehicle at the current designated mileage rate of Nebraska Statutes, Section 81-1174 through 81-1177. Local travel includes all trips that do not extend beyond a 15-mile radius of the employee's regular worksite. The President, or his/her designee, shall be authorized to approve reimbursement of any necessary local travel for College business.

Additionally, the College shall provide an incentive pay of .12 cents per mile to faculty members for traveling off campus to teach courses. Faculty members shall travel a minimum of 15 miles one way before they are eligible for payment of the incentive pay.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1994

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: Nebraska Statutes, Section 81-1174 through 81-1177