

## TRAVEL EXPENSES

1. Expense Voucher to be filled out for all travel reimbursements. It must be returned to BC3 within 30 days of the last day of class. If not returned within the 30 days, you may forfeit your reimbursement. This voucher will be provided by BC3 with your contract. All parts of the form must be completed with the following information, along with appropriate expense receipts:
  - a. Name, address, date, leave/return date, destination
  - b. Course name and location
  - c. Mileage
  - d. Detailed receipts for hotels, meals, and tolls
  - e. Signature and date
  - f. Reason for travel
  - g. Instructor Vendor number
  - h. An example of a properly completed travel form is attached to these guidelines.
2. Mileage reimbursed at \$.50 per mile.
3. All expense sheets received with the incorrect amount will be changed and submitted for payment as adjusted. Incorrect expense sheets will be returned to the instructor for correction.
4. The reimbursement applies only if the instructor's travel exceeds **60** miles round trip. Turnpike tolls are also reimbursable if encountered during the **60** mile round trip provided a receipt is submitted with the instructor's expense voucher.
5. Travel must exceed 50 miles one way with an enrollment of 12 or more students in order to be eligible for lodging reimbursement. BC3 will pay up to \$130.00 per day for lodging. If lodging expenses exceed the maximum limit \$130.00 per day, the Program Coordinator will need to authorize the additional expense prior to the class start date. If not preapproved, BC3 may only reimburse up to the \$130
6. Meal reimbursement is only paid with overnight stay. The maximum reimbursement per day for meals is \$35.00 with a Maximum tip of 20%
7. If the instructor arrives for start of class and there is low enrolment, the local organization/agency will be responsible for paying the instructor his/her expenses. **The instructor must make sure all parties are in agreement with these terms prior to committing to instruct the class.**
8. The program coordinator may run a class with less than 12 students if he/she deems necessary.
9. Alcoholic beverage expenses not reimbursed by the college.
6. If an instructor does not receive an expense form and feels he/she is entitled to reimbursement for an upcoming class; he/she must contact the Program Coordinator before the first day of class in order receive an expense sheet and be eligible for reimbursement.
7. All expense reimbursement forms must have valid original and detailed invoice(s) and /or Itemized receipts attached. *(Credit card statements and/or credit card slips are NOT acceptable).*