

TEACHING INSTITUTE TRAVEL POLICY

FOR EXPENSE REIMBURSEMENTS, ALL ORIGINAL RECEIPTS MUST BE INCLUDED WITH YOUR TRAVEL & BUSINESS EXPENSE REPORT. PERMISSIBLE EXPENSES ARE LISTED BELOW.

TRANSPORTATION:

Air/Rail Fare – Coach, Economy, or similar class must be used. Please include your boarding pass with your paid receipt from the airline.

Taxi and Equivalent Service – Fares, plus tolls and up to 15% tips, will be allowed if no other public transportation is available.

Personal Automobile – Travel by personal automobile is reimbursable at the rate of 55.0 cents per mile.

MEALS:

Reasonable expenses for meals and gratuities are reimbursable when traveling on authorized college business but must not exceed *\$50 per day*. If a traveler has paid for the meal(s) of a fellow employee who is also on travel status, his/her name must be included on your receipt. Expenses for alcoholic beverages will not be reimbursed under any circumstances. Please note: FIT will not reimburse additional food costs if meals are included in the conference fee.

HOTELS:

Reasonable actual lodging expense while on college business supported by receipt will be reimbursed. Incidental expenses, such as room service, movies, laundry and dry cleaning, etc. will not be reimbursed.

TELEPHONE CALLS:

In addition to business-related telephone calls (made to the college), one personal telephone call per day while traveling will be reimbursed.

EXPENSES SUCH AS MEMBERSHIPS, SUBSCRIPTIONS, CD'S, DVD'S, BOOKS, SUPPLIES, OR SHIPPING WILL NOT BE REIMBURSED.

For further questions, please call Celia Baez, x7-4064, or refer to the Employee Policy Manual published by FIT – Human Resources.