Employees shall be reimbursed for reasonable and necessary expenses incurred in performing their duties in accordance with these procedures. Unless otherwise referenced herein, reimbursement will be made for travel outside the boundaries of the Houston Community College service area.

All travel must be pre-authorized, in writing, prior to travel in order to receive reimbursement. If prior approval is not received prior to commencement of the travel, reimbursement may be denied. Once travel is complete, the Request for Reimbursement of Travel Expenses should be completed and submitted to the employee’s supervisor within 14 days.

ALLOWABLE EXPENSES

The following list of allowable expenses is intended to provide examples of common travel-related expenses, but is not intended to be inclusive of all allowable expenses during an authorized trip. Receipts are required for all expenses unless otherwise indicated.

1. **Meals**

   Actual expenses for meals, not to exceed $40 per diem per employee. Receipts for meals are not required unless indicated herein. If an employee pays for a meal of another employee who has also received proper approval for the trip, the employee must list the name of the other employee on the receipt. Meal reimbursements are allocated as follows for travel occurring during the times indicated in parentheses:

   Breakfast (6:00 a.m. to 10:00 a.m.) $8
Lunch (11:00 a.m. to 2:00 p.m.) $12  
Dinner (5:00 p.m. or later) $20  
Total $40  

Exception: Employees will not be reimbursed for meals if the meals are included in the event. A copy of all organized events attended while traveling must be included with the employee’s expense reimbursement report.

2. **Lodging**

   Actual expenses for lodging, not to exceed the prevailing single room rate for the host city. If staying at the hotel where a conference is being held, employees will be reimbursed at the published room rate for attendees of the conference.

   The maximum duration for lodging is one night prior to the beginning of a meeting and one night subsequent to the end of the meeting. If an employee exceeds the maximum duration for lodging, the employee shall pay for the additional stay at his or her own expense. An employee may be denied reimbursement for lodging if the employee is absent from the location of the meeting for any reason not associated with HCC duties.

   HCC will issue occupancy and state tax exemption certificates. Employees are responsible for obtaining copies of these certificates for use during HCC-related travel. An employee who fails to properly notify the hotel of the HCC tax exempt status and incurs occupancy and state sales tax will be held responsible for those items.

3. **Mileage [For in-district and out-of-district travel in connection with assigned duties]**

   Mileage expense shall be reimbursed at a rate to be determined annually for employees whose duties require travel by personal automobile. The published rate, effective January 1, 2010 shall be $0.50 per mile. Mileage shall be determined using a standard computerized mapping service (ex: Mapquest, yahoo, etc.).

   An employee must be an approved driver on the Risk Management Approved Driver’s List before operating a vehicle to conduct HCC business.

4. **Parking and Tolls [For in-district and out-of-district travel in connection with assigned duties]**

   Actual expense shall be reimbursed for rental cars.
5. **Air transportation**

Actual expense at the advanced-purchase coach rate. Employees are expected to plan their travel with sufficient time to obtain the most economical rate. If the HCC approved travel agency (currently Pulse Travel Corporation) is utilized to purchase the ticket, then the Airline Ticket Request Form must be attached to the Request for Reimbursement of Travel Expenses form. Otherwise, the employee’s flight itinerary and receipt should be included with the Request for Reimbursement of Travel Expenses form. Pulse Travel Corporation can be reached at phone number (281) 531-9500.

6. **Car rental**

Actual expense for compact rate, unless multiple employees are traveling in the same vehicle, in which case mid-size rate shall be reimbursed. Employees who are traveling to the same destination are required to share transportation; more than one rental car will be reimbursed only if employees are traveling on HCC business to separate destinations, or if more than four employees are traveling by car. Liability insurance and sales tax are reimbursable; however, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable. If an employee rents a car and combines personal travel with HCC duties, the cost of the rental car is prorated on daily basis.

Actual expense of gasoline and toll charges for rental car is reimbursed. Receipts are required.

An employee should be an approved driver on the Risk Management Approved Driver’s List before operating a vehicle to conduct HCC business. If the employee is an approved driver, then the liability insurance available through the rental car agency should be purchased. If the employee is not an approved driver for HCC, then the liability insurance should be purchased.

7. **Internet use**

Actual expense for business purposes only. Must be purchased at hotel package rate.

8. **Taxi, limousine, city bus**

Actual expense. Receipts are required. Employees who are traveling to the same destination are required to share taxis and limousines; more
than one taxi or limousine for a group of employees will be reimbursed only if employees are traveling on HCC business to separate destinations, or if more than three employees are traveling.

9. **Conference registration fees**

   Not reimbursable if paid directly by the System.

10. **Telephone calls**

    Actual expense for calls (local and long distance) on official HCC business only.

11. **Freight charges to transport System equipment or material**

    Actual expense.

12. **Tips for meals**

    Actual expense but counts toward per diem total for meals, except for pre-planned group meal. Receipts required.

**UNALLOWABLE EXPENSES**

The following list of unallowable expenses is illustrative, but not inclusive of all unallowable expenses during an authorized trip. Specific questions which are not addressed herein should be referred to the office of the Vice Chancellor, Finance & Administration.

1. Gasoline, toll fees, or repair costs for personal automobiles.
2. Fines for parking or moving violations.
3. Excess baggage charges for personal belongings.
4. Any other personal expense items such as cleaning or laundry.
5. Alcoholic beverages.
6. Personal entertainment and services.
7. Meal expenses incurred when a meal was provided as part of the function.

**REPORTING EXPENSES FOR REIMBURSEMENT**

Employees are required to submit a written expense report to their supervisor using the Request for Reimbursement of Travel Expenses form. Additional approval shall be obtained from the College Operations Officer, Associate Vice Chancellor, or Vice Chancellor, as appropriate. Reports must be submitted as soon as travel is completed, but in no event later than 14 calendar days after travel is completed. Late-filed requests for reimbursement may be rejected.