Value Statement

The Austin Community College District (“ACC” or “the College”) supports the reimbursement of reasonable and necessary business expenses incurred by the College’s employees.

Administrative Rule

The College will reimburse employees for approved business expenses for communication devices, job-related mileage, and qualifying petty cash transactions.

Communication Devices

The College may require employees to use communication devices, such as cellular phones, radios, and pagers, to conduct College business when away from their assigned work location. In general, the College should fund (directly or via allowance) only one communication device per employee.

Cellular Telephones

Employees in certain positions may be authorized to receive a cellular telephone (cell phone) allowance when an employee is a critical decision maker; when the position requires extensive travel; or when a device is required to meet safety standards. Cell phones allowances should be reserved only for those employees for whom a cell phone is required for their position and who can demonstrate a legitimate business need.

All allowances are taxable income and therefore will be included in the employee’s W-2 form as taxable compensation.

The College may own and retain a limited number of cellular phones, radios, and pagers for emergency, disaster recovery, and/or other business purposes, including a shared department cell phone, and an on-call department cell phone.
Job-Related Mileage

Mileage will be reimbursed to employees who are required to travel to perform regular duties and responsibilities of their job.

Petty Cash

Petty cash funds allow for the reimbursement of minor reasonable and necessary business expenses in an efficient and cost effective manner. The use of petty cash funds should not exceed $50 per transaction. Funds can be redeemed by completing a Request for Petty Cash Reimbursement and submitting the approved form to any ACC Cashier’s office.