

## Out-of-District Travel Guidelines

**1. Cash Advances** are provided before the trip is taken and cannot be greater than 80% of the total out-of-pocket expenses. Once approved by the appropriate Budget Authority, the original copy of the Request for Travel/Travel Advance Report should be forwarded to Accounts Payable, SVC. [Only forward this form if you are requesting a cash advance. Otherwise, please keep the form and return it with your Out-of-District Travel Reimbursement Report.] The Request for Travel must be submitted to Accounts Payable at least ten days prior to the trip in order for the check to be processed and ready for pick-up or mailing before the trip. If the employee requested campus pick-up, the cashier's office will call when the check is ready. By accepting cash advance funds, the employee agrees to complete and submit to Accounts Payable an Out-of-district Travel Reimbursement Report with the appropriate Budget Authority's approval, within fourteen days of return from the trip (see number 6 below).

**2. Conference registration fees** may be paid directly or pre-paid via purchase order; **air travel** may be pre-paid by the College through ACC's travel agency, Accent Travel (338-2800).

### **3. Reimbursement for Lodging: Original receipts are required**

Lodging expenses may be billed directly to the appropriate ACC account, if the vendor agrees. Or, an employee may be reimbursed for the actual and reasonable hotel room cost at the conference or event hotel (or at another hotel at an amount that does not exceed the conference hotel rate). Employees should attempt to secure the lowest rate for which they are eligible. Tips for hotel staff are included in the per diem meal plan (see below: No. 4 line c). Employees are responsible for canceling hotel room reservations directly with the hotel. Cancellation deadlines are based on hotel policy and the local time of the hotel location. Employees will not be reimbursed for "no-show" charges; verification of cancellation, such as a cancellation number, will be necessary in the event of a billing dispute. **Note:** ACC employees on College business are exempt from paying state taxes for hotel charges within the state of Texas (and will not be reimbursed for such taxes). If a hotel requires a *Texas Hotel Occupancy Tax Exemption Certificate*, contact Purchasing at 223-1044.

### **4. Per Diem for Meals: Receipts are not required**

- a. All travelers claim per diem for meals, unless reimbursement for actual expenses has been approved in advance by the appropriate Budget Authority.
- b. For the current per diem rate for meals, refer to:  
[www.austincc.edu/busdept/payable/travel.htm](http://www.austincc.edu/busdept/payable/travel.htm).
- c. Hotel services and gratuities of 15% are included as part of the per diem meal rate.

### **5. Ground Transportation**

- a. Pre-approval by the Budget Authority is required for use of a rental car.
- b. Original receipts are required for reimbursement of ground travel expenses.

### **6. Other Travel Expenses**

Other travel expenses include any reasonable costs incurred during College-related travel, relevant to the business purpose of the trip, and approved by the budget authority. Such costs might include (but are not limited to): Internet connection fees, long-distance telephone charges, emergency repairs, or equipment rental. In addition to attaching receipts, travelers should include written documentation to explain the rationale for the expenses.

**7. Reimbursement requests must be submitted to the appropriate Budget Authority on an Out-of-District Travel Reimbursement Report within fourteen days after completion of the trip. Once Accounts Payable has received a properly completed form, reimbursement will be processed within ten working days.**

**For any other information, please refer to the Travel Administrative Rules or contact Accounts Payable.**