See COPPS
for instructions for
completing this form

Travel and Expense Authorization/Reimbursement

COLLEGE FINANCE

Part 1 Travel Request

LAST NAME	FIRST NAME	MIDDLE INITIAL	L NUMBER	TELEPHONE EXTENSION NO

DEPARTMENT	FOAP	FOAP

Conference or Trip _____

Date/Month of Expense _____

Conference Location _____

Purpose of Conference _____

_____

Registration Fee	
Per Diem	
Lodging	
Transportation	
Total Estimated Expenses	
Advance to Employee	

Approval _____ DEPARTMENT BUDGET ADMINISTRATOR DATE _____ VICE PRESIDENT/PRESIDENT DATE

All advanced funds must be accounted for
and receipts submitted with reconciliation of trip.

LODGING TO BE PAID BY LCC

Name:_____ Confirmation #: _____
Address:_____
_____
_____

REGISTRATION FEE TO BE PAID BY LCC

(PLEASE COMPLETE BOX AND ATTACH ENTIRE BROCHURE ON CONFERENCE WITH **COMPLETED** REGISTRATION FORM)

Name:_____
Address:_____
_____

Part 2 Expense Reconciliation

(Please attach **original detailed** receipts)

DATE	DESTINATION	PRIVATE AUTO MILES	Per Diem & Lodging: PER DIEM	LODGING	DAILY TOTAL

Other Expenses (not previously paid by LCC)

Registration Fees _____
Transportation _____
Parking _____
Miscellaneous (specify) _____
Total Other _____

FOR ACCOUNTING ONLY
CHECK NO. & DATE
_____
REG
_____
PP HTL
_____

x _____
(current rate)

Mileage Expenses	
Other Expenses	
Total Expenses	
Less Advances (above)	
Less Purchases Card Charges	
Funds Returned to LCC	
Reimbursement due	

I certify that the travel expense as itemized above has been made in the performance of official Grant or College duties, all in accordance with Lane Community College policy and grant requirements.

Signatures below required after reconciliation completed.

SIGNATURE OF EMPLOYEE _____ DATE
SIGNATURE OF DEPARTMENT BUDGET ADMINISTRATOR _____ DATE
SIGNATURE OF VICE PRESIDENT/PRESIDENT _____ DATE

Distribution: White, College Finance; Canary, College Finance; Pink, Originator

Travel/Expense Reimbursement

In General

Reimbursement for local monthly travel expenses may be submitted by the employee for each month or for up to a quarter year depending upon the trip frequency, expenses incurred, and the departments own rules on submitting travel reimbursement requests. Travel expenses include transportation, registration fees, and parking. Per diem and lodging will be paid for travel requiring an overnight stay. **No reimbursement will be made for alcoholic beverages, gratuities, laundry, telephone calls, hair care, shoe care, and other personal expenses unless specifically approved (as evidenced by his/her initials next to that specific dollar amount).** Budget Administrator's own travel expense must be approved by his/her supervisor.

Reimbursement is limited to the mode of travel which provides the least cost to the College. Forms may be obtained from College Finance. Per Diem rates and lodging limits will be the federal rates which can be accessed from a link on the COPPS Travel/Expense Reimbursement web page.

Specific Trip & Meeting Reimbursement

One form is used for each specific out of town trip or meeting. When requesting payment of out of pocket travel expenses, the employee must complete Part 2 of the form within 5 working days after returning from the trip or meeting. All expenses must be itemized, including those expenses for which an advance payment was received and the **original detailed receipts** must be attached according to the requirements listed below. The completed form is **submitted for approval (see below) then** sent to College Finance for processing.

Travel Advances

An advance payment may be requested if estimated out of pocket expenses are over $100 for any trip. A check for advance will be mailed by College Finance prior to the trip. An advance registration payment will be made if a completed registration form is submitted with the advance request and the registration box is completed. If commercial travel is to be prepaid or paid directly by the employee, a detailed billing, including dates, destinations, and amounts, must be included with the advance request. Employees may have only one outstanding cash advance at the time, unless there are multiple trips scheduled less than five days apart.

Purchase card purchases must be listed on reimbursement request.

EXPENSE REIMBURSEMENT REQUIREMENTS

Type of Expense	Amount/Description	Receipt Required
Business Meals		
For Others	Actual	YES
Explanation required including names of participants and purpose of the meal		
Lodging	Actual (up to lodging limit)	YES
Transportation		
Commercial	Actual ($75 & under)	NO
Commercial	Actual (over $75)	YES
Private vehicle	Current rate per mile	NO
Parking	Actual ($75 & under)	NO
Parking	Actual (over $75)	YES
Personal Expenses	Actual	
Reimbursement only in unusual circumstances; explanation is required and specific item approved by V-P must be evident.		
Registration Fees		
Receipt and copy of completed registration form specifying the cost and nature of the activity.		

Note: Original receipts are required and should be detailed vendor receipts rather than general charge card transaction slips.