

## Local Travel Procedures

Local travel includes travel within the North Texas area required to perform regular duties/responsibilities by employees. The [local travel reimbursement form](#) should be used when travel does not require an overnight stay or prepayment of a registration. Below are some guidelines for local reimbursement. For situations not addressed here, please e-mail [acctspay@collin.edu](mailto:acctspay@collin.edu).

College employees who are required to travel on college business to a location other than their primary work location are entitled to reimbursement for excess miles traveled. **Part-time faculty and faculty performing extra service/overload assignments are not eligible for local travel reimbursement.**

- Travel is reimbursed only when total miles exceed the employee's normal driving distance to and from work.
- The allowable mileage between two points is the shortest route between those two points. Utilize the [mileage chart](#) whenever possible. For trips exceeding 50 miles one way, attach a [Mapquest](#) or [Google Maps](#) (text only) documenting miles traveled. **iCollin virtual college employees should use the Plano campus as their home campus.**
- Mileage is the rate established by the U.S. General Services Administration (GSA). The rate is updated in January each year, the local travel form is updated with current rate. Employees who receive travel allowances will **NOT** be reimbursed for mileage within the DFW area.
- Parking and toll fees are reimbursable when a receipt or statement of actual expenditures **are** attached to the expense report.
- Local travel forms should contain **one** month's travel. Do not combine two or more months on one page. Utilize the local travel form provided in Workday. Complete the form online, add as an attachment to the expense report, and submit. (The Local Travel form can also be found on the Create Expense Report page in the directions for Employee Reimbursement/Local Travel.)
- For any single day – include a minimum of three locations; i.e., a starting point, a destination, and an ending location. If there are more destinations in any one day utilize the next line to complete the additional travel information. If your ending location for the day is not your home campus, deduct your usual one-way daily commute.
- Provide the street address and city in the point of travel space unless the mileage chart is used. When the mileage chart is used please provide the description from the chart.
- Approved lunch per diem meals are reimbursed at the current Texas per diem rate of **\$19.00** excluding overnight stay.

- For approved business-related meals, a receipt, a brief statement describing the business purpose of the meal, and a list of participants must be attached to the request form.
- Local Travel is reimbursed in Workday as an expense report. Choose the **Business Purpose** -- Employee Reimbursement/Local Travel. In the memo section of the Header page, add the month and year of reimbursement. Example: Local Travel July 2020.
- Budget funds must be available to cover the reimbursement.
- Final travel reimbursement requests for the current fiscal year must be in the Business Office by the second Friday of September each year. Requests received after that date will be paid from the new fiscal year budget.
- Allow ten working days for processing travel reimbursements once they are received in the Business Office.