



Local travel includes mileage driven within the North Texas area required to perform regular duties or responsibilities by college employees. Local travel may include tolls, parking, and lunch if applicable, but does not require a registration payment or overnight stay. If a registration payment or overnight stay is necessary, then the mileage would be reimbursed on a travel expense report.

Below are guidelines for local travel reimbursement. For situations not addressed here, please e-mail [acctspay@collin.edu](mailto:acctspay@collin.edu) for assistance.

- 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. Employees who receive travel allowances will NOT be reimbursed for mileage within the DFW area.**
- 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. **CHEC is the home campus for iCollin virtual college employees.**
- The mileage rate is established by the U.S. General Services Administration (GSA) and is updated each January. The local travel form is then updated with the current rate.
- Budget funds must be available to cover the reimbursement.
- Allow **ten** working days for processing travel reimbursements once they are received in the Business Office.
- 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.

#### **Directions for requesting reimbursement**

- Local Travel is reimbursed in Workday as an expense report.
  - Choose the **Business Purpose** --Local Travel.
  - In memo section of the Header page, add month and year of reimbursement.  
(Example: Local Travel April 2023)
  - Utilize the Local Travel Form as attachment for expense report. Click here for the [local travel reimbursement form](#).
    - Local travel forms should contain ONE month's travel. Do not combine two or more months on one page.
    - Complete all boxes at the top of form – Month and Year, CWID, Name, Home Campus, Commute miles, and Cost Center.
    - For any single day – include a minimum of three locations – start location, to location, and the end location. If there are more destinations in any one day, utilize the next line to complete

the additional travel information. If ending location for day is not home campus, deduct the usual one-way daily commute.

- Provide street address and city in Points of Travel space, unless the mileage chart is used. When mileage chart is used please provide description from the chart.

**Additional Reimbursements if Appropriate**

- Parking and tolls are reimbursable. These expenditures are not entered on the local travel form but entered as individual expense lines on the local travel report in Workday. A receipt must be attached to expense line showing reimbursable amount.
- Lunches may also be reimbursed. The expense type to utilize is Lunch – Local. The amount of reimbursement is determined by the current GSA rate. Lunches are added to the local travel report as an individual expense line and no receipt is required.
- Approved business-related meals can be reimbursed on the local travel report. The meal is entered with the Expense Type – Group Meal. A receipt, a brief statement describing the purpose of the meal, and a list of participants must be attached to the expense line.