

SOUTHWESTERN COMMUNITY COLLEGE	BUSINESS SERVICES TRAVEL REIMBURSEMENT	Policy 7.03.02
-----------------------------------	--	--------------------------

Pursuant to N.C.G.S. § 138-6, College employees traveling on official College business shall be entitled to standard reimbursements for the cost of transportation, food and lodging.

The mileage reimbursement rate for use of a personal vehicle shall be set as follows:

- a. Round-trip mileage less than 75 miles shall be reimbursed at a rate set by the College, which may not exceed the rate established by the Internal Revenue Service.
- b. Round-trip mileage greater than 75 miles shall be reimbursed at the rate established by the Office of State Budget Management or a lower rate established by the College.

The Board hereby delegates to the President the authority to set the mileage reimbursement rate as well as develop procedures consistent with this Policy.

Legal Citation: N.C.G.S. § 138-6

Cross Reference: Procedure 7.03.02.01 - Travel Reimbursement Procedures

Adopted: July 2011

Revised: April 22, 2014; April 26, 2016