

Anytime a Faculty or Staff member fills out a Travel Authorization form, a Travel Reconciliation form must also be completed upon return. The Reconciliation form must be submitted to the business office within 30 days of the trip completion.

Steps to fill out the Travel Reimbursement Form:

1. List the Department or Institution at the top of the form.
2. The Purpose of Travel should match employees Travel Authorization form.
3. The Budget codes will be the In state or Out-of-state travel budget codes that you will be using. For example, if the only thing on your reimbursement form is subsistence, then the only budget code required is the one for subsistence. (If you have questions regarding the budget codes, please ask your supervisor or call Tara Dillard or Heather Wood)
4. The Payee's Name and Colleague ID # is the person who traveled. Please include the Colleague ID#.
5. Date Submitted: Date form completed.
6. Period Covered: Dates traveled.
7. It is not necessary to fill out the Date of Out-of-State Travel Auth.

\*\* The remainder of the form is divided into four columns:  
Travel/Transportation/Subsistence/Other Expenses.

Column 1 and 2: Travel and Transportation. Day 1 is the date that he/she left SCC. Enter the date and under "TO" list where he/she is going and under "FROM" list SCC and the time of departure.

(1) Mode refers to the Mode of transportation. "P" stands for Private Car, "A" stands for Airplane, "O" is for other, and "R" stands for Rental. If you are using your private car then you enter the mileage for the day. If you are traveling by plane, enter the total amount of the plane ticket. If you are traveling using a rental car, list the total amount of the rental car charge, provided by the Information Center at the time of Reservation.

If you are in a personal vehicle then you must list the mileage daily. The form is updated and reflects the correct mileage amounts. **\*\* NOTE: In order to be reimbursed using your personal vehicle, you must have had prior approval from the Vice President for Financial and Administrative Services.**

If you used a rental, list the total amount of the rental in Day 1. If you list it on this reconciliation form, you will not have to prepare a separate requisition to pay for the rental.

The last day of travel you must list SCC under "TO" and the time of return.

Column 3: Subsistence. This is your meal reimbursement (for overnight travel only).

\*Breakfast – depart duty station prior to 6 a.m.

\*Lunch – depart duty station prior to Noon (day of departure) or return to duty station after 2 p.m. (day of return)

\* Dinner – depart duty station prior to 5 p.m. (day of departure) or return to duty station after 8 p.m. (day of return)

\*\*If the agenda lists breakfast, lunch, or dinner is provided then you may not claim a meal reimbursement for provided meals.

Use each day and fill in the state subsistence amounts for each meal that was not provided. The updated state rates for each meal are listed at the bottom of the travel reimbursement form.

Lodging: Enter lodging using the (H) line item. Document each night's stay on a separate line. The total at the bottom should match the lodging receipt that you receive when you check out of your hotel. (You must have this receipt. **An email confirmation when the reservation was booked will not work**).

Column 4: Other Expenses column.

In this column, you will list Registration fees, parking fees, taxi fees, etc. If SCC paid the registration fee from the Travel Advance form, you still need to include the amount in this other expense column, as it is part of the total cost of the trip.

When you have completed the form, the totals should automatically calculate at the bottom of each column. The total cost of the trip should also automatically calculate at the top right hand side of the form. The next step is to put the PCARD charges (if any) into the "Less PCARD Charge" box. Include any advance and rental car fee (regardless if the advance was to you or to a vendor for registration fees, etc.) in the next box. The Reimbursement box will automatically populate. It will reflect a dollar amount owed to you or an amount that you owe back to SCC.

Please sign the form, attach any applicable hotel receipt, car rental receipt, parking fee receipt, etc.

Send completed form to your supervisor to sign and forward forms to Accounts Payable.