

DAVIDSON-DAVIE COMMUNITY COLLEGE

Business Services

TRAVEL, TRANSPORTATION AND ALLOWANCES

PROCEDURE 6.3.4.1

In order to travel on College business, all employees must first complete the Travel Authorization and Reimbursement Form.

- A.** The employee, supervisor as designated by the Vice President or President must sign the Travel Authorization and Reimbursement Form to authorize the travel. This gives permission for the employee to be away from campus on College businesses and is required for insurance purposes.
- B.** Travel reimbursements must be reconciled and finalized within 30 days from the trip or June 30th; whichever comes first. Not doing so could result in the denial of reimbursements. Reimbursements of travel funded with state funds may not be available until the end of the month. Please use the travel reimbursement section of the form to submit original receipts.
- C.** Travel guidance is provided in a tutorial on the Business Office intranet page that explains how to fill out the Travel Authorization and Reimbursement Form as well as provide regulations for travel.

Adopted: April, 2020