

College of Southern Idaho Travel Reimbursement Policy

July 1, 2023

Transportation:

1. *Airfare* - Employees will be reimbursed for airfare at the actual cost.
2. *Private Auto* – Employees will be reimbursed 65.5 cents per mile for in state travel.
3. *Out of State Travel* – If a private automobile is used, reimbursement will be at the airfare price or 65.5 cents per mile, whichever is lower. Traveler's must get an airfare quote **before** the trip.
4. *CSI Vehicles* – CSI vehicles are to be used for official CSI business only.

Lodging:

1. The actual cost of the hotel room will be reimbursed, less phone, meal or other miscellaneous charges.

Meals:

A Per Diem rate of \$54 per day will be allowed for overnight travel on the following schedule:

Departure prior to 7:00 am	Breakfast (\$13.00)	Lunch (\$15.00)	Dinner (\$26.00)
Departure prior to 11:00 am		Lunch (\$15.00)	Dinner (\$26.00)
Departure prior to 5:00 pm			Dinner (\$26.00)

Return after 8:00 am	Breakfast (\$13.00)		
Return after 2:00 pm	Breakfast (\$13.00)	Lunch (\$15.00)	
Return after 7:00 pm	Breakfast (\$13.00)	Lunch (\$15.00)	Dinner (\$26.00)

1. Per diem is allowed at a rate of \$54 per day both in state and out of state for CSI employees. When meals are provided Per Diem will not be paid. A copy of the conference agenda or schedule of events must be attached to the travel voucher.
2. Per Diem for students on official CSI business will be allowed up to \$54 per day for in state and out of state Per Diem. Employees distributing funds to students for Per Diem must turn in documentation with the student's signature acknowledging receipt of Per Diem funds.
3. Per diem will not be paid unless the employee or student is staying overnight at their destination.
4. An itemized receipt is required for all reimbursements. Credit card slips with totals are not sufficient documentation.
5. Excessive claims will be sent back to the supervisor with a request for a written explanation of the costs.
6. No expenses for alcohol will be reimbursed.

Other:

1. A maximum tip of 18% will be allowed. Per Diem payments are inclusive of tips.
2. All claims other than Per Diem and mileage must be supported by **itemized receipts**.
3. Travel vouchers must be totaled with all receipts attached and signed by the appropriate supervisor with the complete fund-department-account filled in. Incomplete vouchers will be returned to the employee.
4. Requests for reimbursement must be turned in at least monthly or within 30 days of the last day of travel.