

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. ~~Said reimbursements shall be based on the rates as then set by N.C.G.S. § 138-6. Employees should consult with their respective Vice President for questions regarding specific amounts.~~

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**