

Expense Allowances

It is the policy of NCCC to reimburse employees for properly documented and submitted reasonable out-of-pocket expenses provided for in this policy while traveling on authorized College assignments or while engaged in authorized College business.

Travel

All travel that will require reimbursement of expenses must be approved in advance in writing by the appropriate Vice President and/or President. Employees traveling in groups should submit an individual travel expense report when practicable. Employees must provide receipts for all expenses except per diem meals. Reimbursable College business related expenses while traveling does not include additional charges for personal items such as movies, laundry service or gym use.

While traveling on authorized College assignments, Employees may choose between receiving per diem payment for meals or being reimbursed for meal expenses with receipt support as provided below. When traveling the employee must choose one method of meal payment, not a combination of methods per trip. No receipts are required for those choosing per diem.

Per Diem Choice

Employees choosing per diem payment for meals will receive the Wichita federal per diem rate effective March 1 each fiscal year. When travel does not involve the entire day the amount will be prorated by the number of meals needed during travel. For each meal needed during travel the employee will receive one-third of the Wichita federal per diem rate.

Meal Receipts

As a guideline for those choosing to be reimbursed for meals or using college credit cards, meal expenses should be kept within the Wichita federal per diem rate when practicable. To be eligible for meal reimbursements an employee's job must require that they be away from their usual place of employment according to the following schedule:

Breakfast – 5:00 a.m. to 10:00 a.m.

Lunch – 10:01 a.m. to 4:00 p.m.

Dinner – 4:01 p.m. to 12:00 a.m.

Employees seeking reimbursement or using a college credit card for meals must provide receipts. Alcohol is not an allowable expense. The receipt should contain the reason for the travel, the meal, and those individuals included on the receipt.

Tips

Reasonable tipping at restaurants and for other services is permissible. Employees should be mindful of restaurant tipping policies, especially when traveling with large groups where tips may be automatically added to the bill. Unless automatically added to the check, employees should not tip more than 20% of the total bill under any circumstance.

Conferences

Employees are not to claim per diem or meal reimbursement for times when meals are provided for by the host or as part of a registration fee. Any other expenses incurred such as between meal snacks, personal phone calls, movies, etc. will not be reimbursed.

Registration Fees – Advance registration fees will be paid directly by the college when requested and approved. Authorized registration fees paid by employees will be reimbursed when requested on the expense report.

Student Travel

Coaches and sponsors may request a college credit card (when available), cash advance, or reimbursement or any combination thereof. The per diem rate may be less than the Wichita federal meal rate at the discretion of the coach or sponsor in consultation with their supervisor. Receipts are required unless the per diem method is chosen.

If students receive meal money individually the per diem method requires a roster with each student listed that received meal money and the amount they received signed by the student recipient.

Procedure

Employees shall submit written claims for reimbursement within six (6) business days from the date of the claim accrued or the date of return from authorized travel, whichever is later. Claims shall be on forms provided by the College and all required receipts and itemization shall be submitted. Expenses that are not College business related or are deemed inappropriate as determined by the Chief Financial Officer of the College will be disallowed.

Amended 5/17/99 effective 7/01/99, revised 3/12/15, 3/14/17