

Acct. #: \_\_\_\_\_

## Critical Thinking in Leadership Travel Expense Report

Date: \_\_\_\_\_ Name: \_\_\_\_\_ SS#: \_\_\_\_\_

Date(s) Covered by this Report: \_\_\_\_\_ to \_\_\_\_\_, 20\_\_

Location of Trip: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

STATEMENT OF EXPENSES	TOTAL
<b>Lodging</b> (\$85 per day, receipts required) Tax Exempt forms for hotels stays related to this activity may be accessed at the link below and must be used as the college will not reimburse state hotel occupancy tax.	
<b>Registration Fees</b> (receipts required)	
<b>Meals</b> Receipts must be attached and you will be reimbursed for the total up to \$30 per day. See detail for times.	
<b>Airfare</b> (receipts required)	
<b>Mileage</b> _____ @ .485 per mile = _____ You must use the Texas Mileage Guide and reimbursement will match the city to city payment reported on the TMG. Please attach a copy to reimbursement form. <a href="http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp;jsessionid=0000XH_3gPUxe6S15d2dOAITjWH:-1">http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp;jsessionid=0000XH_3gPUxe6S15d2dOAITjWH:-1</a>	
<b>Rental Car</b> (receipts required)	
<b>Taxis/Toll Roads/ Parking Fees</b> (receipts required)	
<b>Other Expenses</b> (Please list. Receipts required)	
<b>Total Trip Expenses</b>	

**Make check payable to:** \_\_\_\_\_

Mail reimbursement to:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Please mail this completed form and any required receipts to:  
**Glynis Holm Strause, Coastal Bend College**  
**3800 Charco Road, Beeville, Texas 78102**

# Critical Thinking in Leadership

## Guidelines for Travel Expenses

The following are the travel expense guidelines for the 2007-2008 Critical Thinking in Leadership Expenses. The CTL Expense Report should be submitted with appropriate receipts to Project Director, Glynis Holm Strause within two weeks of each approved activity to assure a timely reimbursement.

The following trip expenses are eligible for reimbursement:

- ◆ Lodging reimbursement requires an itemized hotel bill at a per diem of not more than \$85 (exceptions approved by Glynis Holm Strause). State tax will not be reimbursed. Therefore, the applicant should present a “Hotel Occupancy Tax Exemption Certificate” at the time of hotel registration.  
[http://vct.coastalbend.edu/content/index.cfm/fa/viewpage/category\\_id/2855.htm](http://vct.coastalbend.edu/content/index.cfm/fa/viewpage/category_id/2855.htm)
- ◆ Travel is reimbursed for airfare or private vehicle (\$.485 per mile) to and from the city of departure and the city of destination calculated using the State Comptroller’s Mileage Website,  
[http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp;jsessionid=0000XH\\_3gPUxe6S15d2dOAITjWH:-1](http://ecpa.cpa.state.tx.us/mileage/Mileage.jsp;jsessionid=0000XH_3gPUxe6S15d2dOAITjWH:-1) The participant may be reimbursed for mileage that exceeds what is listed on the website if the additional mileage is itemized on a point-to-point basis. Other travel expenses (i.e., airport parking and taxi or shuttle) qualify for reimbursement. Valet parking is discouraged unless that is the only parking available. Rental car expense will qualify for reimbursement with prior approval of the Project Director. It is recommended that you use a compact or full size car. A van may be rented for 5 or more to travel. Receipts are required.
- ◆ Meals are reimbursed at a per diem of no more than \$30. **Receipts are required** for reimbursement. The \$30 per diem allowance is allocated based on the time the employee leaves campus.
  - ◆ If departure from the city limits or airport is before 8:00 a.m. or return is after 8:00 a.m. you may submit a receipt for breakfast.
  - ◆ If departure from the city limits or airport is before noon or return is after 1:00 p.m. you may submit a receipt for lunch.
  - ◆ If departure from the city limits or airport is before 5:00 p.m. or return is after 7:00 p.m. you may submit a receipt for dinner.
- ◆ Please keep a copy of your submitted CTL Travel Expense Report for your records.
- ◆ A completed CTL Travel Expense Report with required receipts should be mailed to:

***Glynis Holm Strause, Coastal Bend College  
3800 Charco Road, Beeville, Texas 78102***