



## **305 POLICY - Reimbursement of Travel Expenses**

### **305.1 Statement of Policy**

Claims for travel expenses which are incurred while on official state business and are reimbursable under the state Travel Reimbursement Act, [74 O.S. (1991) § 500.1 et seq.], as amended, must be submitted on the claim form required by the Act and will be paid in accordance with the Act. In the absence of a statute governing payment of travel expenses for student athletes and other student activities, Redlands Community College will pay travel expenses for student athletes and other students participating in student activities according to the guidelines published in the Procedures section of the Policies and Procedures Manual.

Adopted 1988  
Revised 1991  
Revised February 2001



## **305 PROCEDURE - Reimbursement of Travel Expenses**

### **305.1:1 Reimbursable Expenses**

Claims for travel expenses which are incurred while on official state business and are reimbursable under the state Travel Reimbursement Act [74 O.S. (1991) ~ 500.1 et seq.], as amended, must be submitted on the claim form required by the Act and will be paid in accordance with the Act.

### **305.1:2 Report of Expenses**

A report of expenses incurred during the trip must be prepared by the employee and submitted to the Business Office within two business days after the completion of the trip. The Redlands Community College Business Office shall develop and maintain the necessary forms and the reports of trip expenses which are prepared upon completion of the trips.

Adopted 1988

Revised February 2011

Revised November 2015

Revised October 2018