



<b>Title:</b> Travel Expense Report		<b>Policy/Procedure Number:</b> 140
<b>Division/Department:</b> Accounting		<i>Daniel S. Smith</i>
<b>Written By:</b> Accounting Dept.		<b>Approved By:</b>
<b>Effective Date:</b> 2/2007	<b>Revised Date:</b> 2/2011	

### Policy Statement

Legitimate business expenses incurred by BASC employees while traveling on BASC business will be reimbursed upon completion by the employee of the Travel Expense Report and Request for Reimbursement and subsequent approval by the employee's supervisor of the claimed expenses.

### Procedure

1. Any legitimate business expenses incurred by BASC employees while traveling on BASC business will be reported by the employee on the Travel Expense Report and Request for Reimbursement (expense report) and will be reviewed for approval by the employee's supervisor.
2. Travelers should retain and submit all receipts for: hotel, air/rail, car rental, or any miscellaneous expenses.
3. Use of the BASC company credit card:
  - a. Travel-related company credit card receipts shall be copied and the copies attached to the expense report.
  - b. BASC credit card receipt originals shall be encoded with the appropriate expense account number(s) and submitted to the Accounting Office with the individual's monthly credit card statement.
4. Meal reporting:
  - a. Retain all meal receipts.
  - b. The per diem amounts listed below may be used without receipts. However, expenses exceeding per diem amounts must be documented by receipts.

Breakfast	\$7.00 each
Lunch	\$10.00 each
Dinner	\$20.00 each

5. Mileage reporting:  
The current rate for business mileage available from the IRS is included on the expense report. If unsure of current rate (e.g., your trip spans two tax years), call Accounting at 2558.
6. Miscellaneous expenses:  
Miscellaneous expenses incurred during travel (e.g., materials, class registrations, etc.) shall be noted and explained in the bottom section of the expense report. An account number shall be provided to allocate these non-travel-related expenses.
7. Print the completed form, attach original personal receipts, and attach copies of any company credit card receipts.
8. Provide the required signatures on the report.
9. Send an electronic copy of the completed spreadsheet to the BASC Executive Administrative Assistant.
10. The signed expense report must be forwarded to the Accounting Office. A check for reimbursement will be cut with the next normal weekly check run on the Wednesday following submission unless specifically requested otherwise.