American Association of Community Colleges
Expense Reimbursement Instructions

Purpose
The Expense Reimbursement Report was designed to initiate reimbursement for all types of expenses incurred by employees, directors, and others and for reporting expenses and settlement of cash advances. Personal reimbursements will not be processed without this form. It should not to be used for any other purpose. The report is intended to gather all information required by government regulatory agencies, donor funding agreements and the AACC Finance Dept.

General Instructions
The form is intended to be completed electronically. All supporting documentation should be stapled to the form in the order in which items appear. The person incurring the expense(s) must sign the original form, thereby accepting responsibility for the accuracy and appropriateness of the expenditures. Non-employees should send completed Expense Reimbursement Forms, with required documentation, to the AACC employee most directly accountable for the expenses incurred. Approval of the expense report represents acceptance of the business purpose, coding and transaction descriptions of the expenditure(s) relative to AACC policies and underlying donor / grantor agreements.

The following instructions are provided to assist in completion of the form:

ID Information: Employees may enter just their full name. Others should enter all of the requested contact and payment information.

Business Purpose: A description of the business purpose should be sufficient to explain travel and other expenditure(s) to the approver of the request AND to potential auditors and regulatory agencies. The Controller or CFO will be the final authority regarding the sufficiency of business purpose descriptions.

Date: Date of the actual expenditure.

Location: Location in which the actual expenditure(s) were incurred, taken from GSA tables (www.gsa.gov)

Amounts: U.S. dollars only. If foreign transactions were incurred, please provide conversion information on the page or separately.

Meals: Individual meals are reimbursable on a per diem basis at the published GSA meal rate for the location to be found at www.GSA.gov. The rate from the table includes tips for AACC purposes. No receipts are required for per diem reimbursement. Reimbursement is not allowed for meals provided by AACC or others included as part of a meeting or event.

The GSA rate for Washington, D.C. is $12 for breakfast, $18 for lunch, and $36 for dinner.
**Other Food & Beverage** This section does not apply.

**Hotel / Tips:** Hotel costs are reimbursable based upon actual costs. Tips for hotel staff are reported on a separate line. Other reimbursable costs incurred on hotel bills such as parking may be reported in the Other Expenses section of the form.

**Travel:** Travelers should use an appropriate form of travel to fit individual circumstances. Air and rail fare must be at coach/economy rates unless prior approval is received. **Personal auto mileage is reimbursable at the current GSA approved rate, but it may not exceed economy airfare for the same travel itinerary.**

Note: If you are claiming mileage, you will need to submit a Map Quest showing your point of origin and destination with miles as back-up for mileage reimbursement.

Parking costs should be reported separately. **Reimbursement for actual gasoline charges for personal auto use is not permitted** since it is included in the GSA mileage rate.

**Rental Cars:** AACC will not reimburse expenses for rental cars unless there is no other form of transportation available and prior approval is received from the AACC staff contact before commencing travel.

**Honoraria:** This section does not apply.

**Other Expenses:** This section does not apply.

**Receipts:** Original receipts for any expenses of $25 or more (other than meals per diem) needs to accompany the travel expense reimbursement report for processing.

**Account Coding:** AACC staff is responsible for the specifying accounting codes.