

Convergence Technology Center Working Connections 2010 Travel Reimbursement Guidelines

Working Connections 2010 travel reimbursements are available only to approved educators. You are personally responsible for following these guidelines. Collin College reimbursable expenditures include:

Mileage: The allowable mileage between two points is the shortest route between those two points. Mileage will not be reimbursed above what the state mileage charts allow. Mileage is reimbursed at \$.50 per mile. Mileage reimbursement will be paid to the driver only. In the event someone chooses to drive to a destination versus flying, the college will only reimburse the cheapest fare. For instance, if it is going to cost \$150 to fly round trip to San Antonio, and mileage would be \$250, you would only be reimbursed the \$150.

A print out of your route, using google maps or mapquest, must be submitted with your travel reimbursement request.

Hotel: The hotel reimbursement is not intended for those who live within an hour of the college. The hotel charges are reimbursable if the attendee would normally stay in a hotel when taking training at Collin College Spring Creek Campus.

It is up to the individual to book a hotel room. The hotels listed below are suggested hotels located close to the event. If another hotel is chosen, it is expected that the cost will be comparable to the hotels listed here.

Here are some recommended hotels in **Frisco, TX** that are 5 miles or less from the **Collin College Preston Ridge Campus:**

Holiday Inn Express Hotel & Suites, 4220 Preston Road, Frisco TX 75034

http://www.hiexpress.com/h/d/ex/1/en/hotel/fsotx?&cm_mmc=mdpr- -googlemaps- -ex- -fsotx&dp=true

Holiday Inn, 3400 Parkwood Blvd., Frisco, TX 75034

http://www.holidayinn.com/h/d/hi/1/en/hotel/fsopw?&cm_mmc=mdpr- -googlemaps- -hi- -fsopw&dp=true

Homewood Suites by Hilton, 3240 Parkwood Blvd., Frisco TX 75034

http://homewoodsuites1.hilton.com/en_US/hw/hotel/DALHMHW-Homewood-Suites-by-Hilton-Dallas-Frisco-Texas/index.do

Car rental: A paid invoice must be attached. (Note: You will not have a paid invoice until you turn your rental car in at the end of your trip) On car rentals, neither gasoline nor LDW (Loss Damage Waiver) will not be reimbursed by Collin.

Airline tickets: The canceled airline ticket or the itinerary/invoice for ticketless flights must be attached to the professional leave form. The canceled ticket must be attached when submitting the final request for travel reimbursement. Again, if you choose to drive when it is cheaper to fly, then you will only be reimbursed for the cheaper fare. Note: Fee for checked bags is allowable but flight insurance is not an allowable expense.

Parking/toll fees and bus/taxi fares: Receipt of expenditures must be attached to the professional leave form. When using a tolltag, a printout of your tolltag account will be necessary to show the toll used.

Meals: Meal reimbursement is not intended for those who live within an hour of the college. Meals are reimbursed at the following per diem rates: Breakfast \$8 / Lunch \$12 / Dinner \$16

Per diem for meals will be paid on our standard workday of 8:00 am to 5:00 pm. If you leave on the trip prior to 8:00 am or return from the trip after 8:00 am breakfast will be reimbursed. If you are gone anytime between 11:00 am and 2:00 pm, you will be reimbursed for lunch. If you return from the trip after 5:00 pm or leave on a trip before 5:00 pm, you will be reimbursed for dinner.

You are not eligible for per diem reimbursement of any meals provided as a part of the Convergence Technology Center event that you attend. For Working Connections, breakfast is included the first day and lunch is provided Monday – Friday. If you elect not to eat these meals, you will not be reimbursed for your meal expense unless you provide documentation with your Professional Leave and Travel form that shows that you were not medically allowed to eat the food that was provided at the conference.

Mode of travel (airline vs. automobile) to the destination should be the mode which provides the lowest total cost to Collin. Mode of transportation from the airport to the conference, training, or event location (taxi, shuttle, rental car) should also be the most economical to Collin.

All decisions of the Collin College Business Office regarding travel reimbursements will be final. While individuals are encouraged to be ready to complete their travel reimbursement request on Friday, July 16, 2010, no forms will be

accepted 30 days after the event. Completed travel reimbursement forms along with backup documentation should be mailed to:

Convergence Technology Center/ Collin College/ 9700 Wade Blvd./ Frisco TX 75035

All questions should be directed to Ann Blackman, 972.377.1582 ablackman@collin.edu