



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 thirty (30) 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.

305.1:3 Use and Return of Redlands Community College Credit Cards

If a Redlands Community College issued credit card is checked out for approved travel expenses, the employee must return the credit card and submit all related itemized receipts within twenty-four (24) business hours following the completion of travel to the appropriate employee assisting with the travel arrangements. In the event extenuating circumstances prevent timely return, the employee must communicate those circumstances within the same twenty-four (24) business-hour period. Failure to comply with this requirement may result in delayed reimbursement and/or revocation of future credit card privileges.

Adopted 1988

Revised October 2018

Revised February 2021

Revised January 2026