



ALERT NOTICE

Business Office

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Mileage Reimbursement Best Practices – Spring 2021

As of October 19, 2020, Travel & Expense Management System (TEMS) is no longer available for processing travel documents. The College is now using the new Chrome River Travel system.

Note: Chrome River Travel

- All travel including grant, student clubs, non-student clubs, employee trips, in-district mileage and international travel will be processed through Chrome River Travel
- Paper documentation will ONLY be accepted for travel that has zero-dollar (\$0) expenses.

In-District Mileage

Financial Managers and Supervisors should plan for the in-district mileage expense and ensure that authorized faculty and staff complete the necessary documentation as recommended below:

- Submit Pre-Approval document online, in the Chrome River Travel system, prior to the employee traveling on college business for class instruction, meetings, monitoring, etc.
- Complete and submit the Expense Report document online in the Chrome River Travel system **on a monthly basis** after travel dates have passed to ensure prompt reimbursement and compliance with IRS guidelines.
- Attach the travel mileage log (BO-0400), standard mileage method (SMM) form (BO-6800), if applicable, and all supporting documentation at that time. The mileage log should include the business purpose and clearly and specifically identify the reason for the miles reported.
- Ensure that all information is complete and accurate and meet the Travel Office deadlines, including year-end deadlines, to avoid delays in processing payment and to record amounts in the appropriate fiscal year.
- Make sure a copy of the traveler's current driver license and proof of insurance covering the travel period is on file with the Travel Office.

It is the Financial Manager's responsibility to verify employees are eligible to travel.

If there are any questions, please call Tonya Ecker (x4618) in the Travel Office.