**Travel**

Personal Vehicle: An employee who travels by personal vehicle will be reimbursed at the adopted College mileage rate. The College uses the mileage rate established by the IRS. For the purposes of the MCCDEC grant, the starting location will be the traveler’s home or college with the destination the meeting site. Documentation supporting the mileage claimed must be attached to the form. The current IRS rate is 53.5 cents per mile. NOTE: LCC staff will print the mileage reports for MCCDEC purposes.

**Lodging**

For the duration of the conference/seminar, room and taxes will be paid by the College as long as the one-way commute is more than 100 miles. Room and taxes will be reimbursed at the single rate starting with one day before the start of the conference and end at noon on the day the conference concludes. Room and taxes incurred outside this time frame will not be paid for by the College. The traveler is responsible for all personal phone calls, Internet access, faxing, copying, room service, laundry, etc.

**Meals and Incidentals**

Meals and incidentals will be covered for the duration of the conference/seminar on a per diem basis. Alcoholic beverages will not be reimbursed. The College uses the following per diem rate $13 Breakfast, $15 Lunch, and $31 Dinner. The per diem will not be paid for meals included in the registration fees/meeting and will be based on travel times. Additional meals will only be covered for those traveling over 100 miles one-way to attend the meeting.

**Parking**

The College will cover the cost of parking in connection with travel.

**Tips**

Tips are included in the per diem rate and will not be reimbursed separately.

**Other**

The College will not pay for alcoholic beverages, fines, parking or traffic tickets of any sort.

**Documentation**

Detailed receipts must be attached to the form to support reimbursement requested for lodging (Credit card receipts are not sufficient). The mileage trip report will be printed by LCC staff for mileage reimbursement. Please clearly write the address on the MCCDEC Reimbursement Request form. Receipts are requested for parking if available. If not available, make notation such as “parking meter $3.50 no receipt”.

**W-9**

The College must have a current W-9 on file before reimbursement can be made. A form can be found at <https://www.lcc.edu/accounting/IRS%20W-9.pdf>. Upon completion, fax the form to the attention of Lisa Mazure @ 517.483.9876. LCC policies do not allow the emailing of W-9 forms due to the personally identifiable information contained (SSN#).