



All travel funded through the Title III grant **MUST** follow the Pitt Community College Travel Policies. Please be sure to review the policy in its entirety prior to booking any travel. This guideline sheet does **NOT** replace reviewing the official travel policies.

Flights:

- No seat upgrades will be permitted when reserving flights.
- No travel protection or travel insurance will be reimbursed when reserving any travel.

Hotel:

- When booking a hotel, obtain a rate quote directly from the hotel prior to utilizing other booking agencies (hotels.com, Travelocity, Expedia, etc.). Booking agencies often charge an agent fee when making hotel reservations.
- Lodging must follow College policies and should be reasonable in nature.

Food:

- The purchase of alcoholic beverages utilizing grant funds is not permitted.
- Meal allowance follows the current state rate.

Mileage:

- Whenever possible, please utilize a College vehicle for all travel by car. If a College vehicle is not available, mileage reimbursement will follow the College policy.
- If a fleet vehicle is available and not utilized, the current state mileage rate will apply.

Other:

- Do not register for the conference until approval from the Title III Grant Director has been given.
- Make sure to obtain a zero-balance receipt from your hotel at the end of your stay for your Travel Reimbursement.
- A copy of your travel reimbursement form must be submitted within 15 days after any travel expense and Professional Development Post-Travel Report form, must be submitted within 15 days after your professional development event. This should be submitted to the Title III office.
- Failure to follow ALL travel guidelines may result in Title III not being permitted to cover expenses and the loss of future travel opportunities funded by Title III.