

Travel policies for grant-funded activities



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2 CFR 200.475 -- Travel costs.

Green River College's guidelines for travel reimbursement are summarized below:

- In-state travel with NO lodging or airfare (just meals, mileage, and additional travel expenses): After travel has occurred, submit Expense Report with receipts for required expenses.
- In-state travel with lodging or airfare: Complete a Travel Authorization BEFORE travel commences. After travel has occurred, submit an Expense Report with receipts for required expenses.
- Out-of-state travel: Complete a Travel Authorization BEFORE travel commences with a memo to the college president stating the purpose of the trip and how GRC will benefit from it. After travel has occurred, submit an Expense Report with receipts for required expenses.

