

The following needs to be inserted on Page 81 after #3.

4. Employees utilizing Federal or State grants for travel will follow these policies:

- a. Employees must get approval for travel and it must be necessary to the Federal or State award.
- b. Employees utilizing Federal or State grants for travel will follow the U.S. General Services Administration guidelines for hotel costs. Any overages will be covered by local funds or applicable administrative funds provided by grant.
- c. Gratuities are not reimbursable expenses from Federal or State grant funds. Any eligible gratuities will be paid from local funds.
- d. Meal allowances will follow Vernon College guidelines as previously stated or the guidelines set forth by the Federal or State grant funds, whichever is less.
- e. Mileage and airfare will be reimbursed per Vernon College guidelines as previously stated or the guidelines set forth by the Federal or State grant funds, whichever is less.