

**Southwest Texas College**  
**INSTRUCTIONS FOR**  
**Local (Non-Overnight) Travel Reimbursement Worksheet**

Local travel reimbursements are processed via the College's Colleague Self Service Platform. Request a Payment in the Financial Information section:  
[https://zoom.us/rec/play/AX09J8Ynsk-NnC6uXsu8kZcwk2KUYXJIFcB-00JhbwlUG3QwyqFLV2fh\\_rRTuKDqAi6ryw-O0rXZKQ8l.zBPoUZ6SUXuilPhk?continueMode=true](https://zoom.us/rec/play/AX09J8Ynsk-NnC6uXsu8kZcwk2KUYXJIFcB-00JhbwlUG3QwyqFLV2fh_rRTuKDqAi6ryw-O0rXZKQ8l.zBPoUZ6SUXuilPhk?continueMode=true)

If you desire, you may feel free to use the Local Travel Worksheet found here:  
[https://swtxc.edu/documents/business\\_office/swtx-local-travel-reimbursement-form.pdf](https://swtxc.edu/documents/business_office/swtx-local-travel-reimbursement-form.pdf)

to assist you with tabulating your reimbursement for local travel including mileage, and possibly registration fees or parking and tolls.

For mileage reimbursement, please enter Date traveled, your destination (To), where you started (From) and the total miles round trip. Example – 5/21/15, to Del Rio, from Uvalde, 150 miles. Some standard roundtrip mileage amounts have been added to the bottom of the worksheet for your convenience. Note: (If Mileage is not listed on bottom of form, you must provide copy of Google Map search.) Mileage/distance may be found at the link provided on the form, or here: <https://www.google.com/maps> Enter current mileage rate from GSA website: [GSA Milage Reimbursement Rates](#)

If you have other expenses related to local travel such as registration fees, business meals or parking fees, please enter them in this section.

Once you've completed the worksheet, enter the total in Colleague Self Service platform, request a Payment in the Financial Information section:  
[https://zoom.us/rec/play/AX09J8Ynsk-NnC6uXsu8kZcwk2KUYXJIFcB-00JhbwlUG3QwyqFLV2fh\\_rRTuKDqAi6ryw-O0rXZKQ8l.zBPoUZ6SUXuilPhk?continueMode=true](https://zoom.us/rec/play/AX09J8Ynsk-NnC6uXsu8kZcwk2KUYXJIFcB-00JhbwlUG3QwyqFLV2fh_rRTuKDqAi6ryw-O0rXZKQ8l.zBPoUZ6SUXuilPhk?continueMode=true)

and you may scan the worksheet and any receipts to [acctpayable@swtxc.edu](mailto:acctpayable@swtxc.edu) in the Business Office Please Remember to Include your Voucher Number on the SUBJECT Line.