

**Proposed Addition to
Kern Community College District Board Policy Manual
Section Three – Business Services**

Governance Process:

Reason for Revision: To Establish / Amend District Procedure

**Claim for Absence/Travel Reimbursement
General Guidelines**

General Reimbursement Policy

It is District policy that authorized travel expenditures will be reimbursed for lodging, meals, transportation and other incidental expenses (Board Policy Manual, **Policy 3C3**). Out of country travel requires District Chancellor's Office approval.

An Absence/Travel Request/Reimbursement Claim form must be processed for authorization to be absent, request for pre-payment, or reimbursement of travel expenses.

All claims must be submitted within thirty (30) days of the last day of travel. In June, claims must be submitted no later than twenty (20) days after fiscal year end.

Steps to Activate the Travel Process

- 1) Initiator will complete the travel request form and present it to immediate/approving supervisor. The initiator should complete all portions indicating preference for pre-payment of conference fees, lodging, and transportation or the use of a credit card to cover these expenditures. It will also be necessary to attach all pertinent backup documents.
- 2) The supervisor will approve the request and forward all copies to College or District Business Services.
- 3) College Business Services will issue requested pre-payments.
- 4) District Business Services will issue requested pre-payments or credit cards, retain one (1) copy for files and return the remaining copies to the initiator.

Guidelines

- 1) Within ten (10) working days after the trip is completed, the travel form requesting reimbursement for meals and miscellaneous expenses shall be submitted to the College or District Business Services. Receipts for all expenditures including any pre-payments shall be attached. Reasonable baggage handling charges may be reimbursed up to five dollars (\$5.00) per trip. No reimbursements for prior year claims will be processed after July 30 of the succeeding year.
- 2) The most economical mode of transportation shall be used.
 - a. When travel is by personal automobile, between points having air service, the amount of travel reimbursement shall be no more than air fare (coach, unless that is not available) and will be reimbursed at the Board approved mileage reimbursement rate. The claim should include parking. Also, a current Agreement For Use of Private Automobile must be on file with the College or District Business Services office. A mileage chart will be provided for commonly visited areas. If the destination is not listed, odometer readings will be required.
 - b. When two (2) or more persons can conveniently travel together by car, they are urged to do so. The maximum transportation and living expenses allowance shall not exceed the sum of air coach travel costs that would have been incurred had the person traveled separately.
 - c. When travel is by public carrier, the claim shall not exceed cost of air coach fare plus necessary parking and/or limousine service. Receipt shall be submitted with claim.
 - d. When special considerations require use of an automobile (e.g., a trip having several successive destinations), these are to be explained on the travel claim. When a rental car is used, this should also be explained.
 - e. Charges for parking, tolls, taxi, and airport limousine shall be specified and receipt included.
- 3) Personal telephone calls, entertainment expenses, or alcoholic beverages will not be reimbursed.
- 4) The Federal Travel Regulations allows for actual expense reimbursement when per diem rates are insufficient to meet necessary expenses. (see FTR §301-11.300 through 306) If total reimbursement exceeds estimated costs by more than twenty-five dollars (\$25.00), the Budget Supervisor must approve (initial) overage amount before being submitted for payment.
- 5) If there are no expenses to be claimed, this shall be so indicated, and the form should be returned to the College or District Business Services so funds will be released back to the proper budget account.

- 6) If prepayments are made for lodging, commercial transportation, or conference registration and travel is subsequently canceled, it is the initiator's responsibility to immediately notify the College or District Business Services.

Living Expenses

- 1) Lodging—The receipted lodging bill is to be submitted with the claim. All personal hotel charges, including telephone calls, will be deducted from the lodging bill.
- 2) Meals—Reimbursed at the per diem rate of ~~fifty-nine (\$59.00)~~ fifty-five (\$55.00) per day - breakfast, twelve dollars (\$12.00); lunch, ~~fifteen (\$15.00)~~ seventeen (\$17.00) dollars; dinner, ~~twenty-eight (\$28.00)~~ thirty (\$30.00) dollars. Meal reimbursements will be prorated as follows: leave before 7:00 6:00 a.m. entitled to breakfast; away from regular work site for the entire period of 11:00 a.m. - 2:00 p.m. entitled to lunch; return to regular work site after 6:00 7:00 p.m. entitled to dinner.

Admin 03/17/14
Ch. Cab. 04/21/14
CC 04/22/14

DRAFT

Kern Community College District
Office of Business Services
April 22, 2014

AP 3C3A(a)(b) Claim for
Absence Travel
Reimbursement

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See draft of Form 3C3A(a)(b) attached

Admin 03/17/14
Reviewed at Ch.C. 04/21/14
CC 04/22/14



Kern Community College District
2100 Chester Avenue
Bakersfield, CA 93301-4099

Claim for Absence/Travel Reimbursement

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

FOAPAL Location

- District/College
- ASB
- Bookstore
- Co-Curricular
- Food Services
- Foundation

Date of Request		Contact Telephone Number		Staff Development Fund <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name			Identification Number		Department
Event				Date(s) of Event	
Destination					
Date and Time of Departure			Date and Time of Return		
Classes/Hours to Be Missed				Substitute Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	

FOAPAL	Budget Number	Est. Amount	Actual Amount	Budget Supervisor Signature/Approval

Estimated Costs				Actual Expenses Claimed		
	Estimated Cost	(Please <input checked="" type="checkbox"/> If Requested)			Actual Cost	Audit (Office Use Only)
		Prepayment*/PO	Credit Card			
Commercial Transportation*				Commercial Transportation*		
Lodging+Tax*, #/nights:				Lodging plus tax		
Registration*				Registration		
Mileage				Mileage		
Meals				Odometer Readings		
Other Expenses (Itemized):				Start: _____	End: _____	
				Meals Total (Itemize Below):		
				Other Expenses Total (Itemize Below):		
				Total Expenses		
				Less Prepayment/Credit Card Charges		
Total Estimated Expenses				Balance Due		

*If prepayment requested, costs information must be submitted with this request.

Maximum Authorized If Applicable _____

Audited and Approved for Payment By: _____

Signatures				Per Diem Meal Data					Audit (Office Use Only)
				Date	Breakfast \$12.00	Lunch \$15.00 \$17.00	Dinner \$28.00 \$30.00	Total \$55.00 \$59.00	
Initiator _____									
Immediate Supervisor _____									
Business Services ONLY									
Prepayment	Date	Check Number	Amount						

Itemized Other Expenses			Actual Cost	Audit (Office Use Only)
Description				
Final Payment				
Special Notations:				

ABSENCE/TRAVEL REQUEST/REIMBURSEMENT CLAIM FORM INSTRUCTIONS

1. Please complete the top portion with date, name, event, destination, dates of event, times of departure and return, and classes to be missed, if applicable.
2. Indicate the budget number or numbers to be charged and identify the amount each source will be paying for the trip. The signature of the appropriate budget supervisor for each budget number to be charged is required.
3. Complete only the *estimated cost* portion when the request is initiated. Indicate type of transportation, information on lodging, registration fees, amount of meals, and miscellaneous charges. Prepayment for transportation, lodging, food and registration fees may be requested. Cash advances are available for up to ninety percent (90%) of the total estimated costs.
4. Please sign the form and have the immediate supervisor approve the request.
5. To request reimbursement complete the *Actual Expenses Claimed* section of the form. List all expenses, total the actual cost column, then deduct all prepayments. The balance will equal the amount to be reimbursed. The claim should be made within five (5) working days after the trip is completed.
6. Meals will only be reimbursed at the per diem reimbursement rate of ~~\$55.00~~ \$59.00 per day: Breakfast, \$12.00; Lunch, \$17.00 ~~\$16.00~~; and Dinner, \$30.00 ~~\$28.00~~. The Chancellor and/or College President must approve actual reimbursement for meal costs that deviate from the per diem reimbursement rate.

Meal reimbursements will be prorated as follows:

Breakfast..... If travel is begun prior to ~~7:00~~ 6:00 a.m.
Lunch If travel covers entire period between 11:00 a.m. and 2:00 p.m.
Dinner ... If travel is concluded after ~~6:00~~ 7:00 p.m.

Travel--The most economical mode of transportation should be used. Travel by personal automobile will be reimbursed at the Board authorized rate per mile, and the employee must have an *Agreement For Use of Automobile* form on file with his/her Campus/District Business Services to receive reimbursement. A mileage chart will be provided for commonly visited areas. If destination is not listed, odometer readings will be required.

Nonreimbursable—Personal telephone calls, entertainment, or alcoholic beverages will not be reimbursed. Meals included as part of the meeting/conference registration will not be reimbursed.

Incidental Expenses—These include conference fees, portering services, business related telephone calls, faxes and internet, and tips.

Other Expenses--Receipts must be provided for all expenditures except meals including any prepayments. Baggage handling charges may be reimbursed up to \$5.00 per trip without receipt.

If there are no expenses to be claimed, indicate so and return the form to College or District Business Services. This will return funds back to the proper budget account.

All claims must be submitted within thirty (30) days of the travel claim. For June travel, claims must be submitted no later than the July cut-off date for processing prior year invoices.