

**Section Three—Business Services
Governance Processes Relative to the
District Board Policy Manual
and Collegial Consultation
With Academic Senates**

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

Policies: **3A1** (re: Budget Development)
3A1A6 (re: Budget Development)

Procedures: None

Appendices: None

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

Governance Process: Information Only

Reason for Revision: To Establish District Procedure

Meals and In-State Travel Allowance for Students

Meals

1. Meals will be funded for the approved travel party only (e.g., student/athletes~~students and athletes eligible for competition~~).
2. Meals allowances will be funded, in advance, at the maximum per diem rate (per athlete/student) noted below. Meal allowances may be adjusted up to the employee rates for travel to high-cost cities with prior approval by the appropriate Vice President. High-cost cities will be determined by the rates published by the Federal Internal Revenue Service. Meal allowances will be funded to the approved traveling employee.
 - Breakfast \$~~7.00~~ 8.00
 - Lunch \$~~10.00~~ 11.00
 - Dinner \$14.00
3. Travel must begin prior to 6:00 a.m. to receive funding for breakfast.
4. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
5. Travel must conclude after 6:00 p.m. to receive funding for dinner.
- ~~6. A District Student Travel Authorization form must be signed by the approved traveling party and returned within ten (10) days to the College Business Services Office. [See Procedure 3C1(b) of this Manual for the District Student Travel Authorization form.]~~

- ~~67. The approved traveling employee must purchase meals on a group basis and such meals cannot exceed, on average, the maximum meal allowance per student. The approved traveling employee must complete the District Student Travel Authorization form in its entirety. ~~if meals or food goods are purchased on a group basis. The District Student Travel Authorization form must be returned within ten (10) days to the College Business Services Office. All receipts must accompany form. [See Procedure 3C1(b) for a sample of the Student Travel Authorization Form or KCCD website/Employee Forms or Business Services for a fillable Student Authorization form.]~~~~
- ~~7. Within ten (10) days of the conclusion of the event, the completed Student Travel Authorization form, along with any unspent advance per diem monies, must be received by the Business Services Office. Unspent funds will be deposited and credited to the appropriate FOAPAL or funding source. the original, itemized receipts, and any unspent funds, must be received by the Business Services Office.~~
- ~~8. Prepayment dollars for meals not spent must be returned to the College Business Services Office for deposit to the appropriate fund. Any unspent advanced per diem monies must be returned to Business Services, at the same time the authorization and original, itemized receipts are submitted. Unspent funds will be deposited and credited to the appropriate FOAPAL.~~

Lodging

1. Lodging will be funded for the approved travel party only, (e.g. students ~~and athletes~~ eligible for competition).
2. Lodging will be funded at cost.

Admin 03/17/14
 Reviewed @ Ch. Cab. 04/21/14
 CC 04/22/14 - posted

Admin 10/19/15
 ChC. 10/20/15
 CC 10/27/15
 CC 12/1/15
 Admin 2/29/16
 Ch. 3/9/16