

**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: Informational Only

Reason for Revision: To Establish 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 Claim for Absence/Travel Request/Reimbursement Claim form must be processed for authorization to be absent, request for pre-payment, or reimbursement of travel expenses. [See Procedure 3C3A(a)(b) for a sample of the Claim for Absence/Travel Reimbursement form or KCCD Website/Employee Forms or Business Services for a fillable Claim for Absence/Travel Reimbursement form.]

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. the "Expenditure Cutoff Deadline" date established for the current fiscal year expenditures.

Steps to Activate the Travel Process

- 4) Initiator will complete the travel request form and present it to immediate/approving supervisor. The initiator should complete all portions, including estimated costs, indicating preference for pre-payment of conference fees, lodging, and transportation (excluding mileage) or the use of a credit card to cover these expenditures. It will also be necessary to attach all pertinent backup documents. Initiator must sign the request.

- 2) The supervisor will approve the request and ~~forward all copies to College or District Business Services.~~ the initiator will work with the appropriate campus personnel to have purchase order(s) in place prior to travel.
- 3) Once purchase orders are in place, the Claim for ~~Absence/~~Travel Reimbursement form and all appropriate pre-payment documents will be forwarded to College or District Business Services.
- 4) College Business Services will ~~issue~~ process requested pre-payments. or credit cards and return the Claim for ~~Absence/~~Travel Reimbursement form to the initiator to be submitted with final receipts/reimbursements at conclusion of ~~absence/~~travel.
- 5) 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.~~
- 6) Upon return from travel, the initiator will complete the actual expenses claimed portion of the travel request form. Initiator must sign the request certifying that the expenses are actual and necessary.
- 7) The immediate supervisor will also certify the request and the initiator will work with the appropriate campus personnel to be reimbursed for any travel expenses.

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 to be paid on an approved purchase order. Original, itemized R 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.~~ For June and/or prior-to-June travel, all claims must be processed by the "Expenditure Cutoff Deadline" date established for the current fiscal year expenditures. No reimbursements for current fiscal year travel will be reimbursed after this date.
- 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 on School Business 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 or~~ a Google Map/MapQuest 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~~ purchase order. When a rental car is used, this should also be explained.
 - e. Charges for parking, tolls, taxi, and airport limousine shall be specified and original, itemized receipts included.
- 3) Personal telephone calls, entertainment expenses, or alcoholic beverages will not be reimbursed. Meals included as part of the meeting/conference will not be reimbursed, regardless of whether the employee chooses to consume the meal(s) provided.
 - 4) ~~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 is to be retained in the appropriate department, ~~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 contact the vendor to request a refund and 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 – When an overnight stay is required, meals will be reimbursed ~~Reimbursed~~ at the per diem rate of fifty-nine (\$59.00) per day - breakfast, twelve dollars (\$12.00); lunch, seventeen (\$17.00) dollars; dinner, thirty (\$30.00) dollars. Meal reimbursements will be ~~prorated~~ as follows: leave before 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 7:00 p.m. entitled to dinner. Meals included as part of the meeting/conference will not be reimbursed, regardless of whether the employee chooses to consume the meal(s) provided. If an overnight stay is not required, no meals can be claimed.

For approved traveling employees accompanying student/athlete events/conferences, meals will be reimbursed based on actual expenses (~~not per diem~~ up to employee per diem) regardless of whether an overnight stay is required. Original, itemized receipts will be required.

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