



## INSTRUCTIONS FOR PREPARATION OF TRAVEL AUTHORIZATION AND REIMBURSEMENT CLAIM

This form is to be used to obtain authorization to travel and for reimbursement of travel expenses incurred during the performance of district business. All reimbursements are made pursuant to District Regulation 8341.

All requests for reimbursement shall be reasonable & at the lowest rate available, except in extenuating circumstances.

Use of Chancellor's budget requires the College President's approval and the Chancellor's approval. Use of District budget requires all appropriate College approvals and appropriate District department manager approval.

### **Part I - Request to Attend Conference/Seminar**

All authorizations must be obtained prior to time designated for departure. All requests must be submitted two weeks prior to departure. If a cash advance or prepaid registration is requested, form must be submitted to Accounting Operations for processing a minimum of three weeks prior to date registration is due. Complete only the top and left-hand portion of the form when requesting authorization to travel.

### **Estimated Expenses:**

- A) Transportation - Round trip lowest air fare or mileage not to exceed air fare, \$30.00 average round trip mileage to get to Sacramento airport, parking fees at economy lot, and \$60 roundtrip allowance for shuttle to/from the airport at destination. Air travel arrangements should be made following regular college procedures. Retain appropriate receipt for reimbursement claim. Per R-8343, Section 11.4., reimbursement does not include mileage that is necessary for an employee to get from his/her residence to the assigned workplace. For current mileage rate and standard mileage, refer to [www.losrios.edu/lrc/district/misc/mileage\\_chart.pdf](http://www.losrios.edu/lrc/district/misc/mileage_chart.pdf).  
Car Rental: Authorized drivers may rent vehicles when needed at travel destination point. Review the Transportation Handbook found here <http://www.losrios.edu/~risk/Transbookweb.pdf> for rental requirements. Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates from your worksite PC by going to the District website, then to "Employees", then clicking on "Enterprise-Rent-A-Car" under the Purchasing Information Section. Other insurance coverage is not required and may not be reimbursed. Please select the lowest rate and the most economical refueling option.
- B) Lodging - Lodging shall not exceed the single daily occupancy rate established at the conference site. Retain original receipt for reimbursement claim.
- C) Registration - If prepayment is required, attach registration fee document or conference notice for payment processing. Indicate Payee in Part II. If not prepaid, retain receipt and submit original receipt with reimbursement request.

<u>Allowance Provided:</u>	For Breakfast Allowance:	Departure before 7:00 a.m. or return after 7:00 a.m.	Breakfast	\$ 10.00
	For Lunch Allowance:	Departure before 12 noon or return after 12 noon	Lunch	15.00
	For Dinner Allowance:	Departure before 7:00 p.m. or return after 7:00 p.m.	Dinner	<u>31.00</u>
			Total	<u>\$ 56.00</u>

The total meal allowance shall be paid beginning with the traveler's time of departure if travel is outside District boundaries & travel includes an overnight stay. Only the actual amount of meal expenses incurred, not to exceed the allowances stated above, shall be reimbursed.

- E) Other - Estimate additional district business/conference related expenses. Original receipt required for reimbursement.
- F) Incidental Expenses - Estimate additional expenses not to exceed the \$5.00 per day (24 hours) established per R-8341 and only if travel includes an overnight stay. For example, if departure occurred on Monday and traveler returns on Tuesday, but travel did not exceed 24 hours, only \$5.00 incidental allowance may be claimed.

Forward all copies for approval. Travel is not authorized until approved by the Vice President of Administration for travel within a 500-mile radius of Sacramento; the Chancellor for beyond the 500-mile radius. A maximum allowance may be established during the approval process. The maximum allowance is a limit on the amount of travel expenses that will be reimbursed if actual expenses exceed the allowance. Do not complete unless needed. The bottom 3 copies of the approved form will be returned to the employee to complete

Part III - Request for Reimbursement section upon return from travel.

### **Part II - Cash Advance/Prepaid**

College completes the appropriate section and the requested cash advance is processed. If a cash advance or prepaid registration is requested by the employee, the employee is to complete this section and submit the request a minimum of three weeks prior to date registration is due.

Minimum \$100.00 cash advance request shall only be processed.

### **Part III - Request for Reimbursement**

Upon return, complete Part III, right-hand side, of the same travel authorization/reimbursement claim form used when requesting authorization for the travel.

Reimbursement for expenses for the attendance at conferences or meetings is allowed within the financial limits of the college and upon the approval of the administrative head within the college or administrative unit. All reimbursements are pursuant to provisions of R-8341.

Original receipts are required for reimbursement as indicated. Cancelled checks and credit cards are not considered receipts. Reimbursement request should be submitted no later than three (3) days after attendance at the conference or return from travel.