

Travel Authorization & Reimbursement Claim – FAQs

GENERAL INFORMATION

1) Do I need approval to travel?

Yes. According to [District Regulation 8341](#), a **Travel Authorization and Reimbursement (TAR) Claim** form must be signed and approved by the Chancellor or designee (Vice President, Administrative Services) before the travel date for an employee to attend conference/activity.

2) Do I need approval to get reimbursed?

Yes. According per [District Regulation 8341](#), a **TAR Claim** form be signed and approved by the Chancellor or designee (Vice President, Administrative Services) before the travel date for an employee to be reimbursed.

3) How do I submit a TAR Claim?

Please log into the [ARC Travel Authorization Program](#) and select “Initiate Travel authorization”.

4) How may I check the status of my TAR Claim?

Please log into the [ARC Travel Authorization Program](#) to check your status.

5) How early should I submit a TAR Claim?

Authorizations must be obtained before the departure date. Requests should be submitted four weeks prior to departure at the campus level.

6) What are Professional Development Funds?

Professional Development (PD) Funds support employees' professional growth and development. Employees can find more information and apply for funding through the following links:

[Classified Professional Development Funding](#)
[Faculty Professional Development Funding](#)

7) Do I need to identify funding before submitting a TAR Claim?

Yes, funding for travel should be determined by the supervisor and employee before submitting a TAR Claim. However, employees are not required to provide a budget number when initiating the TAR Claim if they do not have that information. Travel can be funded by multiple sources:

- **Supervisor’s Departmental Budget:** If funded by the supervisor’s departmental budget, the supervisor will provide the budget number and the maximum allowable amount when the TAR Claim is routed to them.
- **Categorical Fund:** If funded by a categorical fund, the request will be routed to the Categorical Manager for approval.
- **Professional Development (PD) Funds:** If PD Funds have been approved, the TAR Claim will be routed to the Office of Equity, Institutional Effectiveness, and Innovation for a budget number and award amount.

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If not approved, the TAR Claim will be routed to the supervisor, who will need to provide a budget number to cover the full amount. If PD Funds are approved after the travel, an expenditure transfer can be made to charge PD Funds and credit the original budget.

Note: Approval of PD Funds does not authorize travel.

8) Can PD Funds be applied to a travel that was not approved?

No, approval of PD Funds can only be used on approved TAR Claim.

According to [District Regulation 8341](#), a TAR Claim form must be signed and approved by the Chancellor or designee (Vice President, Administrative Services) before the travel date for an employee to attend conference/activity and to be reimbursed.

9) What account code should I use for travel?

Use ACCT 5200 for general travel and ACCT 5201 for mileage only within the District.

10) What are the guidelines for out-of-state travel?

Domestic out-of-state travel for college business requires the College President's approval. Attach a memo requesting permission to attend in **Step 1 Request to Attend & Request for Cash Advance/Prepaid Expense** (see [Travel Guidelines](#))

11) Do I need to provide receipts for reimbursement?

Yes, receipts are required for reimbursement of travel on all items except meal allowances.

12) What are the guidelines for field trips/student group travel?

- All travels must meet college travel guidelines.
- A TAR Claim form must be completed and approved by management. One TAR Claim form for the faculty member/advisor with a list of students attending. The faculty member/advisor must also be present at the activity/meeting.
- Traveling is best in District vehicles/bus with the faculty member/advisor with the students to supervise, because the condition of the vehicles is known and all drivers must be approved through the DMV program.
- Each student must complete the [GS89 – Assumption of Risk Waiver](#). Instructions are [here](#).
- If the field trip is local and district vehicles are not going to be used, communication to students should be, ***“we are all going to meet at Location X at 9:00 a.m., please coordinate your own travel.”***
- The faculty/advisor person should not coordinate the travel – meaning *“you two drive with John”*. The students are to work travel out themselves. Students using personal transportation must complete the [GS89 – Assumption of Risk Waiver](#).

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CASH ADVANCE

1) What is a cash advance?

A cash advance allows an employee to request funds for estimated expenses (e.g., transportation, lodging, registration fees, meals, incidentals) before the travel date. Supporting documentation must be included with the request.

2) What amount is allowed for a cash advance?

Cash advance amounts are based on approved estimated expenses on Part I – Request to Attend. The minimum amount for a cash advance is \$100.00.

3) If I am going to a conference that is three months out, how soon may I get my cash advance?

The cash advance will be processed 45 days before the travel departure date unless the employee has already paid for the expenses and provides proof of payment.

TRANSPORTATION

1) What is the limit amount on airfare?

Always select the lowest round-trip airfare.

2) How do I book my airfare through the District's Travel Agency?

a) **Requesting an Airfare Quote:** You may request an airfare quote by phone or email from CI Azumano. Included the quote in **Step 1 Request to Attend & Request for Cash Advance/Prepaid Expense** of your TAR Claim form.

- **Phone:** call 877-454-8785 if you need to reach a travel agent.
Effective July 1, 2024, the phone number 916-376-3989 will no longer be in service.
Busiest hours: 7:00 AM–9:00 AM and 3:00 PM–5:00 PM (Avoid calling during peak times).

- **Email:** caltravel@ciazumano.com

Include as much detail as possible, including:

- Agency record locator (if applicable)
- Traveler's full name (First, Middle Initial, Last)
- Contact phone number and email
- Departure dates, times, and locations
- Date of birth and gender (for TSA) or indicate "Unspecified"

b) **Booking Airfare:** Once **Step 2 Request to Attend & Request for Cash Advance/Prepaid Expense** of your TAR Claim form has been approved by the Vice President of Administrative Services, you may contact CI Azumano to book your airfare.

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3) How much will I be reimbursed if I prefer to drive my car instead of flying?

You will be reimbursed at the per-mile rate, not to exceed the total cost of the lowest airfare.

4) How much will I be reimbursed for average round trip mileage to get to Sacramento airport?

You will be reimbursed for round-trip mileage from your assigned work site to Sacramento Airport.

5) How much will I be reimbursed for parking fees at the Sacramento International Airport?

You will be reimbursed at the current economy parking rate.

6) How much will I be reimbursed for Uber/LYFT to get to Sacramento airport?

You will be reimbursed up to \$60 round-trip.

7) What is the current mileage rate?

Effective 1/1/24: \$0.670 per mile

8) If I claim mileage with a private car, what is my starting point?

Mileage is calculated from your assigned work site, not your residence.

9) Can temporary classified employees claim mileage?

Yes, if authorized by their supervisor.

10) Can I carpool with another person going to the conference? Who claims the mileage?

Yes, you can carpool. Only the driver can claim mileage.

11) How do I submit Intra-District mileage reimbursement?

You need to submit a TAR Claim form request and include the [Mileage & Miscellaneous Expense Log](#).

Links to more information:

[Instructions for Mileage & Miscellaneous Expense Log](#)

[Mileage & Miscellaneous Expense Log Example](#)

[Intra-District Locations Mileage-Chart & Reimbursement Rate](#)

12) How much can I get reimbursed for downtown Sacramento parking?

You will be reimbursed up to \$18 per day.

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13) What are the requirements of renting a car?

Rental cars can be approved if they are **requested and deemed reasonable** for individuals attending conferences that require air travel to another location. For instance, if someone flies to Southern California for a conference and needs a rental car to conduct college visits as part of their trip, this would be considered reasonable.

Requirements of renting a car:

- Rental cars must be preapproved by the Vice President of Administrative Services.
- Driver must be authorized and trained (as though the rental vehicle is a District vehicle). [How-to-become-an-authorized-driver.pdf \(losrios.edu\)](#)
- The car must be rented in the destination city.
- Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates. Other insurance coverage is not required and may not be reimbursed. Choose the lowest rate and the most economical refueling option.

How to Request Permission:

- Attach memo addressed to the Vice President of Administrative Services with justification for the rental car in **Step 1 Request to Attend & Request for Cash Advance/Prepaid Expense**, under section **Other**.

Note: Rentals for local travel (involving only driving and not flying) are not approved. If an employee decides not to drive their personal vehicle and wants to rent a car, they must rent it on their own. The college will not pay for the rental, but mileage will be reimbursed.

LODGING

1) What is the limit amount on lodging?

Lodging should not exceed the single occupancy rate established at the conference site.

2) Does the District have a travel agency to book my hotel?

No, you will need to book the hotel yourself, but you can request for a cash advance.

3) The hotel for the conference is completely booked, may I make reservations at a different hotel?

Yes.

4) Can I claim for hotel parking?

You can only claim for hotel parking if you drove your personal vehicle or an approved rental car.

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REGISTRATION

1) What does pre-pay for registration mean?

Pre-paying for registration means the District will pay in advance to secure an early-bird reservation or hold your spot for the conference.

2) What document is required to request for a pre-pay?

An invoice or registration confirmation showing following information:

- Conference/Event Activity
- Date
- Amount Due
- Remit Address

3) What if a vendor does not accept check for registration fee?

You can request for a cash advance prior to travel date.

MEALS

1) What is the meal allowance rates?

The meal allowance rates are:

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

The total meal allowance will be provided starting from the traveler's departure time, provided that the travel is outside District boundaries and includes an overnight stay. Reimbursement will cover only the actual meal expenses incurred, up to the specified allowances.

Should certain meals be included in the registration fee of the conference, the related meal allowance shall not be claimed as stated.

2) What meal allowances can I claim if the conference provides breakfast and lunch, but no dinner?

You can only claim meal allowance for dinner.

3) Do I need receipts for my individual meals?

No, you do not need receipts for meals.

5) Can I claim for hotel meals?

You will be reimbursed based on meal allowances.

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OTHER EXPENSES

1) What is the policy on tips for meals?

Tips are included within the allowable meal expense limits, which are \$10 for breakfast, \$15 for lunch, and \$31 for dinner. The total meal cost, including the tip, must not exceed these amounts.

2) What is the policy on tips for established transportation providers?

Tips given to established transportation providers (e.g., Uber, Lyft, Super Shuttle, Yellow Cab) will be reimbursed up to 15% of the total pre-tip charge. The tip must be included on the receipt issued by the transportation provider.

3) I lost my receipt for a cash payment. How do I get reimbursed?

If you lose a receipt for a cash payment, include a written explanation in your TAR Claim form request to the Vice President of Administrative Services (VPA), detailing what happened and why a receipt is not available.

INCIDENTAL EXPENSES

1) What are incidental expenses?

If your travel includes an overnight stay, incidental travel expenses are limited to \$5.00 per 24 hours of travel. These expenses are intended to cover costs such as baggage handling, personal phone calls, and other miscellaneous travel-related expenses.

Example: If you depart on Monday and return on Tuesday, but the travel duration does not exceed 24 hours, you may claim only a \$5.00 incidental allowance.

2) Can I claim incidental expenses if it is a one-day trip (7:00am to 7:00pm)?

No, overnight travel is required to claim incidental expenses.

OTHER INFORMATION

1) How soon can I complete Step 2 – Request for Reimbursement after my trip?

You can complete and submit Step 2 – Request for Reimbursement as soon as you return home. The request should be submitted no later than three (3) days after attending the conference or returning from travel.

Note: Employees with outstanding travel advances will have future advances and reimbursements withheld by the District Office.

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2) Who do I make the check payable to, or may I pay cash for the repayment?

Make the check payable to Los Rios Community College District. Yes, you may pay with cash at the Business Services Office.

3) If I had a TAR Claim approved for a conference, but I can no longer attend, can someone else go in my place?

Yes, another person can attend in your place, but they must complete a new TAR Claim form and Reimbursement Claim. The original claim should be canceled with the Business Services Office.

4) Can I use my credit card to pay for someone else's registration?

Yes, you can use your credit card; however, the other person must claim the registration fee on their TAR Claim.

5) My Dean is out of the office. Who can approve the TAR Claim?

The respective Associate Vice President or Vice President can email the Vice President of Administrative Services to approve the travel.