



Employee Guide to Travel Authorization & Reimbursement

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This FAQ is intended to help employees and supervisors plan travel, funding, and reimbursement in compliance with District regulations and college procedures.

GENERAL INFORMATION

Important Note:

All required supporting documentation must be complete and submitted timely. Missing or incomplete documentation may delay review, approval, or payment and may impact when approvals or payments are issued.

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?

A TAR Claim must be approved before travel in order for expenses to be eligible for reimbursement

3) How do I submit a TAR Claim (Step 1 and Step 2)?

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

The TAR Claim is a two-step process:

- **Step 1 – Request to Attend & Request for Cash Advance/Prepaid Expense** must be submitted and fully approved before travel occurs and before Step 2 can be initiated.
- **Step 2 – Request for Reimbursement** should be submitted no later than three (3) business days after attendance at the conference or return from travel as a college processing standard.

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. If you are requesting PD funding and/or a registration prepayment or cash advance, you may need to submit earlier based on PD application deadlines and processing timelines (see the Professional Development Funding section).

6) Do I need to submit a waiver for off-contract professional development or travel?

Yes. If your professional development activity and associated travel occur outside of your assigned contract period, you are required to submit the [Off-Contract Professional Development and Travel Waiver](#) with your Travel Authorization and Reimbursement (TAR) Claim prior to travel.

When completing the TAR Claim, you will be asked to indicate whether the activity occurs outside of your contract period. If you select “Yes,” the waiver will be required and must be uploaded before the TAR Claim can be submitted.

This requirement applies only to off-contract professional development and does not apply to travel occurring within an employee’s assigned contract period.

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

Yes, funding for travel should be discussed and planned 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 that information is not yet available.

Travel may be funded by one or more of the following 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:** PD funding requests are reviewed by the appropriate PD Committee based on published application deadlines and the employee group's PD funding cycle (e.g., Faculty PD funding rounds or Classified PD monthly deadlines). Employees should refer to the applicable PD application deadlines and submission instructions when planning travel and any registration prepayment or cash advance needs.

PD application deadlines and submission instructions are available at the following links:

- [Classified Professional Development Application Deadlines](#)
- [Faculty Professional Development Application Deadlines](#)

If a PD application is approved:

- You will receive an email notification from the PD Committee.
- The Business Services Office will update your TAR Claim to reflect the approved PD budget.
- The Business Services Office will contact you with next steps to ensure your claim is processed.

PD funding decisions may not align with travel or payment deadlines. Please review the Professional Development Funding section below for additional planning guidance.

8) What account code should I use for travel?

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

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

Any domestic out-of-state travel for college business requires approval from the College President. Approval is requested by attaching a memo requesting approval from the College President during **Step 1 – Request to Attend & Request for Cash Advance/Prepaid Expense** in the TAR process (refer to [Travel Guidelines](#)).

In addition to District approval requirements, American River College applies the following internal guidelines to manage costs and ensure alignment with institutional priorities.

Guidelines for Limiting Participants for the Same Conference:

- a) **Limited Number of Participants:** A limited number of employees may be approved to attend the same out-of-state conference or event. Priority may be given to individuals who are presenting and those who have not previously attended. When appropriate, attendees are expected to share information and provide training to colleagues upon return.
- b) **Submission of Candidates:** If there is significant interest in attending, a group out-of-state questionnaire may be used to support review and selection. Senior leadership may review submissions as part of the approval process.

- c) Departmental Review: Managers should assess which employees will benefit most from attending and prioritize those who can bring back valuable insights or contribute to the college's objectives.
- d) Cost Efficiency: Participant selection may take into consideration the overall cost of travel and accommodations, consistent with cost-effective use of District and college resources.
- e) Virtual Options: When available, virtual participation should be considered as a cost-effective alternative to in-person travel. Employees are encouraged to explore virtual options where possible.
- f) District Approval Requirement: Participation under these guidelines does not replace or supersede District travel approval requirements. Selection under these guidelines does not automatically approve travel or funding; all required approvals must still be completed through the TAR process.

10) Do I need to provide receipts for reimbursement?

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

11) 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](#) .

PROFESSIONAL DEVELOPMENT FUNDING

Professional Development funding requests are submitted through the Travel Authorization and Reimbursement (TAR) Claim process. The TAR Claim must be approved by the Vice President of Administrative Services (VPA) prior to travel. Approved travel requests are then reviewed by the appropriate Professional Development (PD) Committee during scheduled review cycles.

PD application deadlines and review timelines vary by employee group. Employees must follow the applicable PD Committee application deadline and funding cycle for their employee group (e.g., Faculty PD funding rounds or Classified PD monthly deadlines).

Current PD application deadlines and submission instructions are available at the following links:

- [Classified Professional Development Application Deadlines](#)
- [Faculty Professional Development Application Deadlines](#)

Approval of travel does not guarantee approval of PD funding.

1) What are Professional Development (PD) Funds?

Professional Development (PD) Funds support employees' professional growth and development. Funding opportunities and eligibility vary by employee group.

Additional information is available at the following links:

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

2) How do I apply for PD funds?

PD funds are requested when submitting a **Travel Authorization and Reimbursement (TAR) Claim**.

The TAR Claim must be approved by the VPA prior to the travel date for the PD request to be eligible for review and consideration by the appropriate PD Committee.

3) If my TAR Claim is approved by the VPA before PD funds are approved, how will I get reimbursed?

PD funding decisions are made separately from travel approval and follow established PD Committee application deadlines. Employees should refer to the applicable PD Committee application deadlines and funding cycle for their employee group when planning travel.

If your PD application is approved:

- You will receive an email notification from the PD Committee.
- The Business Services Office will update your TAR Claim to reflect the approved PD budget.
- The Business Services Office will contact you with next steps to ensure your claim is processed.

PD funding decisions may not align with travel or payment deadlines, and employees should plan accordingly.

4) What if my department paid for the travel before PD funds were approved?

If your PD application is approved:

- You will receive an email notification from the PD Committee.
- The Business Services Office will process an expenditure transfer to charge the approved PD budget and credit the department fund.

5) What if my PD application is denied but my travel was approved?

Employees may proceed with travel once the TAR Claim is approved by the VPA. However, **approval of travel does not guarantee approval of PD funding**.

If PD funding is denied:

- The employee is personally responsible for any expenses incurred.
- Those expenses will not be reimbursed through PD funds.

6) Can I request a cash advance or registration prepayment before PD funding is approved?

Short answer: It depends on timing and available approved funding.

PD funding must be **approved and available prior to travel** in order for a cash advance or registration prepayment to be issued. Because PD Committee review and payment processing require advance planning, PD funding is often not approved in time to support last-minute cash advance or prepayment requests.

To plan appropriately:

- Submit your **TAR Claim and PD request at least 7 business days** before the applicable PD Committee application deadline to allow time for required approvals (supervisor,

Business Services, and VPA; College President approval is required for out-of-state travel) before the PD deadline.

- Allow up to 10 business days after the PD Committee application deadline for PD Committee review and approval.
- Allow **approximately 3 weeks after approval** for a check to be issued.

Cash advances and registration prepayments may only be issued when the **full amount requested** is supported by **confirmed, approved funding** available prior to travel (e.g., approved PD funding or authorized departmental funding).

If the approved funding amount is **less than** the cash advance or prepayment requested, the cash advance or prepayment will **not** be issued. In those cases, eligible expenses must be submitted for **reimbursement after travel**, in accordance with standard reimbursement procedures.

7) **If I can only attend a professional development activity if PD funds are approved and a cash advance and/or prepayment is issued, how should I plan?**

If your attendance depends on PD funding approval and advance payment, early planning is essential.

Please plan using the following timeline:

- Submit your TAR Claim and PD request at **least 7 business days** before the applicable PD Committee application deadline to allow time for required approvals (supervisor, Business Services, and VPA; College President approval is required for out-of-state travel) before the PD deadline.
- Allow up to **10 business days** after the PD Committee application deadline for PD Committee review and approval.
- Allow **approximately 3 weeks after approval** for a cash advance or registration prepayment to be issued.

Submitting your TAR Claim and PD application early helps ensure sufficient time for review, approval, and payment processing. Late submissions may result in funding or prepayment not being available prior to the start of the activity.

8) **What if registration or payment is required well before the activity start date?**

Some professional development activities require registration payment well before the activity start date (for example, 6–8 weeks prior). Employees should refer to the applicable PD Committee application deadlines for their employee group when planning for early registration or payment requirements.

If registration payment is required earlier than the activity start date, employees must plan backward from the registration payment due date, not the activity start date, and must ensure the request can be reviewed and approved within an available PD funding cycle applicable to the employee group before that payment deadline.

To ensure payment can be made directly to the vendor:

- Identify the last applicable PD funding cycle with an application deadline that occurs before the registration payment due date.
- Submit your TAR Claim and PD request at **least 7 business days** before the applicable PD Committee application deadline to allow time for required approvals (supervisor, Business Services, and VPA; College President approval is required for out-of-state travel) before the PD deadline.

- Allow **up to 10 business days after the PD application deadline** for PD Committee review and approval.
- Allow approximately **3 weeks after approval** for registration payment processing.

If the registration payment deadline is missed, but the activity has not yet started and PD funding is approved, a cash advance may still be issued to the employee, provided sufficient processing time remains.

Faculty PD Example (Funding Deadlines)

A conference takes place on **June 1, 2026**.

The **registration payment due date is March 30, 2026**.

Spring 2026 PD funding rounds:

- **Round 1**
 - Application deadline: **Friday, February 20, 2026**
 - Funding meeting: **Monday, March 2, 2026**
- **Round 2**
 - Application deadline: **Friday, April 17, 2026**
 - Funding meeting: **Monday, April 27, 2026**

Because registration payment is due **March 30**, the request must be reviewed and approved during **Spring 26 Round 1**. Spring Round 2 cannot be used because its application deadline occurs **after** the registration payment due date.

In this case:

- The TAR Claim and PD request must be submitted **at least 7 business days before February 20, 2026**, to allow time for required approvals (supervisor, Business Services, and VPA; College President approval is required for out-of-state travel) before the PD deadline.
- The PD Committee then has **10 business days after February 20, 2026** to review and approve the request.
- Submitting a request for the **April 17** deadline would be **too late**, even though the conference does not occur until June 1.

Classified PD Example (Monthly Deadline)

For Classified PD funding, applications are due **by 4:00 PM on the last Friday of each month**.

If registration payment is due on March 30, the PD application must be submitted in time for the **February monthly deadline**, not the March deadline, to allow sufficient time for review, approval, and payment processing. If no Classified PD application deadline occurs before the registration payment due date, PD funding may not be available in time to support prepayment.

Important Timing Reminder

This timeline assumes:

- The TAR Claim is submitted by **February 11, 2026**,
- The PD application packet is complete and requires no corrections, and
- No processing delays occur.

Any delay (such as missing documentation, late submission, or requests for clarification) may result in payment **not being issued before the registration deadline**.

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

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

According to [District Regulation 8341](#), a TAR Claim 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.

Key Reminders

- Approval of a TAR Claim does **not** guarantee approval of PD funding.
- PD Committees review applications during designated funding cycles based on published application deadlines.
- PD funding timelines are driven by application deadlines, not activity dates or committee meeting dates.
- PD funding decisions may occur after travel or payment deadlines.
- Employees are responsible for expenses incurred if PD funding is not approved.
- Cash advances and registration prepayments are issued **only** when the full requested amount is supported by confirmed, approved funding prior to travel.

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?

Under District Regulation 8341, requests for cash advances must be submitted a minimum of three (3) weeks prior to departure.

As an accounting and processing practice, cash advances are not issued more than forty-five (45) days prior to the travel departure date. Requests submitted earlier than this timeframe will be held until the allowable processing window, provided all required approvals and confirmed funding are in place.

Note: Cash advances and registration prepayments may only be issued when the full amount requested is supported by confirmed, approved funding (e.g., approved PD funding or authorized departmental funding).

TRANSPORTATION

1) What is the limit amount on airfare?

Airfare is reimbursed up to the actual lowest reasonable round-trip airfare available, consistent with District travel regulations.

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.

3) Are airline baggage fees reimbursable?

Airline baggage fees may be reimbursed only if they are necessary and reasonable and represent the lowest overall cost of airfare, consistent with District travel regulations. Optional upgrades (such as extra legroom, preferred seating, or priority boarding) are not reimbursable.

Travelers should select airfare options that minimize total cost to the District, including baggage fees, cancellation terms, and change restrictions. Documentation must be provided.

4) 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.

5) 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.

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

You will be reimbursed at the current economy parking rate.

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

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

8) What is the current mileage rate?

Effective 1/1/26: Mileage reimbursement is \$0.725 per mile.

See [mileage-chart.pdf](#) for standard and Intra-District rates.

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

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

10) Can temporary classified employees claim mileage?

Yes, if authorized by their supervisor.

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

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

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

You need to submit a TAR Claim 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](#)

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

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

14) 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 VPA.
- 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 VPA 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. If the conference hotel is unavailable, you may make reservations at a different hotel. Reimbursement for lodging will not exceed the single-occupancy per-day rate established at the conference site.

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.

5) **When may an employee travel before or after an event and claim expenses?**

Travel the Day Before an Event

Employees may be approved to travel the day before an event **when necessary to arrive on time for the start of the program**. The justification depends on the travel distance, available flight schedules, and program start time.

Examples:

- **Los Angeles:** If a conference begins at **8:00 a.m. on Monday in Los Angeles**, it would be reasonable to depart **Sunday afternoon** and stay one night. In this case, the traveler may claim **dinner only** for Sunday if they depart before 7pm.
- **New York:** For destinations requiring longer travel time (e.g., **New York**), the traveler may need to **depart early in the morning** and could claim **breakfast and/or lunch** if applicable, based on travel meal allowance time.

Travel the Day After an Event

Employees are generally expected to return the same day the event ends, unless travel time or flight schedules make same-day return unreasonable.

Examples:

- **Los Angeles:** If a conference ends at 2:00 p.m. on Wednesday, the traveler should return to Sacramento the same day, as it is approximately 1.5-hour flight.
- **New York:** For longer-distance travel, an overnight stay after the event may be reasonable if same-day travel is impractical due to flight duration or availability.

6) **Can an employee travel two days before and/or two days after an event and claim expenses?**

Example: Los Angeles Trip

Generally, only travel that is reasonably necessary for business purposes is reimbursable. If an employee chooses to extend travel beyond what is required for the event, reimbursement is limited to the business-related portion of the trip.

Example: Los Angeles Conference

Early Travel (Before Event):

- If the employee chooses to travel on Saturday instead of Sunday for a Monday program,
 - Airfare may be reimbursed (if cost-neutral or less than standard travel).
 - The employee is responsible for hotel and meal costs for Saturday and for any meals prior to Sunday dinner.
 - The employee may claim Sunday dinner if that aligns with when travel would normally occur for timely arrival on Monday morning.

Extended Stay (After Event):

- If the conference ends on Wednesday and the employee chooses to remain until Friday:
 - Airfare may be reimbursed (if cost-neutral or less than standard travel).
 - The employee will be responsible for their own lodging and meals for Wednesday night through Thursday.
 - The employee must use vacation leave for those non-business days.

7) Is overnight lodging allowed for local conferences or events?

Approval for overnight lodging is based on whether the **required program schedule** makes a hotel stay **necessary**.

Overnight lodging may be supported when:

- Required instructional or program sessions begin very early in the morning or end late in the evening, **and**
- Same-day travel would be unreasonable based on mandatory program times and travel distance.

Attendance at **optional** activities does **not** constitute a required program obligation and does **not** justify overnight lodging.

Overnight lodging is **not typically supported** when:

- Evening activities (such as receptions, dinners, networking events, or award/recognition ceremonies) are optional, social, or ceremonial in nature, even if attendance is encouraged.

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?

If a vendor does not accept check for registration, you may request a cash advance only if the full amount requested is supported by confirmed, approved funding available prior to travel (e.g., approved PD funding or authorized departmental funding). Employees should plan around the applicable PD Committee application deadlines to allow time for review, approval, and payment processing.

MEALS

1) What is the meal allowance rates?

The meal allowance rates are:

Breakfast:	Departure before 7:00 a.m. or return after 7:00 a.m.	Breakfast	\$ 10.00
Lunch:	Departure before 12 noon or return after 12 noon	Lunch	15.00
Dinner:	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. Meal reimbursement is based on the District's established meal allowance rates and eligibility criteria; receipts are not required for individual meals..

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. Receipts are not required for individual meals. Meal reimbursement is based on the District's meal allowance rates and eligibility criteria.

4) Can I claim for hotel meals?

No. Hotel-charged meals are not reimbursable. Employees may claim meal allowances, when eligible, in lieu of reimbursement for hotel meals.

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 a receipt for a cash payment is lost, you must include a written explanation within your TAR Claim describing the expense, the circumstances under which the receipt was lost, and why a replacement receipt is not available. The request will be reviewed for compliance with District travel regulations. Approval is not guaranteed and is subject to review for compliance with District regulations.

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.

Step 2 is used to request reimbursement for actual, eligible expenses incurred during approved travel and should be submitted no later than three (3) business days after attendance at the conference or return from travel as a college processing standard.

Note: Employees with outstanding or unsubstantiated travel cash advances may have future advances and reimbursements withheld by the District Office.

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 closed out 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.