

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

Governance Process:

Reason for Revision: To Establish / Amend 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 Absence/Travel Request/Reimbursement Claim form must be processed for authorization to be absent, request for pre-payment, or reimbursement of travel expenses.

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.

**Steps to Activate the Travel Process**

- 1) Initiator will complete the travel request form and present it to immediate/approving supervisor. The initiator should complete all portions indicating preference for pre-payment of conference fees, lodging, and transportation or the use of a credit card to cover these expenditures. It will also be necessary to attach all pertinent backup documents.
- 2) The supervisor will approve the request and forward all copies to College or District Business Services.
- 3) College Business Services will issue requested pre-payments.
- 4) 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.

## 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. 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.
- 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 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 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. When a rental car is used, this should also be explained.
  - e. Charges for parking, tolls, taxi, and airport limousine shall be specified and receipt included.
- 3) Personal telephone calls, entertainment expenses, or alcoholic beverages will not be reimbursed.
- 4) ~~The Federal Travel Regulations allows for actual expense reimbursement when per diem rates are insufficient to meet necessary expenses. (see FTR §301-11.300 through 306)~~ 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 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 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—Reimbursed at the per diem rate of ~~fifty-five (\$55.00)~~ fifty-nine (\$59.00) per day - breakfast, twelve dollars (\$12.00); lunch, ~~fifteen (\$15.00)~~ seventeen (\$17.00) dollars; dinner, ~~twenty-eight (\$28.00)~~ thirty (\$30.00) dollars. Meal reimbursements will be prorated as follows: leave before ~~7:00~~ 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 ~~6:00~~ 7:00 p.m. entitled to dinner.