

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

Governance Process:

Reason for Revision: To Establish / Amend District Procedure

Meals and In-State Travel Allowance for Students

Meals

1. Meals will be funded for the approved travel party only (e.g., students and athletes eligible for competition).
2. Meals will be funded at the per diem rate noted below. Meal allowances may be adjusted up to the employee rates for travel to high-cost cities with prior approval by the appropriate Vice President. High-cost cities will be determined by the rates published by the Federal Internal Revenue Service.
 - Breakfast ~~\$5.00~~ \$7.00
 - Lunch ~~\$7.00~~ \$10.00
 - Dinner ~~\$10.00~~ \$14.00
3. Travel must begin prior to 6:30 a.m. to receive funding for breakfast.
4. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
5. Travel must conclude after 6:00 p.m. to receive funding for dinner.
6. A District Student Travel Authorization form must be signed by the approved traveling party and returned within ten (10) days to the College Business Services Office. [See Procedure 3C1(b) of this Manual for the District Student Travel Authorization form.]

7. The approved traveling employee must complete the District Student Travel Authorization form if meals or food goods are purchased on a group basis. The District Student Travel Authorization form must be returned within ten (10) days to the College Business Services Office. All receipts must accompany form.
8. Prepayment dollars for meals not spent must be returned to the College Business Services Office for deposit to the appropriate fund.

Lodging

1. Lodging will be funded for the approved travel party only, (e.g. students and athletes eligible for competition).
2. Lodging will be funded at cost.