AP 3C1(b)Student Travel Authorization

Section Three—Business Services Governance Processes Relative to the District Board Policy Manual and Collegial Consultation With Academic Senates

Employ the Process of Mutual Agreement

Policies: None

Procedures: None

Appendices: None

Rely Primarily Upon the Advice and Judgment

| Policies: | 3A1 (re: | | Budget Development) | | |
|-----------|--------------|------|---------------------|--|--|
| | <u>3A1A6</u> | (re: | Budget Development) | | |

| Procedures: | None |
|--------------|------|
| r rocedures. | NONE |

Appendices: None

DRAFT <u>AP 3C1(b)Student Travel</u> Authorization

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

Governance Process: Informational Only

Reason for Revision: To Establish District Procedure

See attached form

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AP 3C1(b)

Bakersfield College
 Cerro Coso Community College
 Porterville College

Student Travel Authorization

| Name of Approved Travel Employee Contact T | | | Telephone N) | lumber | Date of Request | | | |
|--|--|---------------------------|--|----------------------------------|----------------------------------|----------------------------|-------------------------|-----------------|
| Athletic Sport/Student Activity Purpose Amount of Prepa Required (shoul amount per stude number of stude | | uld total udent x | | Actual Ex | es Claimed | | | |
| Departure Location (must be KCCD site; other location must be approved) | | Categories | | | Actual Cost | Audit (Office Use Only) | | |
| Departure Date | AM Time | PM T | me | Commercial Transportation | | | | |
| Return Date | AM Time | PM T | me | Lodging Plus Tax | | | | |
| Return Location (must be KCCD site; other location must be approved) Destination (be specific) (Note: Out-of-state trips require Board approval) | | | Registration | | | | | |
| | | | Meals Total | | | | | |
| | | | Other Expenses Total | | | | | |
| Maximum Allowance Amount per student | Number of students participating (Attach Student Trip Emergency Contact List; employee must retain copy.) | | Total Expenses | | | | | |
| \$ | | | Less Prepayment/Credit Card Charges | | | | | |
| Purchase Order Number | Invoice N | umber | | Balance Due | | | | |
| By signing below each stude | nt acknow | ledges receipt | | t specified lates/time | | d ent" box | <u>being provided m</u> | eals during the |
| Printed Nam | | blata/Stu | dont | | Signatu | | thioto/Stur | lont |
| | ie of At | niete/Stu | aent | | Signatu | | Athlete/Stuc | lent |
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| | | | | | | | | |
| Signature of Approved Travel Emplo | yee | | Printed N | Name of Approved Travel Employee | | | Date | |
| Signature of Vice President, Dean, o | r Athletic Dire | ector | Printed N | lame of Vice | President, Dean or Athletic Dire | Date | | |
| 01/0011 | | | | | | | • | |



2100 Chester Avenue Bakersfield, CA 93301-4099 (661) 336-5100

04/2014

Instructions

- 1. The Student Travel Authorization form must be completed in its entirety.
- 2. Within ten (10) days of the conclusion of the event the completed Student Travel Authorization form, <u>along with original, itemized receipts</u>, and <u>any unspent</u> excess funds, are to <u>must</u> be received by the Business Services Office. <u>Unspent funds will be deposited and credited to the appropriate FOAPAL</u>. Any failure to comply with this requirement may cause denial of future requests for advances.
- 3. Meals <u>per diem</u> will be <u>funded</u> <u>provided</u>, <u>in advance</u>, for the approved travel party only (e.g., athletes eligible for competition, students). <u>and</u> <u>will be funded to the approved traveling employee</u>.
- 4. <u>Maximum</u> meal allowance rates <u>(per student/athlete)</u> are as follows:
 - Breakfast..... \$7.00
 - ➤ Lunch...... \$10.00
 - Dinner..... \$14.00
- 5. Travel must begin prior to 6:00 a.m. to receive funding for breakfast.
- 6. To receive funding for lunch, travel coverage is required for the entire period between 11:00 a.m. and 2:00 p.m.
- 7. Travel must conclude after 6:00 p.m. to receive funding for dinner.
- 8. The approved traveling employee must purchase meals on a group basis and such meals cannot exceed on average, the maximum meal allowance per student. Any unspent advanced per diem monies must be returned to Business Services for deposit and credit to the appropriate FOAPAL.

Admin 03/17/14 Ch. Cab. 04/21/14 CC. 04/22/14-posted

Admin 10/19/15 ChC. 10/20/15