

SUPPLEMENTAL TRAVEL GUIDELINES

The following information is intended to supplement the District's Travel Policies and Procedures contained in **Board Policy Manual section 3C** in order to assist staff in fully completing the documentation required for employee travel on behalf of the College/District.

"Claim for Travel Reimbursement" and "Student Travel Authorization" forms can be found on the District website/Portal (Employee tab, Employee Forms, More Forms, Business Services, Travel). 3-part forms can still be used, but are no longer necessary.

All travel forms must be completed in full including employee ID number (not social security number), dates and times of departure and return, purpose of travel, **initiator signature** for pre-approval and immediate supervisor signature for pre-approval. Immediate supervisor signature is required to confirm approval of the staff member's travel. The budget approval is through the purchasing process (Purchase Orders and Banner approval queues). Travel forms received with the "Certifying Signatures" completed **prior** to travel will be returned. If traveling as the approved travel employee for student travel, please mark the box indicating so. Before submitting for reimbursement, initiator signature and immediate supervisor must sign certifying the expenses.

For colleges, travel forms are to be forwarded to the campus Business Office. (For District office, please submit directly to Accounts Payable.) Travel forms should not be submitted until a purchase order is completed and approved.

Purchase orders should be entered as "standing" (with no tax) and should be entered (and approved) **prior to traveling**. Purchase orders should be based on estimated amounts, if actual amounts are not known. The words "DO NOT PRINT" should be entered in the **comments** field of each purchase order if the purchase order is not to be mailed. Any information related to the commodity that does not fit on the commodity line should be entered in Item Text. If the vendor is not in Banner, you will need to work with the vendor to complete a request for vendor setup before you can enter the PO. Please refer to the Vendor Request forms located on the KCCD website (under the 'Training and Vendors' tab).

Other: When entering any of the above purchase orders, all other purchasing processes apply (including using "***" on the description/commodity line if there is specific check routing information.)

Reimbursements are the responsibility of the traveler, not another staff member.

Document Text: Regardless of prepayment or reimbursement, the document text of each travel purchase order **MUST** include why their participation in the training/event is appropriate for the funding source and/or program. If more than one employee and/or one student is attending, it must be clear why multiple employees and students attendance is necessary.

Prepayments

Approved travel documents must be submitted to the Campus Business Office (or District Office for DO employees) **at least 20 days prior to travel**. Checks for employees will be cut 10 days prior to travel. Registration fees or hotel reservations will be paid 30 days prior to the event unless otherwise requested. **Prepayment requests received by the campus business office after the 20-day "date" will**

be returned to the employee for reimbursement (instead of pre-payment.) Remember, your corresponding PO must be approved and your travel form submitted before payment can be generated!

If copies of registration forms, or other documents, are needed to send with a prepayment check, initiator should clearly indicate this on the registration form, etc.

Airlines/Train/Bus Tickets: These charges will be prepaid when requested. Enter type of charge (such as “airline tickets”), travel dates, and attendee on description/commodity line. Enter event name and event date in Document Text.

For hotels/event registration fees: You should use the same PO for multiple attendees using the same vendor for the same event. Please enter a separate description/commodity line for each attendee, naming the date of event and attendee. Enter the event title in Document Text. Many hotels will waive the taxes on your stay so be sure to take the “Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim” with you to your hotel. (Form located on District website/Portal (Employee Tab, Employee Forms, More Forms, Business Services, Travel)). Upon return, a detailed hotel folio must be submitted with final travel paperwork to Business Services.

Rental Cars will be issued through Enterprise and/or Avis. There are currently contracts under KCCD, Bakersfield College, Cerro Coso College, and Porterville College. For campuses, have invoice sent to the campus Business Office. For District Office staff, have the invoice sent to DO-Accounts Payable. On PO description/commodity line, enter Rental Agreement number (if already obtained), date(s) and name of renter. Enter location/destination and event/activity (e.g., Banner Summit, Football Game, Choir Tour, etc.) in Document Text.

The College/District will **not** pay for the Damage Waiver option. No Damage Waiver expenses will be paid on any rentals that are billed to the College/District. SISC will cover the insurance claim if the individual is in an accident while on College business.

Per Diem:

EMPLOYEE ONLY TRAVEL	STUDENT RELATED TRAVEL
For overnight travel, prepayment of per diem will be allowed.	For trips involving students, prepayment of per diem for students is recommended. All meals for student trips will be paid, in advance, to the approved travel employee based on the maximum student per diem rate per student. The approved travel employee is responsible for cashing the check and distributing the appropriate amount to each traveling student. Traveling students must sign the Student Travel Authorization acknowledging that they received the correct amount for meal purchases. Within ten (10) days of return, the approved travel employee must return the Student Travel Authorization, along with any unspent funds to Business Services. Unspent funds will be deposited and credited to the appropriate FOAPAL.

Reimbursements

Requesting Reimbursement of Actual Expenses: Prior to requesting reimbursement, the "Actual Expenses" portion of the Claim for Absence/Travel Reimbursement must be completed, including the Certifying Signatures.

For staff who choose to pay up front for travel expenses, complete one PO for each trip. Please enter separate description/commodity lines for each type of reimbursement (i.e. mileage, hotel, baggage handling, etc.) Enter event name & event date in Document Text.

Airlines/Train/Bus Tickets: If the traveler pays for tickets and then submits for reimbursement on travel form, enter type of reimbursement on description/commodity line. Enter event name and event date in Document Text.

Gas reimbursement is only applicable to rental car or district vehicle use, and when the district gas card is not used. If you use your personal vehicle for travel, then mileage reimbursement will apply. On PO description/commodity line, enter type of reimbursement. Enter event name and event date in Document Text.

For gas reimbursement, rental car use or mileage reimbursement you must have an "Agreement for Use of Private Automobile on School Business" form on file.

Mileage will be reimbursed at current approved rate. Mileage is paid from departure location to arrival location, except in instances where there is a shorter distance from employee assigned work location to arrival location. In these instances, the shorter distance will be paid. There will be no prepayment for mileage. On PO description/commodity line, enter "Mileage". Enter event name and date in Document Text. A purchase order change may be required if actual mileage is higher than the estimate in purchase order. Google Maps/MapQuest can be used in lieu of using the In-District mileage chart. Odometer readings are no longer accepted.

Multiple trips to same destination for same purpose can be combined on one travel form, submitted for reimbursement monthly.

Incidentals: See travel form for rules regarding reimbursable/non-reimbursable items. These items can be entered on PO with mileage, per diem and other items to be reimbursed. On PO description/commodity line, enter type of reimbursement. Enter event name & event date in Document Text. Appropriate documentation (original, itemized receipts) must be attached to the travel form.

Per Diem: A copy of the conference schedule must be included with all claims. Per Diem may not be claimed for any meal provided (including continental breakfast) regardless of whether the employee or students choose to consume the meal(s) provided. *If there are dietary exceptions requested, please include an additional statement requesting an exception when the claim for reimbursement is submitted.* Due to funding restrictions, some exceptions may require payment from General Unrestricted funds rather than Restricted funding sources.

EMPLOYEE ONLY TRAVEL	STUDENT RELATED TRAVEL
<p>You may enter a PO for reimbursement combined with mileage and other incidentals, using a separate description/commodity line for each item. On PO description/commodity line, enter type of reimbursement. In Document Text enter event name and event date.</p> <p>Single Day: Per Diem is only allowable when an overnight stay is required. If no overnight stay is required, no meals can be claimed.</p> <p>Overnight Stay: Per Diem is only allowable when an overnight stay is required. Remember, per diem is not based on actual amounts spent; it is based on the District-stated per diem rate.</p>	<p>You may enter a PO for reimbursement combined with mileage and other incidentals, using a separate description/commodity line for each item. On PO description/commodity line, enter type of reimbursement. In Document Text enter event name and event date.</p> <p>Single Day: For approved traveling employees for student trips (such as for athletic events or student field trips), there is an exception to the overnight rule. All approved traveling employees for student trips will be <u>reimbursed ACTUAL expenses</u>, up to District-stated per diem, even if no overnight stay is required. Original, itemized receipts must be submitted by the approved traveling employee.</p> <p>Overnight Stay: Per Diem is only allowable when an overnight stay is required. Remember, per diem is not based on actual amounts spent; it is based on the District-stated per diem rate.</p>

All other travel rules apply (see instructions on travel forms.)



Claim for Travel Reimbursement

- Bakersfield College
- Cerro Coso Community College
- District Office
- Porterville College

Funding Source

- District/College
- ASB
- Bookstore
- Co-Curricular
- Food Services
- Foundation

Date of Request		Contact Telephone Number		Staff Development Fund <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name		Identification Number		Department	
Event				Date(s) of Event	
Destination					
Date and Time of Departure			Date and Time of Return		
Classes/Hours to Be Missed				Substitute Needed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

FUNDING SOURCE (e.g., FOAPAL or Student Organization Accounting String)

Estimated Expenses				Actual Expenses		
	Estimated Cost	(Please(x) If Requested)			Actual Cost	Audit (Office Use Only)
		Prepayment* PO	Credit Card			
Commercial Transportation*				Commercial Transportation*		
Lodging +Tax*, #/nights:				Lodging plus tax		
Registration*				Registration		
Mileage Miles @ Cents	0.00			Mileage Miles @ Cents		
Meals				Meals Total (Itemize Below):		
Other Expenses (Itemized):				Other Expenses Total (Itemize Below):		
				Total Expenses		
				Less Prepayment/Credit Card Charges		
				Balance Due		
Total Estimated Expenses				Purchase Order Number		

Pre-Approval Signatures

Certifying Signatures (AFTER travel)

Initiator

Immediate Supervisor

NOTE: Pre-Approval by Immediate Supervisor confirms approval of the initiator's travel. Budget approval is completed through the purchasing process.

Initiator to mark this box if serving as approved traveling employee on student trip.

I certify that this is a true record of actual and necessary expenses incurred by me in the performance of duties as directed by the governing Board of the Kern Community College District.

Initiator

Immediate Supervisor

NOTE: Certifying Signature by Immediate Supervisor confirms the initiator is entitled to the expenses claimed based on KCCD Policy/Procedure.

Audited and Approved for Payment By:

Per Diem Meal Data

Date	Breakfast \$12.00	Lunch \$17.00	Dinner \$30.00	Total \$59.00	Audit (Office Use Only)

Business Services ONLY

	Date	Check Number	Amount
Prepayment			
Final Payment			

Other Expenses (Itemized)

Description	Actual Cost	Audit (Office Use Only)

Special Notations:

TRAVEL REQUEST/REIMBURSEMENT CLAIM FORM INSTRUCTIONS

1. Please complete the top portion with date, name, event, destination, dates of event, times of departure and return, and classes to be missed, if applicable.
2. Indicate the budget number or numbers (e.g., FOAPAL or Student Organization Accounting String) that will be paying for the trip. Budget managers will approve the expenses associated with the travel through the purchasing process.
3. Complete only the estimated cost portion when the request is initiated. Indicate type of transportation, information on lodging, registration fees, amount of meals, and miscellaneous charges. Prepayment for transportation, (excluding mileage) lodging, and registration fees may be requested.
4. Please sign the form and have the immediate supervisor approve the request. (Pre-Approval Signatures)
5. If traveling as an approved traveling employee for student travel, please mark the box indicating so.
6. Purchase orders must be in place for all expenses prior to travel.
7. To request reimbursement complete the Actual Expenses Claimed section of the form. List all expenses, total the actual cost column, then deduct all prepayments. The balance will equal the amount to be reimbursed. The claim should be made within ten (10) working days after the trip is completed.
8. Please sign the form and have the immediate supervisor approve the request (Certifying Signatures).
9. When an overnight stay is required meals will only be reimbursed at the per diem reimbursement rate of \$59.00 per day: Breakfast, \$12.00; Lunch, \$17.00; and Dinner, \$30.00. Employees are not entitled to per diem for meals included in the event/conference, regardless of whether the employee chooses to consume the meal(s) provided. A copy of the conference schedule must be included with your claim. If no overnight stay is required, no meals can be claimed.(see student travel for exception – below). The Chancellor and/or College President must approve actual reimbursement for meal costs that deviate from the per diem reimbursement rate.

Meal reimbursements will be prorated as follows:

Breakfast.....If travel is begun prior to 6:00 a.m.

Lunch...If travel covers entire period between 11:00 a.m. and 2:00 p.m.

DinnerIf travel is concluded after 7:00 p.m.

Travel - The most economical mode of transportation shall be used. Travel by personal automobile will be reimbursed at the Board authorized rate per mile, and the employee must have an Agreement for Use of Automobile Form on file with his/her Campus/District Business Services prior to travel. If claiming mileage and not using the mileage chart for commonly visited areas, a Google Map or MapQuest will be required.

Non-reimbursable – Personal telephone calls, entertainment, or alcoholic beverages will not be reimbursed. Meals included as part of the meeting/conference registration will not be reimbursed regardless of whether the employee chooses to consume the meal(s) provided.

Incidental Expenses – These include conference fees, portering services, business related telephone calls, faxes and internet, and tips.

Other Expenses – Original, itemized receipts must be provided for all expenditures, except meals, including any prepayments.

Student Travel (Per Diem exception) – For approved traveling employees accompanying students (i.e. conference or athletic event) meals will be reimbursed based on ACTUAL expenses (up to employee per diem) for travel when no overnight stay is required. Original, itemized receipts will be required.

If there are no expenses to be claimed, indicate so and retain the form in the appropriate area/department.

Purchase orders MUST be approved prior to traveling. Purchase orders should be based on estimated amounts when actual amounts are not known.

All claims must be submitted within ten (10) days of the travel claim. For June travel, claims must be submitted no later than the "Expenditure Cutoff Date" deadline established for the current fiscal year expenditures. No reimbursements for current fiscal year expenditures will be processed after this date.