

Date Received

Office Use Only

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EXPENSE REIMBURSEMENT FORM

Please note: a reimbursement request must be received at the Academic Senate Office no later than,

- 30 days following the event for which the expenses were incurred, AND
- **No** later July 15th for all events occurring between June 16th-30th.

Requests received after the applicable deadline will NOT be honored.

Print clearly and complete in full.

Name: _____ **Date:** _____
Street Address: _____ **City & Zip:** _____
Day Phone: _____ **Email Address:** _____
 Dates of Travel: _____ School/College: _____
 Destination/Address: _____ Person in Charge of Meeting: _____
 Provide detailed information regarding the purpose of travel: _____

Date	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Line Total
	/	/	/	/	/	/	/	
Breakfast								
Lunch								
Dinner								
Lodging								
Shuttle/Taxi								
Airfare								
Mileage = # \$0.545/mi								
Parking								
Other*								
Incidentals**								
Total (#) Miles Driven								Total \$

Check here if the Academic Senate was used to make flight arrangements. Do not include in costs above.

***OTHER EXPENSES:** Must include full description below to be eligible for reimbursement:

Your Signature: _____
 (I certify that I incurred the costs above and all original receipts and reports are attached, as necessary, and that all expenses submitted are for business related to Academic Senate activities.)

ASCCC Review: _____

ASCCC Approval: _____

Return to:
 Academic Senate for California Community Colleges
 One Capitol Mall, Suite 340, Sacramento, CA 95814
 Phone: (916) 445-4753 / Fax: (916) 323-9867

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Account	Amount

** Incidentals permitted for ASCCC Executive Committee Only. (#) Attach MapQuest, or similar printout, to support total miles requested for reimbursement.

**ACADEMIC SENATE FOR
CALIFORNIA COMMUNITY COLLEGES
EXPENSE POLICY**

The expense policy of the Academic Senate (AS) is designed to recognize the fact that faculty members serving this organization are volunteers who receive no direct compensation for their efforts. Therefore, it is the intent of the AS to reimburse those expenses that members are mandated to undertake while serving in an official capacity on behalf of the AS. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

I. Reimbursement Procedures

- A. All claims for reimbursement shall be submitted on standard Senate Expense Reimbursement Forms.
- B. Original receipts or clear copies of them are required as documentation of all claimed expenses of an amount greater than \$10.00 in order for them to be reimbursed.
- C. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF THE AS IN EXCESS OF \$200.00 WITHOUT PRIOR APPROVAL OF THE PRESIDENT OR EXECUTIVE DIRECTOR.**
- D. Members may be reimbursed for supplies, postage, equipment, hosted functions, and other miscellaneous charges necessary for the completion of official business with prior approval from the Executive Director.
- E. Members may be reimbursed for business calls. For reimbursement, calls must be clearly identified on the original bill or a copy. Further documentation may be requested.
- F. Eligible travel expenses and registration fees incurred while attending an authorized conference, convention, or business meeting within California will be reimbursed.
- G. All out-of-state travel must be pre-approved by the Executive Committee.
- H. Reimbursement requests must be received at the Senate Office in a timely manner (*no more than 30 days following the event AND, no later than July 15th for all events occurring during June 16th - 30th of each fiscal year*). Eligible expenses will be approved within approximately two weeks of receipt, unless precluded by a budgetary shortfall. **Please note: Requests received after the applicable deadline will NOT be approved for payment.**
- I. With the exception of meetings where the President or the Executive Director is present, a **written report** of the meeting must be submitted to the Executive Assistant by the primary Senate representative at the meeting before reimbursement for travel expenses may be made to anyone for that meeting.

II. Travel

- A. A person is expected to neither gain nor lose money while traveling on AS business.
- B. **The Senate's reimbursement policy is, for air travel between cities for which the State of California rate is available; to reimburse the lesser amount between the State of California Rate or itinerary rate no matter what amount the faculty member actually pays**, unless there is other prior approval by the Executive Director.
- C. With advance notice (3 weeks preferred), the AS office will book travel arrangements on your behalf and handle payment so that you do not need to be reimbursed.
- D. Travel will be reimbursed in accordance with the following:
 1. When personal contact is the most efficient method of conducting AS business.
 2. When the most economical method of transportation is selected. For airline travel, individual effort to obtain YCAL or advance purchase lower fares is expected.
 3. When attendance at a conference or meeting is limited to persons concerned with the topics discussed or the business to be transacted.
 4. When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
 5. When appropriate receipts and reports have been submitted.
- E. Committee members are expected to use economy lots. Door-to-door shuttle services may also be more cost effective than paying parking costs. Members who handle their own travel arrangements must consider whether utilizing shuttle services will result in more economical travel plans.
- F. Travel Expense Reimbursement Rates: Claims may include only actual expenses incurred and are limited as follows:

1. Breakfast	\$7.00	4. Lodging	\$84.00 (\$110 in LA & SD, \$140 in Alameda, SF, Santa Clara, San Mateo)
2. Lunch	\$11.00 (if travel > 24 hours)	5. Mileage	\$0.545 per mile based on January 1 st , 2018 Government Rate
3. Dinner	\$23.00	6. Incidentals	Exec Committee members \$6.00/day (if travel > 24 hours)
- H. When travel arrangements require a member to leave home before 6:00 a.m. or return later than 7:00 p.m., s/he may be reimbursed for the appropriate meal expenses provided AS has not provided breakfast and/or dinner that day.
- I. Mileage Reimbursement – A printed route map with total mileage **must be attached** to the reimbursement request. MapQuest or similar online programs may be used to document your route and mileage for reimbursement support. You are responsible for identifying the total miles travelled and requested for reimbursement on your request form.