

# Classified Institute CRC Business Services and DO Fiscal

January 9, 2023



**COSUMNES**  
RIVER COLLEGE

# Travel Reimbursement

- CRC Expert

## Travel Authorizations:

1. Ensure the traveler's name and W-ID number are correct
2. Enter the appropriate budget string and any limit to the funds (i.e., PD travel funds)
3. Have the correct dates/times of travel
4. Is the mileage rate correct?? It was just updated.
5. Mileage to events must be originated from CRC to the event and then back to CRC...not from their house! Use Google Maps, print the "text only" to PDF and attached as supporting evidence of travel
6. Categorical information box is filled in and signed by the appropriate person (if applicable)
7. Out-of-State travel has restrictions (see list) and **must be signed** by the President prior to submitting to the business office

## Travel Authorization Slow Downs-

Not having the required receipts and documentation attached  
Not having the proper signatures

- [illegible]

# Travel Reimbursement

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employees.crc.csosics.edu/shared/doc/bso/forms/fs-106.pdf

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### INSTRUCTIONS FOR PREPARATION OF TRAVEL AUTHORIZATION AND REIMBURSEMENT CLAIM

This form is to be used to obtain authorization to travel and for reimbursement of travel expenses incurred during the performance of district business. All reimbursements are made pursuant to District Regulation 8341.

All requests for reimbursement shall be reasonable & at the lowest rate available, except in extenuating circumstances.

Use of Chancellor's budget requires the College President's approval and the Chancellor's approval. Use of District budget requires all appropriate College approvals and appropriate District department manager approval.

#### Part I - Request to Attend Conference/Seminar

All authorizations must be obtained prior to time designated for departure. All requests must be submitted two weeks prior to departure. If a cash advance or prepaid registration is requested, form must be submitted to Accounting Operations for processing a minimum of three weeks prior to date registration is due. Complete only the top and left-hand portion of the form when requesting authorization to travel.

#### Estimated Expenses:

A) **Transportation** - Round trip lowest air fare or mileage not to exceed air fare, \$30.00 average round trip mileage to get to Sacramento airport, parking fees at economy lot, and \$60 roundtrip allowance for shuttle to/from the airport at destination. Air travel arrangements should be made following regular college procedures. Retain appropriate receipt for reimbursement claim. Per R-8343, Section 11.4., reimbursement does not include mileage that is necessary for an employee to get from his/her residence to the assigned workplace. For current mileage rate and standard mileage, refer to [www.crcosics.edu/crcosics/mileage\\_chart.pdf](http://www.crcosics.edu/crcosics/mileage_chart.pdf).

**Car Rental** - Authorized drivers may rent vehicles when needed at travel destination point. Review the Transportation Handbook found here <http://www.crcosics.edu/crcosics/Transportation.pdf> for rental requirements. Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates from your workplace PC by going to the District website, then to "Employee", then clicking on "Enterprise Rent-A-Car" under the Purchasing Information Section. Other insurance coverage is not required and may not be reimbursed. Please select the lowest rate and the most economical refueling option.

B) **Lodging** - Lodging shall not exceed the single daily occupancy rate established at the conference site. Retain original receipt for reimbursement claim.

C) **Registration** - If prepayment is required, attach registration fee document or conference notice for payment processing. Indicate Payee in Part II. If not prepaid, retain receipt and submit original receipt with reimbursement request.

Allowance Provided	For Breakfast Allowance:	Departure before 7:00 a.m. or return after 7:00 a.m.	Breakfast
	For Lunch Allowance: <td>Departure before 12 noon or return after 12 noon</td> <td>Lunch</td>	Departure before 12 noon or return after 12 noon	Lunch
	For Dinner Allowance: <td>Departure before 7:00 p.m. or return after 7:00 p.m.</td> <td>Dinner</td>	Departure before 7:00 p.m. or return after 7:00 p.m.	Dinner
			Total
			\$ 50.00

The total meal allowance shall be paid beginning with the traveler's time of departure if travel is outside District boundaries & travel includes an overnight stay. Only the actual amount of meal expenses incurred, not to exceed the allowance stated above, shall be reimbursed.

E) **Other** - Estimate additional district business/conference related expenses. Original receipt required for reimbursement.

F) **Incidental Expenses** - Estimate additional expenses not to exceed the \$5.00 per day (24 hours) established per R-8341 and only if travel includes an overnight stay. For example, if departure occurred on Monday and traveler returns on Tuesday, but travel did not exceed 24 hours, only \$5.00 incidental allowance may be claimed.

Forward all copies for approval. Travel is not authorized until approved by the Vice President of Administration for travel within a 500-mile radius of Sacramento; the Chancellor for beyond the 500-mile radius. A maximum allowance may be established during the approval process. The maximum allowance is a limit on the amount of travel expenses that will be reimbursed if actual expenses exceed the allowance. Do not complete unless needed. The bottom 3 copies of the approved form will be returned to the employee to complete.

Part II - Request for Reimbursement section upon return from travel.

#### Part II - Cash Advance/Prepaid

College completes the appropriate section and the requested cash advance is processed. If a cash advance or prepaid registration is requested by the employee, the employee is to complete this section and submit the request a minimum of three weeks prior to date registration is due.

Minimum \$100.00 cash advance request shall only be processed.

#### Part III - Request for Reimbursement

College completes the appropriate section and the requested cash advance is processed. If a cash advance or prepaid registration is requested by the employee, the employee is to complete this section and submit the request a minimum of three weeks prior to date registration is due.

Part III - Request for Reimbursement section upon return from travel.

# Travel Reimbursement

- Things that slow the process down:
  1. Form not filled out completely – some employees have sent forms without Part I filled out and only send in Part III. I need to see at least Part I completed to know this travel was approved before the actual event. The only time this is not really needed is when it is a straight mileage travel.
  2. **NO** approval signatures or approval email
  3. Missing backup – If I am paying a registration – I must have back up from the vendor that shows amount to pay, Vendor Name and Vendor remit to address. Also, I need airline backup, conference agenda, hotel, taxi/uber/lyft receipts and airfare or mileage log.
  4. If the travel is hitting a fund 12 budget than the categorical box found in Part I on the form must be filled out and signed.

# Questions