



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 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				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	<p>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.</p>
Immediate Supervisor	
NOTE: Pre-Approval by Immediate Supervisor confirms approval of the initiator's travel. Budget approval is completed through the purchasing process.	
<input type="checkbox"/> Initiator to mark this box if serving as approved traveling employee on student trip.	
Initiator	<p>NOTE: Certifying Signature by Immediate Supervisor confirms the initiator is entitled to the expenses claimed based on KCCD Policy/Procedure.</p>
Immediate Supervisor	
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.

LunchIf 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.