

Cuesta College Accounting Fiscal Services

Conference Request/ Travel Reimbursement Guidelines

The Conference Request/ Travel Reimbursement form is used when a person is planning to attend a meeting or conference away from the school district. Prior approval must be secured from your Department/Division Administrator and Vice President before attending any off-campus activity. If you are seeking reimbursement for mileage only, the same reimbursement form is used.

1. You may obtain the Conference Request/Travel Reimbursement form on-line.
2. Original receipts are required for hotel/motel bills and registration fees in order to obtain reimbursement. If you are not given one, ask for one. Most organizations are happy to comply with your request.
3. Reimbursement for appropriate lodging shall be made when the meeting or conference is more than 80 miles from the assigned primary campus at Cuesta College.
4. The District will reimburse for single room rates only. If a non-employee accompanies you, please obtain the single room rate, if available, and note it on the bill.
5. Expenses occurred for days outside of official travel times are the employee's responsibility. This includes hotel, meals, taxi, uber, etc.
6. Expenses for personal entertainment while traveling are not reimbursable by the district. This includes transportation expenses, entry fees, etc.
7. Telephone calls are not reimbursed unless they are district business related.
8. Credit card statements are not acceptable as original receipts.
9. Copies of completed registration forms are not considered valid receipts. If you paid the registration fee, you must obtain a receipt.
10. Original receipts are required to substantiate transportation expenses. Travel agency, airline ticket, bus ticket, train ticket, and car rental receipts are valid. Receipts must show cost of ticket and dates traveled. Upgrades for travel, such as upgraded flight class or seating, is considered optional and is not reimbursable by the district.
11. Receipts are not required for meals for travel on or after 7/1/2019, unless required by funding agency. No meal expense may be claimed or reimbursed more than once in any given 24-hour period. See attached Travel Reimbursement Rates and Conditions for further detail on trip lengths and meal timeframes.
12. District credit cards may **not** be used to purchase meals/food for travel.
13. The District will not reimburse for liquor and entertainment.
14. Receipts are required for miscellaneous expenses.

15. If you use your own vehicle, the District will reimburse you at the IRS established mileage rate. Gasoline receipts will be accepted in lieu of mileage if you choose. If a district vehicle or rental car is used, reimbursement will be for the cost of gasoline only (receipts required).
16. When a Conference/Travel Reimbursement form is submitted for final reimbursement of expenses, proper signatures and account strings must be included on the form. This means that your Department/Division Administrator has approved all expenses.
17. Send forms and receipts to Budget, who will then forward them to Accounts Payable for processing.

Travel Reimbursement Rates and Conditions

The following are meal per diem rates. For travel occurring on or after 7/1/2019, receipts are not required, unless required by funding agency. Employees may not claim meals provided by the state, meals included in hotel expenses or conference fees.

For each full 24-hour period of travel, employees may claim the following:

Breakfast	Actual expense up to \$11
Lunch	Actual expense up to \$12
Dinner	Actual expense up to \$23
Incidentals	Actual expense up to \$5

TRIPS OF LESS THAN 24 HOURS:

For travel lasting less than 24 hours, employees may claim meals (as noted above) based on the following time frames:

<i>Fractional Days of Travel</i>	
Trip begins at or before 6:00am and ends at or after 9:00am	Breakfast may be claimed up to \$11
Trip begins at or before 11:00am and ends at or after 2:00pm	Lunch may be claimed up to \$12
Trip begins at or before 4:00pm and ends at or after 7:00pm	Dinner may be claimed up to \$23
	Incidental Purchases may be claimed up to \$5

updated: 7/1/2019