



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

## In-District Travel Expense Claim

Name				Date		
FOAPAL(s)				ID Number		
Department				Contact Telephone Number		
Date	Destination		To	Odometer Reading		Total Miles
	From			Start	End	
Total Mileage _____ @ _____ cents =				+ Total Meals Costs		= Total Claim
Itemized Meal Data					<i>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.</i>	
Date	Breakfast	Lunch	Dinner	Total		
Signature				Date		
Signature of Immediate Supervisor				Date		
Signature of Budget Supervisor				Date		
Departure Time		Return time		<b>For Business Office Use Only:</b> Date of Payment _____ Reference No.		

**This form is to be utilized for In-District travel that does not involve an overnight stay and is part of the employee's regular job assignment.**

### **General Guidelines**

Submit completed form to College or District Business Services requesting reimbursement for meals and transportation expenses.

1. **Meals**—Reimbursement of meal costs will not exceed \$59.00 per day: Breakfast--\$12.00; Lunch--\$17.00; Dinner--\$30.00. **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. to 2:00 p.m.

Dinner . . . . . If travel is concluded after 7:00 p.m.

**Travel**—The most economical mode of transportation should 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 to receive reimbursement. A mileage chart will be provided for commonly visited areas. If destination is not listed, odometer readings 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.

**All claims must be submitted within thirty (30) days of the travel claim. In June, claims must be submitted no later than twenty (20) days after fiscal-year-end.**