

# SUPPLEMENTAL TRAVEL GUIDELINES

## General Information

The following information is intended to supplement the District's Travel Policies and Procedures contained in *Board Policy Manual section 3C* in order to assist staff in fully completing the documentation required for employee travel on behalf of the College/District.

"Claim for Absence/Travel Reimbursement" and "In-District Travel Expense Claim" forms can be found on the District website. 3-part forms can still be used, but are no longer necessary.

**All travel forms must be completed in full** including employee ID number (not social security number), dates and times of departure and return, *initiator signature* and immediate supervisor signature. Immediate supervisor signature is required to confirm approval of the staff member's travel. The budget supervisor signature is no longer needed, due to approvals of Purchase Orders through Banner approval queues.

For colleges, travel forms are to be forwarded to the campus Business Office. (For District office, please submit directly to Accounts Payable.) Travel forms should not be submitted until a purchase order is completed and approved.

Purchase orders should be entered as "standing" (with no tax) and should be entered (and approved) prior to traveling. The words "DO NOT PRINT" should be entered in the **comments** field of each purchase order if the purchase order is not to be mailed. Any information related to the commodity that does not fit on the commodity line should be entered in Item Text. If the vendor is not in Banner, you will need to complete a request for vendor setup and submit before you can enter the PO. Please refer to the POSummary.doc on the KCCD website for vendor guidelines.

**Other:** When entering any of the above purchase orders, all other purchasing processes apply (including using "\*\*\*" on the description/commodity line if there is specific check routing information.)

Reimbursements are the responsibility of the traveler, not another staff member.

## **Prepayments**

Approved travel documents must be submitted to the Campus Business Office (or District Office for DO employees) **at least 20 days prior to travel**. Checks for employees will be cut 10 days prior to travel. Registration fees or hotel reservations will be paid 30 days prior to the event unless otherwise requested. **Anything received by the campus business office after the 20-day "date" will be returned to the employee for**

**reimbursement (instead of pre-payment.)** Remember, your corresponding PO must be approved and your travel form submitted before payment can be generated!

Prepayment of per diem will be allowed if traveling for more than one day.

If copies of registration forms, etc. are needed to send with a prepayment check, initiator should submit two copies of the form.

**Per Diem:** Prepayment of per diem will be allowed if traveling for more than one day.

**Airlines/Train/Bus Tickets:** These charges will be prepaid when requested. Enter type of charge (such as “airline tickets”), travel dates, and attendee on description/commodity line. Enter event name and event date in Document Text.

**For hotels/event registration fees:** You may use the same PO for multiple attendees using the same vendor for the same event. Please enter a separate description/commodity line for each attendee, naming the date of event and attendee. Enter the event title in Document Text. Many hotels will waive the taxes on your stay so be sure to take the “Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim” with you to your hotel. (Form located on District website)

**Rental Cars** will be issued through Enterprise. There are currently contracts under KCCD, Bakersfield College, Cerro Coso College, and Porterville College. For campuses, have invoice sent to the campus Business Office. For District Office staff, have the invoice sent to DO-Accounts Payable. On PO description/commodity line, enter Rental Agreement number (if already obtained), date(s) and name of renter. Enter location/destination and event/activity (e.g., Banner Summit, Football Game, Choir Tour, etc.) in Item Text.

The College/District will **not** pay for the Damage Waiver option. No Damage Waiver expenses will be paid on any rentals that are billed to the College/District. SISC will cover the insurance claim if the individual is in an accident while on College business.

## **Reimbursements**

For staff that choose to pay up front for travel expenses, you only need to complete one PO for each trip. Please enter separate description/commodity lines for each type of reimbursement (i.e. mileage, hotel, baggage handling, etc.) Enter event name & event date in Document Text.

**Airlines/Train/Bus Tickets:** If the traveler pays for tickets and then submits for reimbursement on travel form, enter type of reimbursement on description/commodity line. Enter event name and event date in Document Text.

**Gas reimbursement** is only applicable to rental car or district vehicle use, and when the district gas card is not used. If you use your personal vehicle for travel, then mileage

reimbursement will apply. On PO description/commodity line, enter type of reimbursement. Enter event name and event date in Document Text.

For gas reimbursement, rental car use or mileage reimbursement you must have an “Agreement for Use of Private Automobile on School Business” form on file.

**Mileage** will be reimbursed at current approved rate. There will be no prepayment for mileage. On PO description/commodity line, enter “Mileage”. Enter event name and date in Document Text. A purchase order change may be required if actual mileage is higher than the estimate in purchase order. MapQuest forms can be submitted in lieu of using odometer readings or the In-District mileage chart.

In-District Mileage forms will be used for Mileage and Per Diem in-district only. **If making multiple trips within the District, record each trip on this form and submit monthly.** One PO will be required for all trips on this form.

**Per Diem:** You may enter a PO for reimbursement combined with mileage and other incidentals, using a separate description/commodity line for each item. On PO description/commodity line, enter type of reimbursement. In Document Text enter event name and event date. Remember, meal reimbursement is not based on actual amounts spent; it is based on the District-stated per diem rate. Prepayment of per diem will be allowed if traveling for more than one day (see prepayment section.)

**Incidentals:** See travel form for rules regarding reimbursable/non-reimbursable items. These items can be entered on PO with mileage, per diem and other items to be reimbursed. On PO description/commodity line, enter type of reimbursement. Enter event name & event date in Document Text. Appropriate documentation should be attached to the travel form.

All other travel rules apply (see instructions on travel form.)