

Date Received

2021 Expense Reimbursement Form

Please note: a **signed** reimbursement request must be RECEIVED at the Academic Senate Office no later than 20 days following the event for which the expenses were incurred, OR No later than July 10th for events occurring between June 1st -30th. Requests received after the applicable deadline will NOT be honored.

***Itemized receipts required for all claimed expenses. Meals paid at actual receipt amount, up to maximum. ASCCC does not pay a per diem. Submit form and receipts to: accountant@asccc.org**

Name: _____ Dates of Travel: _____
 Mailing Address: _____ City & Zip: _____
 Day Phone: _____ Email Address: _____
 Purpose of Travel: _____ College: _____
 Destination: _____ Person in Charge of Meeting: _____

TRAVEL EXPENSES

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Line Total
Date / /	/	/	/	/	/	/	/	
Breakfast – Max \$13.00								
Lunch – Max \$14.00								
Dinner – Max \$23.00								
Lodging								
Ride-share/Taxi								
Airfare/Train								
Parking								
Incidentals** \$5.00/day								
Mileage (\$)								
Totals								
Number of Miles*** \$0.56/mi								Travel Total

Check here if the Academic Senate was used to make flight arrangements. Do not include in costs above.

OTHER EXPENSES: Must include full description below and itemized receipts to be eligible for reimbursement:

Description	Purpose	Amount
Grand Total:		

**** Incidentals permitted for ASCCC Executive Committee Only.**

***** Attach Google Maps, or similar printout, to support total miles requested for reimbursement.**

I certify that I incurred the costs above and all itemized receipts and reports are attached, as necessary, and that all expenses submitted are for business related to Academic Senate activities.

Your Signature: _____

Return to: accountant@asccc.org
 Academic Senate for California Community Colleges
 One Capitol Mall, Suite 230, Sacramento, CA 95814
 Phone: (916) 445-4753 / Fax: (916) 323-9867
 Rev. 01.2021

FOR OFFICE USE ONLY	
Account	Amount

ASCCC EXPENSE REIMBURSEMENT POLICY

The expense policy of Academic Senate for California Community Colleges (ASCCC) is designed to recognize the fact that faculty members serving this organization are volunteers who receive no direct compensation for their efforts. Therefore, it is the intent of the ASCCC to reimburse those expenses that members are mandated to undertake while serving in an official capacity on behalf of the ASCCC. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

I. TRAVEL REIMBURSEMENT PROCEDURES

- A. All claims for reimbursement shall be submitted on standard [ASCCC Expense Reimbursement Form](#) with original or clear copies of **itemized** receipts for all claimed expenses. **Receipts without detail will not be accepted.**
- B. Reimbursement requests must be received at the ASCCC office in a timely manner (no more than 20 days following the event AND, no later than July 10th for all events occurring during June 1st - 30th of each fiscal year). **Eligible expenses will be approved within 30 days of receipt, provided all required documentation is submitted. Requests with incomplete documentation or ineligible expenses will delay approval.** Please note: Requests received after the applicable deadline will NOT be approved for payment.
 - Submit completed expense reimbursement forms with itemized receipts to: accountant@asccc.org
- C. Claiming an expense does not guarantee reimbursement. NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF THE ASCCC IN EXCESS OF **\$300.00** WITHOUT PRIOR APPROVAL FROM THE PRESIDENT or EXECUTIVE DIRECTOR.
- D. Members may be reimbursed for supplies, postage, equipment, hosted functions, and other miscellaneous charges necessary for the completion of official business with prior approval from the Executive Director.
- E. Eligible travel expenses and registration fees incurred while attending an authorized conference, convention, or business meeting within California will be reimbursed. All out-of-state travel must be pre-approved by the Executive Director or the President.

II. REIMBURSEMENT FOR ACTUAL EXPENSES

A person is expected to neither gain nor lose money while traveling on ASCCC business. Travel will be reimbursed in accordance with the following:

- When face-to-face meeting is the most efficient method of conducting ASCCC business. Travel is limited to persons concerned with topics discussed or business to be transacted.
- When the most economical method of transportation is selected. For airline travel, effort to obtain advance purchase lower fares is expected. Upgrades such as early boarding, premium seating, etc. are not reimbursed.
- When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
- When appropriate itemized receipts and forms have been submitted.
- Contact travelform@asccc.org or executivetravel@asccc.org for questions or assistance with travel arrangements. Contact accountant@asccc.org for questions or assistance with reimbursements.

Air Travel/Transportation

ASCCC will only reimburse for the economy rate regardless of what the traveler actually pays (unless there is prior approval from the Executive Director).

- With advance notice (3 weeks preferred), the ASCCC office will book travel arrangements on your behalf and handle payment so that you do not need to be reimbursed. Flight and Travel Request can be completed online at: <https://asccc.org/content/flight-and-travel-request>
- Travelers are expected to use economy parking lots. Door-to-door hotel shuttle/ride share services (e.g. Lyft/Uber) may be more cost effective than parking fees. Travelers who handle their own travel arrangements must consider whether utilizing shuttle services will result in more economical travel plans.
- **Driving in lieu of flying must not exceed the cost of the airfare plus ground transportation.**

Mileage

A **printed route map** with total mileage must be attached to the reimbursement request. Google Maps or similar online programs should be used to document your route and mileage for reimbursement support. You are responsible for identifying the total mileage claimed on your request form.

- Mileage Rate (Based on 1/1/2021 IRS Standard Mileage Rate): **\$0.56 per mile**
- Maximum mileage reimbursement is **\$250** (435 miles round-trip). A rental car should be used in lieu of a personal car if mileage exceeds this limit.

Rental Car

Please contact ASCCC office to reserve a rental car at our negotiated rate. Optional Damage Waiver is automatically applied and should be accepted.

The costs of parking tickets, speeding tickets, and other traffic related fines are the responsibility of the traveler and will not be reimbursed.

Lodging

Lodging: **Lowest standard room rate plus taxes.** (Maximums vary based on location. Member should use lodging with ASCCC negotiated rates, where possible). ***Final itemized hotel folio required for lodging and parking. Itemized receipts are also required for hotel meals.***

Meals

When travel arrangements require a member to leave home before 6:00am or return later than 7:00pm, the member may be reimbursed for the appropriate meal expenses provided ASCCC has **not** provided breakfast, lunch, and/or dinner that day. ***Itemized receipts are required.***

- Claims may include only actual expenses incurred and are limited as follows:

Maximum Reimbursement Rates (Based on 1/1/2021 GSA – California Standard Rate)

- Breakfast: **\$13.00** (Trip begins at or before 6:00am/Trip ends at or after 8:00am)
- Lunch: **\$14.00** (Trip begins at or before 11:00am/Trip ends at or after 2:00pm)
- Dinner: **\$23.00** (Trip begins at or before 5:00pm/Trip ends at or after 7:00pm)