ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES
EXPENSE POLICY

The expense policy of the Academic Senate (AS) 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 AS to reimburse those expenses that members are mandated to undertake while serving in an official capacity on behalf the AS. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

I. Reimbursement Procedures

A. All claims for reimbursement shall be submitted on standard Senate Expense Reimbursement Forms.

B. Original receipts or clear copies of them are required as documentation of all claimed expenses of an amount greater than $10.00 in order for them to be reimbursed.

C. Signature of the President on Senate Expense Reimbursement Form will constitute authorization for the Treasurer to issue a warrant for said amount and will also serve as the second signature on the disbursement.

D. It is the responsibility of the President, in consultation with the Treasurer, to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF THE ACADEMIC SENATE IN EXCESS OF $200.00 WITHOUT PRIOR APPROVAL OF THE PRESIDENT.**

E. 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.

F. Members may be reimbursed for business calls. For reimbursement, calls must be clearly identified on the original bill or a copy. Further documentation may be requested at the discretion of the President.

G. Travel expenses and registration fees incurred while attending an authorized conference, convention, or business meeting within California will be reimbursed.

H. All out-of-state travel must be pre-approved by the Executive Committee.

I. Reimbursement requests must be received at the Senate Office in a timely manner *(no more than 120 days following the event, AND no later than July 15th for all events occurring after March 1st in the previous fiscal year, ending June 30th).* Expense forms will be forwarded to the President for approval within approximately two weeks of receipt; once approved, checks will be forwarded to the Treasurer for signature. Hence, they will be mailed out within about one week, unless precluded by a budgetary shortfall. ***Please note:*** **Requests MUST be received no more than 120 days after an expense has occurred, AND no later than July 15th for all events occurring after March 1st in the previous fiscal year, which ends June 30th; requests received after the applicable deadline will NOT be approved for payment.**

J. With the exception of meetings where the President or the Executive Director is present, a **written report** of the meeting must be submitted by the primary Senate representative to the meeting before reimbursement for travel expenses may be made to anyone for that meeting.

II. Travel

A. A person is expected to neither gain nor lose money while traveling on AS business.

B. **The Senate's reimbursement policy is, for air travel between cities for which the State of California rate is available, to reimburse the lesser amount between the State of California Rate or the itinerary rate no matter what amount the faculty member actually paid,** unless there is other prior approval by the President.

C. Travel will be reimbursed only upon authorization of the President in accordance with the following:

1. When personal contact is the most efficient method of conducting AS business.
2. When the most economical method of transportation is selected. For airline travel, individual effort to obtain YCAL or advance purchase lower fares is expected.
3. When attendance at a conference or meeting is limited to persons concerned with the topics discussed or the business to be transacted.
4. When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
5. When appropriate receipts and reports have been submitted.

D. Committee members are expected to use economy lots whenever possible and be aware that for overnight travel, parking costs may exceed the cost of door-to-door shuttle service; therefore, members might give consideration to utilizing that service.

E. Travel Expense Limits:

1. Breakfast	$8.00	4. Lodging	$85.00
2. Lunch	$10.00	5. Mileage	Govt. Rate as of January 1, 2010 ($0.50 per mile)
3. Dinner	$17.00	6. Incidentals*	$5.00/days (President & Executive Director - $10.00/day)

**Executive Committee members only*

F. The President may authorize higher limits in high cost areas.

G. When travel arrangements require a member to leave home before 6:00 a.m. or return later than 7:00 p.m., s/he may be reimbursed for additional meal expenses.