



ASCCC EXPENSE 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.

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, unless insufficient or ineligible submission is received.** 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 **\$400** WITHOUT PRIOR APPROVAL OF 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 Executive Director or President.

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 personal contact is the most efficient method of conducting ASCCC business. Travel is limited to persons concerned with topics discussed or business to be transacted. Reimbursements for travel, meals, hotels, etc. are not available for attendance at Virtual meetings or events, other than registration fees if applicable.
- 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's reimbursement policy covers air travel between cities for which the State of California rate is available.

- ASCCC will reimburse the lesser amount between the State of California Rate or itinerary rate no matter what amount the faculty member actually pays, unless there is other prior approval by 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>
- Committee members and all travelers are expected to use economy lots when feasible. Door-to-door hotel shuttle/ride share services (e.g., Lyft/Uber) may also be more cost effective than paying parking costs. Members who handle their own travel arrangements must consider whether utilizing shuttle services will result in more economical travel plans.
- **Driving in lieu of flying cannot 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 may be used to document your route and mileage for reimbursement support. You are responsible for identifying the total miles travelled and requested for reimbursement on your request form.
- Mileage Rate (Based on 1/01/2023 gsa.gov rate): **\$0.655 per mile.**
- Maximum mileage reimbursement is **\$300** (458 miles round-trip). Rental car should be used in lieu of personal car if mileage exceeds this limit.
- ASCCC employees' mileage may be reimbursed for required travel in excess of normal daily commute.

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. Rental car should be picked up no earlier than day before travel and dropped off no later than day after travel. Gas receipts must be submitted for reimbursement. The most economical type of vehicle will be reserved for the travel needed.

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). Contact ASCCC Executive Assistant for information on negotiated rate and hotel information. If available, the negotiated rate is the maximum reimbursable amount. **Final itemized hotel folio required for lodging and parking. Itemized receipts required for hotel meals.** Incidental reimbursements only available for the Executive Committee.

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 reasonable meal expenses. If ASCCC has provided a meal, that option must be utilized. **Itemized receipts required for all reimbursements.**

Claims may include only *actual* expenses incurred and daily meals will be reimbursed up to a maximum of \$54 per full day of travel. Alcoholic beverages are not reimbursable.