

**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 the AS to reimburse those expenses that members are mandated to undertake while serving in an official capacity on behalf of 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 or clear copies of receipts are required as documentation of all claimed expenses. Receipts without detail will not be accepted.
- C. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF THE AS IN EXCESS OF \$300.00 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.
- F. Reimbursement requests must be received at the Senate 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 two-four weeks of receipt, unless precluded by a budgetary shortfall. Please note: Requests received after the applicable deadline will NOT be approved for payment.
- G. With the exception of meetings where the President or the Executive Director is present, a **written report** of the meeting must be submitted to the Executive Assistant by the primary Senate representative at 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 covers air travel between cities for which the State of California rate is available. AS 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.
- C. With advance notice (3 weeks preferred), the AS office will book travel arrangements on your behalf and handle payment so that you do not need to be reimbursed.
- D. Travel will be reimbursed in accordance with the following:
 - 1. When personal contact is the most efficient method of conducting AS business. Travel is limited to persons concerned with topics discussed or business to be transacted.
 - 2. 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.
 - 3. When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
 - 4. When appropriate receipts and reports have been submitted.
- E. Committee members are expected to use economy lots. Door-to-door shuttle/car 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.
- F. Travel Expense Reimbursement Rates: Claims may include only actual expenses incurred and are limited as follows:

1. Breakfast	\$13.00	4. Lodging	\$94.00 (Maximums vary based on location. Member should use lodging with AS negotiated rates where possible))
2. Lunch	\$14.00 (if travel > 24 hours)	5. Mileage	\$0.58 per mile based on January 1 st , 2019 Government Rate
3. Dinner	\$23.00	6. Incidentals	Exec Committee members \$5.00/day (if travel > 24 hours)
- H. When travel arrangements require a member to leave home before 6:00 a.m. or return later than 7:00 p.m., the member may be reimbursed for the appropriate meal expenses provided AS has not provided breakfast and/or dinner that day.
- I. Mileage Reimbursement – A printed route map with total mileage **must be attached** to the reimbursement request. MapQuest 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.