

## INSTRUCTIONS FOR PREPARATION OF TRAVEL ADVANCE

All travel must be approved prior to departure date. All requests for advances should be submitted at least eight working days prior to departure.

### Transportation

Air travel arrangements should be made by contacting Four Seasons Travel. They will need the Travel Advance number. Employees will not be advanced money for air travel. Reimbursement will be made upon completion of travel with submission of proper receipt.

Reimbursement for mileage will be at the Board-approved rate. Mileage reimbursement may not exceed round trip coach airfare. Mileage will not be advanced. Reimbursement for mileage will be made for the lesser of actual miles traveled or mileage from the campus work site to/from your destination.

Car rental arrangements must be made through Transportation/Facilities (Teresa Paras).

### Meals

Expenses for meals will be reimbursed at rates of \$6 for breakfast, \$8 for lunch and \$16 for dinner, including tips. The District does not allow reimbursement for alcoholic beverages. If meals are included in the registration fee or air travel, they should not be claimed. The total meal allowance shall be paid for each complete 24 hours of travel. For fractional parts of the day, which do not require overnight travel, the appropriate meal allowance shall be reimbursed. Such reimbursement shall consider the time of departure and return:

Breakfast:	Departure before 6:30 a.m.
Lunch:	Departure before 12 noon or return after 1:00 p.m.
Dinner:	Return after 7:30 p.m.

If the conference activity for meal cost is a separate stated fee, such as a banquet or a lunch, the actual cost of the meal may be claimed.

### Lodging

Lodging shall not exceed single conference rates. If conference rate is not available, employee should obtain a government rate. However, if the traveler is able to use a discount airfare by traveling a day earlier or a day later than the meeting, and if the airfare saving is equal to or greater than the cost of an additional day's lodging and meals, then the reimbursement will be made for the additional cost (attach explanation).

An itemized receipt showing final payment is required for reimbursement.

### Registration

Registration will be prepaid to the organization providing registration fee form or conference notice is attached. If registration fee is prepaid by employee, a receipt is required for reimbursement upon submission of final Travel Reimbursement Form. No advance will be given.

### Other Expenses

Other expenses such as parking or taxi, will be reimbursed upon return of proper receipts.

### Request For Reimbursement

Within three days after return from travel, the Travel Reimbursement Form should be submitted along with the required receipts. **Cancelled checks and credit card vouchers are not considered receipts.**