

# INSTRUCTIONS - CONFERENCE/WORKSHOP TRAVEL

## Conference Request/Travel Reimbursement Form

This form is for employees only.

### I. NAME, DEPT, ADDRESS, Banner ID #

- A. Complete **ALL** boxes.
- B. Use claimant's mailing address; do not use Cuesta's address.

### II. CONFERENCE REQUEST INFORMATION

- A. **REQUIRED: Attach documentation from the conference that lists dates and location of conference and conference agenda if available.**
- B. Enter title of activity.
- C. Enter location of activity.
- D. Purpose of Travel: provide a brief description of the objectives of the travel.
- E. Enter activity dates. These are the actual dates of the conference.
- F. Enter dates away from campus/site. *Dates Away From Site* include days leaving and returning. If any days at conference location are spent for personal time, do not include in date range. Also, make a note on any receipt that includes extra days (e.g. lodging) and deduct from total; make sure amounts are NOT included on form.
- G. Fill in your department.
- H. Do NOT complete the *Max \$ Allowed* box in the *Pre-approval and Authorization* section. An administrator will list an amount if they want to LIMIT the total amount allowed for the conference. If this box is filled in the district will only pay up to the maximum amount regardless of the amount of actual expenses. The employee will be responsible for paying the difference.
- I. Sign, date and list your phone number or extension. This should be the best contact number in case of questions.

### III. ADVANCE REQUEST - **OPTIONAL**

- A. Advance payments to claimant are to be picked up; checks are never inter-campus mailed. Write contact number at top, and name if different than claimant. For payments directly to vendors, see below.
- B. Payable to: Enter name only. List each payee separately.
- C. Date needed: It could take three weeks or more for travel form to reach Accounts Payable. Plan accordingly. Specific pay date depends on check run schedule. Contact Accounts Payable for guidance if payment is needed within three weeks. Advance payment for meals is issued no sooner than one week before travel, attach conference agenda to verify allowable meals. Contact Accounts Payable if exception is needed. If flights, conference, lodging, etc., are pre-paid or pre-registered, attach documentation.

#### IV. PRE-APPROVAL AND AUTHORIZATION

- A. **Pre-approval must be obtained BEFORE travel.**
- B. Refer to guidelines from management for pre-approvals. A Vice President approval is required.
- C. For payments directly to vendors (conference fees) provide contact information (phone number, etc.). Note that if vendor has never received a payment from the District, payment may take longer. If requested, Accounts Payable will mail vendor payment; include extra copy of documents to be sent with payment. **If pre-registered, attach confirmation.**
  - If A/P mails all advances, travel form will be inter-campus mailed back to claimant for final processing after conference.
  - **Payments to claimant (conference fees, etc.) MUST include proof of payment by claimant.** Bank account statements are acceptable as proof of payment, but **DETAILED ORIGINAL** receipts must be included.
  - Alcohol purchases are not paid by District.
  - Mileage is not payable in advance of conference.
  - **Qualifying meals are paid up to \$11 breakfast, \$12 lunch, \$23 dinner and \$5 incidentals - \$51/day aggregate. Refer to Travel Guidelines for fractional day travel.**

#### V. EXPENSE DETAIL

- A. Complete the estimated cost column prior to traveling.
- B. Fill in the full account number. If you are using Foundation funds to pay for any part of the travel expense you will need to obtain an Encumbrance stamp prior to submitting the form to Fiscal Services.

SUBMIT FORM TO BUDGET OFFICE IF ADVANCE IS BEING REQUESTED.  
If no advance is being requested, submit form after the conference.

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## AFTER CONFERENCE

CONFERENCE TRAVEL FORM MUST BE SUBMITTED AFTER TRAVEL WHETHER OR NOT THERE IS ANY REIMBURSEMENT.

**ORIGINAL RECEIPTS REQUIRED.** When CalCard is used, see next page for important details.

### VIII. ACTUAL EXPENSES

- A. **Transportation:** Car rental, air fare, bus fare, and train fare. See *Misc Expenses* for related fees.
- B. **Mileage:** Paid for use of personal car.
  - 1. Do not claim mileage for rental car or use of District car.
  - 2. Do not claim mileage if submitting fuel receipts except when CalCard is used to purchase fuel. If CalCard is used, only the difference between the two types of reimbursements will be paid as mileage. Use *Misc Expenses* box for fuel costs. If fuel is purchased with personal money, claim ONLY mileage which pays more.
  - 3. In *Mileage* box in *Mileage Calculation* section, enter total miles driven for conference. If completing form electronically, click *Calculate*. Form will calculate current mileage rate. If conference was a previous time period with different IRS rate, calculate rate manually. (See webpage for mileage rates.)
  - 4. Enter dollar amount, not number of miles, in the *Actual Expenses* column. If fuel was purchased with CalCard, subtract fuel and write only the difference between fuel and mileage amount.
  - 5. Attach print-out of MapQuest or Google Maps which lists distance to conference. Do not include map image unless mileage numbers are on same page. District will compensate for additional distance between conference, lodging, restaurants, etc., generally up to 50 miles additional.
- C. **Meals:**
  - 1. Meals are based on per diem amounts. **Receipts are not required for travel on or after 7/1/2019, unless required by funding agency.**
  - 2. Indicate the allowable per diem amount for meals for each day of travel.
  - 3. Some meals will not be reimbursed, such as if meal is included at conference. If dietary restrictions or other reasons exclude eating at conference, include meal in reimbursement amount and make a note disclosing reason. If claimant is not traveling a full day, reimbursement should only be requested for those meals at time periods while traveling.
  - 4. District credit cards may **not** be used for the purchase of meals during travel.
  - 5. Alcohol purchases are not paid by District.
  - 6. Qualifying meals are paid up to **\$11 breakfast, \$12 lunch, \$23 dinner and \$5 incidentals - \$51/day aggregate.**
- D. **Lodging:** District will only pay employee's lodging. Attach receipt showing \$0 balance. See V. *ADVANCE REQUEST* if District is paying hotel directly.
- E. **Fees:** Conference fees. Attach receipt. See V. *ADVANCE REQUEST*, if District is paying conference directly.
- F. **Misc Expenses:** Fuel, membership dues, baggage claim fees, parking fees, taxi fare, internet access (District business ONLY), telephone calls (District business ONLY), toll fees, etc. Write a note if receipt could not be obtained (e.g. automatic toll fees).

- G. **Less Advances and/or District Credit Card:** Enter total paid by CalCard and/or paid before conference (Advance Requests). Attach note that lists amounts individually if there are multiple transactions. If expenses were charged to another person's Cal Card please note the name. Subtract when calculating total due. All amounts included **MUST** have an offsetting amount in boxes above.
- H. **Total:** Enter the total reimbursement amount due to claimant.

**IX. PROOF OF ATTENDANCE.** Attach copy of name badge printed by conference, or certificate of completion, or any item that could only be obtained by attending conference.

**X. ADMINSTRATOR'S FINAL REVIEW AND APPROVAL**

- A. Complete the departed and returned time and date section at the bottom of the form. This will be used to calculate authorized meals.
- B. Sign the form after travel thus certifying the expenses.
- C. Submit everything to administrator who will sign bottom of form. Refer to guidelines from management regarding required final approval.

**XI. LAST STEP**

- A. Submit everything to Budget Office. However, **if CalCard was used and there will be NO REIMBURSEMENT, attach everything to CalCard statement.**

**XII. FINAL CONSIDERATIONS**

- A. If any purchases were made with CalCard and a **REIMBURSEMENT IS DUE**, attach **copies** of receipt to travel form and write note that CalCard was used (include cardholder's name if not claimant's card).  
**Attach original receipts to CalCard statement.**
- B. All payments to claimant **MUST** include **DETAILED** receipts and proof that claimant has paid. Bank account statements are acceptable as proof of payment, but **DETAILED** receipts must be included.
- C. If pick-up of payment is preferred rather than receiving by mail, write "DO NOT MAIL" and a contact phone number/extension (and name, if different than claimant) at top of form.

**STILL HAVE QUESTIONS?**

**CONTACT ACCOUNTS PAYABLE**

**ACCOUNTS\_PAYABLE@CUESTA.EDU**

**(805) 592-9202**

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