

FEATHER RIVER COLLEGE
TRAVEL REQUEST FORM AND POLICY

All travel request forms should be submitted at least fifteen days in advance of travel date.

Name _____ Departing Date _____ Departing Hour _____
Returning Date: _____ Returning Hour _____

Request permission to travel to: _____

The purpose of the travel is: _____

The budget code to be charged _____ Maximum estimated cost of trip: \$ _____

Notice: If travel time creates compensatory time off a Personnel Action (Form B) must also be approved.

List all driver(s) _____

*Number of Passengers: _____ Name(s) of passengers: _____
(Attach list if necessary)

NOTICE: District Policy 7.1.10 requires that all students sign a Student Travel Form

Only STUDENTS or EMPLOYEES of the District may ride as passengers in district vehicles. Policy 7.2.05

- AIR
- PERSONAL VEHICLE
- COLLEGE VEHICLE
- RENTAL VEHICLE (See language on reverse side)

OFFICE USE
AVAILABLE? YES ___ NO ___

LIST VEHICLE(S) REQUESTED: _____

INSTRUCTORS

List Class Days/Hours to be Missed _____

Substitutes: None Needed Substitute Arranged Name of Substitute: _____

Submitted by: _____ Date: _____

I certify that I have a current driver's license and insurance as required by District Policy 7.1.12:

Driver(s) signature, license number and telephone number:

Signature	License No.	Telephone off campus
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Budget Authority	_____ Supervisor
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Staff Travel Policy on Reverse Side

STAFF TRAVEL POLICY

7.1.12 **Staff Travel:** The purpose of travel is for the accomplishment of District business which cannot be accomplished by telephone or correspondence. Such travel is to be accomplished at the lowest possible cost to the District. Staff may be authorized to travel for the following purposes:

A. Field Trips and Athletic Events Involving Students
B. District Business Trips

C. Conference and Professional Travel
D. Trips Authorized by the Administration

Approval of all travel shall be given in advance by the appropriate Administrator. Attendance at conferences shall generally be limited to permanent staff members. Exceptions may be granted by the appropriate Administrator. Administrative travel approval is given by the Superintendent/President.

When staff is traveling in their own personal vehicle, they must have a valid driver's license and automobile insurance. In the event of an accident with the individual's personal vehicle, the individual's insurance shall be primary and the District's insurance secondary. Mileage reimbursement will be limited to the local mileage rate not to exceed the value of round trip coach airfare.

Claims made in conformity with policy and procedures will be honored for reimbursement of expenses to District staff and members of the Board, subject to budgetary authority and prior approval.

A. Receipts: All expenses other than meals and mileage must be substantiated with original written receipts in order to receive reimbursement.

B. District employees performing District services will be reimbursed for expenses incurred in the following categories:

1. Transportation:

- a. To destination: May be by common carrier or personal car. If by common carrier, reimbursement will not exceed the lowest economy airfare when applicable. If by personal car, payment will be allowed at the mileage rate currently approved by the IRS, not to exceed the lowest coach airfare rate. Map required outside of Plumas County.
- b. In destination area: Local common carrier fares; car rental, mileage for personal vehicle, if authorized in advance.

2. Lodging: Reasonable and customary expenses for employee only at single room rate.

3. Meals: Payment will be made on a "per diem" basis (no receipts required) at the following rates:
Breakfast = \$13.00 Lunch = \$14.00 Dinner = \$23.00 Total \$50.00

To be eligible for individual meal reimbursement, travel must be required to begin prior to the following times:
Breakfast = 7:00 AM Lunch = 12:00 PM Dinner = 6:00 PM

Meals provided as a part of a conference or meeting; which are included in the cost of the conference or meeting are not reimbursable. Tips for meal service are not reimbursable.

4. Registration: Actual costs, if authorized in advance.

5. Other: Such as bridge toll, parking fees, etc. Actual Expenses.

ADDITIONAL INFORMATION:

Car Rental: If you rent a vehicle, you must purchase the optional damage waiver and optional supplemental liability insurance from the rental company.

Cash Advance: A cash advance may be provided for estimated reimbursable expense.

Submission of Travel Claim: Within 10 days after completion of travel, submit the claim to the appropriate approval authority. Upon approval, the claim will be forwarded to the Business Office for processing.

PLEASE NOTE: If you received a Travel Advance and your expenses were less than your advance, you should submit a check for the difference. Make check payable to Feather River Community College District.