

Cosumnes River College Standard Operating Procedure (SOP)
Travel Authorization/Reimbursement (TAR) and Professional Development (PD)

Responsible Division: VPA

Date: 10/2016

Purpose: Provide guidance on rules and process associated with the ***Travel Authorization and Reimbursement Claim (TAR)*** form and Professional Development (PD). **Board Policy/Regulation P/R-8341.** <http://www.losrios.edu/legal/Regulations/R-8000/R-8341.htm> governs the travel process. The TAR form is used to authorize and reimburse actual and necessary expenses incurred while traveling or conducting District business that has been deemed by the President/Chancellor to be in the best interest of the District. Employees or students may not 'profit' from District authorized travel as a 'gift of public funds' is specifically prohibited.

Overview: The ***Travel Authorization and Reimbursement Claim*** form has three parts:

- 1) Part I Request/Authorize travel (and budget) related to district business and conferences
- 2) Part II Request/Authorize a cash advance and/or prepayment of registration/travel expenses
- 3) Part III Request/Authorize reimbursement of allowable travel expenses incurred during authorized travel

All travel must be authorized prior to departure (R-8341 1.1.1).

- Allow at least *two* weeks processing time prior to departure for all required college authorizations
- Allow *four* weeks processing time when a cash advance or prepayment is requested (see instructions for Part II below).

Process:

Part I and II: Must be submitted to business office at least 2 weeks prior to departure, one week prior to next check write before prepayment is due (e.g., early registration deadline) or 4 weeks prior to departure date for out of state travel.

1. Complete general information, including budget number if known and Part I. Funding options include (in order of priority): Categorical/Restricted, Professional Development (approved by PD committee), Division, College (with approval by appropriate VP/President) or Other (Personal, etc. if full cost not funded).
2. Identify the expected date and time of departure and return.
3. Estimated expenses must use the lowest cost option available, except for pre-approved exceptions due to extenuating circumstances (e.g., mode of travel). Reimbursements will be for actual costs up to a maximum.
 - a. **Transportation** – College vehicles should be used as transportation, when appropriate and available. If using a private vehicle, mileage is reimbursed at the current IRS allowable rate but District insurance does not cover damage to personal vehicles. Cost of air travel (compared with auto mileage) may include transportation to/from the airport and parking in economy lot.
 - b. **Lodging** – lowest rate at the conference site or lower cost alternative within walking distance.
 - c. **Registration** – based on the early registration price.
 - d. **Meals and incidental expenses** for employee travel are reimbursed without receipts for actual expenses incurred up to the maximum allowed amounts per R-8341 when overnight travel is necessary and outside the District boundaries. Meals included in a hotel or conference price are not included in the meal reimbursement. Receipts are required for meals/incidentals for student travel and to reimburse employees for expenses related to same day travel such as bridge tolls, parking.
 - e. **Other expenses** (tolls, rental car – if necessary and pre-approved – etc.) are reimbursed with original receipts.
4. If funded from restricted funds, identify the program name and obtain signature of program director.
5. If cash advance or prepayment (e.g., of registration fees) is required, complete Part II. Minimum cash advance is \$100.
6. Sign and date (Employee and Manager) and send TAR form to appropriate VP and copy to the PD Committee for review/approval (see overview of PD process below).
7. VP reviews/authorizes based on necessity of travel to support the program and appropriate funding source.
8. If actual costs will be incurred VP forwards to VPA to review/authorize allowable expenses, budget number and prepayment.
9. VP/VPA sends TAR to President (and Chancellor for out-of-state travel) for final approval.

10. Approved TAR sent to Business Office. If Part II is completed, TAR is sent to DO.

Part III: Request for Reimbursement - Submit to Business Office within 3 days of return from approved travel.

1. Complete information, including actual dates and times of travel and actual costs incurred.
2. Attach original itemized receipts (required for reimbursement except as noted on TAR). Lodging receipts must itemize charges, show \$0.00 balance due, and be consistent with the effective dates of travel indicated on the form. Meals and incidentals may be claimed without receipts for actual costs incurred up to the per diem limit.
Note: A canceled check or credit card voucher is not acceptable as a substitute for a receipt.
3. Route TAR for signature. Reimbursement checks are distributed by the Business Office in accordance with regularly scheduled district check write dates. **Allow seven working days for checks to be mailed to campus following the district check write date.**

Professional Development (PD) Funding Process

1. Funds are available to augment division travel funds for faculty, staff and administrators to support PD activities that support the college's strategic plan and enhance the skills and abilities of employees.
2. The CRC PD Committee reviews and approves the allocation of PD funds, up to \$500/request plus an additional \$150 for presenters at a conference/workshop. Additional funds are available for LRCEA and LRSA members and employees who work in CTE areas. LRSA members can request additional funds directly from their unit rep. Note: The CRC PD Committee also reviews and approves up to \$1,500 PD funds for on-campus events and workshops that support the college's strategic plan and enhance the skills and abilities of attendees.
3. Additional costs associated with required travel (necessary to support the institution) for PD activities will be reimbursed above the PD/Division funding limits with approval of the appropriate VP and President.

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