

CCCSFAAA 2006 Request for Reimbursement or Repayment

(Please submit within 30 days of expense)

Payee: _____ Budget Category: _____

Address: _____
Street City State Zip

Telephone: _____ email address: _____

Travel Expenses: (Please see reverse side for CCCSFAAA Reimbursement Policy and Payment Guidelines)

Purpose of Travel: _____

Destination: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Airfare (attach original ticket receipt) \$ _____

Personal Auto _____ miles @\$0.445 per mile \$ _____

Parking/Tolls (attach original receipt(s)) \$ _____

Other Transportation (attach original receipt) \$ _____

Lodging (attach original receipt) \$ _____

Meals \$ _____

Total Travel Expenses: \$ _____
(check if paid with CCCSFAAA credit card)

Materials/Postage/Supplies: (Please see reverse side)

Printing Expense (attach original invoices/receipts and describe cost)
_____ \$ _____

Postage/Shipping (attach original invoices/receipts and describe cost)
_____ \$ _____

Other Expenses (attach original invoices/receipts and explain)
_____ \$ _____

Total Other Expenses: \$ _____

Total expenses for which claim is being made: \$ _____

Minus amount paid with CCCSFAAA Credit Card \$ _____

Total expenses for which reimbursement is requested \$ _____

Claimant Signature _____ Date _____

I certify that I have not been or will not be reimbursed by any other agency for any portion of the requested reimbursement.

Committee Chair Signature _____ Date _____

Committee Chair- Send approved/signed form to: Brad Hardison, Director
Financial Aid Office
Santa Barbara City College
721 Cliff Dr
Santa Barbara, CA 93109-2394

CCCSFAAA Reimbursement Policy

General: All committee members are urged to conserve the Association's funds by keeping expenses to the minimal amount required to satisfactorily conduct Association business and by covering any expenses from other sources when possible. The committee chair must sign reimbursement requests from committee members before payment will be done. The President must sign reimbursement requests from the Executive Board before payment will be made.

Travel Expenses: CCCSFAAA members may receive reimbursement for attendance at a meeting of a committee of which they are a member or for attendance at other approved activities, if not reimbursed by another source. Any CCCSFAAA member who is not an Executive Board member, but would like to be reimbursed for attendance at an Executive Board Meeting must have the prior approval of the President.

Airfare: When traveling by air, members shall travel by coach fare. Members are encouraged to make air reservations as early as possible to take advantage of the lowest fares. Original air ticket receipts, or itinerary forms for electronic tickets, must be submitted.

Mileage/Parking/Tolls: Private car mileage will be reimbursed at the IRS standard rate of \$0.445 per mile, not to exceed the cost of coach airfare. Parking and tolls will be reimbursed providing they are reasonable. Original receipts must be submitted.

Other Transportation: Ground transportation to and from airport/lodging facilities and meeting sites will be reimbursed provided they are reasonable. No rental car expenses shall be reimbursed without prior approval of the President. Original receipts must be submitted.

Meals: Breakfast, lunch and dinner are reimbursed when the CCCFAAA activity exceeds 24 hours. Guidelines permit reimbursement on a per diem basis up to \$50 (\$10 breakfast, \$15 lunch, \$25 dinner). The per diem allowance begins at the time when it is reasonable for the member to leave to attend the essential CCCSFAAA activity and ends when it is reasonable for the member to return home. Reimbursement requests should be for actual costs to a maximum of \$50 for each 24-hour period. If any meal is provided, the amount assigned to that meal will be deducted from the allowable per diem. Other meals for functions less than 24 hours must be pre-approved by the President.

Lodging: the Association will pay Lodging expenses if the required CCCSFAAA activity will exceed 24 hours. If the activity will not exceed 24 hours, but the geographic location of the members makes it impractical to travel within one day, with the prior approval of the President; CCCSFAAA will cover the cost of lodging.

Postage, Printing and Telephone: Only charges for authorized CCCSFAAA activities will be reimbursed. Original receipts bills or an itemized statement of charges must be submitted.

Other: Only charges for authorized CCCSFAAA Business will be reimbursed. Receipts are required for other expenses in excess of \$10.

Reimbursement requests must be made within 30 days of the expense, or December 24 of the expense year, whichever is earlier. The proper committee chair or Executive Board member must approve requests for payments to third parties. Original bills or invoices must be submitted.