

TRAVEL REIMBURSEMENT PROCESS GUIDELINES

TO GUARANTEE REIMBURSEMENT AND CONTINUE TO BE ELIGIBLE FOR STAFF DEVELOPMENT FUNDING PLEASE READ AND FOLLOW DIRECTIONS CAREFULLY

* **Within 30 days of completion of activity/travel** the employee will submit a **Travel Expense Report** with itemized expenses recorded and documentation attached (noted below) to *Jeanette Sorensen (x25005)*

Keep in mind that errors or omissions generally cause delays in getting reimbursed, so please refer to the steps that follow and contact Jeanette Sorensen at x25005 for assistance, if needed.

DOCUMENTATION REQUIRED:

1. **Registration:** the conference flyer (*including agenda*) and original registration receipt indicating that payment has been received.

2. **Transportation:**

Air or Rail: the itemized original receipt indicating that payment has been received or a credit card statement showing your name and charge

Taxi, Shuttle, Rental Car, Parking: original receipts

Mileage: Only mileage in excess of regular commute miles will be reimbursed. Must show mileage—use MapQuest (or something comparable) to print out and show miles to and from Fullerton College to the conference and another printout to show miles from your residence to Fullerton College. Mileage reimbursement is .54 cents per mile -- do not round up or down mileage, for example if the miles come out to be 37.5 list 37.5 do not round up or down.

3. **Lodging:** the itemized original receipt or a credit card statement showing your name and charge

4. **Meals:** No receipts are needed for meals as you are reimbursed at the per diem rates (this information is attached to this email and also posted on the Staff Development website and includes a list of high/low per diem cities: <http://staffdev.fullcoll.edu>). *Meals included as part of the conference fee will **not** be reimbursed. You must include a copy of the conference agenda with meals highlighted if you are claiming reimbursement for meals.*

EXTREMELY IMPORTANT -- All receipts for registration, lodging, airfare/train fare **MUST HAVE YOUR NAME ON THE RECEIPT (not handwritten on)**—if you are requesting reimbursement.