

**THE
REIMBURSEMENT
GUIDE
TO
THE CCA WINTER
CONFERENCE**

**February 3-4-5
Marriott LA Airport, Los Angeles CA**

Jim Weir -- CCA Treasurer

Welcome To The CCA Winter 2012 Conference
Marriott Los Angeles International Airport
5855 West Century Boulevard · Los Angeles, California 90045 USA
1-310-641-5700

Thanks for attending the CCA Winter 2012 Conference. In this document I hope to be able to convey information that you may need at this conference.

1. You are sent here as a representative or delegate from your college. CCA will reimburse you for your actual out of pocket for the conference as a delegate, member of the Academy, or pre-approved nondelegate expenses. See the downloadable sheet *Reimbursement Policy.pdf* at the CCA Treasurer's website www.ccatreasurer.org. It is reprinted in this Delegate's Guide.
2. However, as a delegate you do have some responsibilities. One is to attend as many of the workshops as you are able to attend.
3. You may use either the Excel spreadsheet to do your Member Expense Statement ("MES") or the preprinted paper MES. Both are downloadable from the www.cca4me.org website. If you fill in the paper form, there will be adding machines available to print out an adding paper tape for you to use. If you staple the adding tape to the paper MES along with your receipts for hotel, air/train/bus/taxi, and meals that cost \$35 or more, I will process them as soon as I can.
4. If you do the spreadsheet, then you can scan in the receipts described above and send the whole thing to me electronically. That is the fastest way to get your reimbursement check back. Most hotels and airlines will send you a receipt by email and then you may forward that with your MES as an attachment.
5. **DO NOT FAX A COLOR MES OR DOCUMENT IN FOR REIMBURSEMENT.**
6. The paper form is available in this document for your reference only. Go to the website www.cca4me.org to download the actual form or pick up a printed copy at the conference.

**The Marriott has a free
shuttle every 15-20
minutes from LAX to the
hotel and back.**

CCA WINTER 2012 CONFERENCE MEMBER EXPENSE STATEMENT PROGRAM

Is Your MES A Mess ?

Do You Get *Cryptic Messages* Scribbled in Your MES Margins?

WANT TO COME INTO THE COMPUTER AGE WITH YOUR EXPENSES?

Well then, folks, have I got a real deal for you. Even if you don't have a CLUE about Excel or any other spreadsheet, I've made a simple fill-in-the-blanks automatic math calculator for your Member Expense Statement ("MES"). See a sample copy on the next page(s).

It's not all that complicated. You get a blank Excel file from the CCA Treasurer's website at www.cca4me.org, fill it out, attach it and your receipts to an email, and send it to ccatreasurer@cta.org. Bingo, a check is in the mail.

Or, if you think that may be difficult, see me at the conference and make a copy from my laptop computer onto your thumb drive (jump drive, memory stick, etc.) and take it home with you.

Every conference or meeting MES form comes pre-programmed with the correct dates, account numbers, room rates, and all the other stuff that you *used to* have to "hand fill" and snail-mail in to get your reimbursement.

And, the best part is that the math will be perfect. Computers don't make mistakes.

Just remember a few things:

1. The "Room Allowance" is given as the whole room rate and the delegate rate. (delegate rate is half the whole room rate). If you want a private (non-shared) room you are responsible for the other half. Some chapters reimburse their delegates for a private room.
2. You *MAY* use the whole room rate if you shared the room but put the whole room on your credit card. In the "Notes" section please put the name of your room-mate. Please have the room-mate make a note on their MES also
3. Receipts are only required for three things: Lodging (hotel), Airplane or Train tickets, and meals that cost \$35 or more. You can scan them and send them to me as an email attachment along with the electronic MES if you like, or you can print out the MES and snailmail me the package. (Please no HTML files.)
4. Both the hotel AND your airline will send you an electronic copy of your receipt if you ask for it. You may use this electronic copy to attach to your email along with your MES and then you don't have to scan anything (except meals \$35 or more that you paid out of pocket).

If you find that you are having trouble making all this work, remember that I'm as close as your phone (530-272.2203) or email (ccatreasurer@cta.org or jweir43@gmail.com) and I'll try and make some sense of it with you. Snailmail: 13993 Downwind Court, Grass Valley CA, 95945.

COMMUNITY COLLEGE ASSOCIATION REIMBURSEMENT GUIDELINES

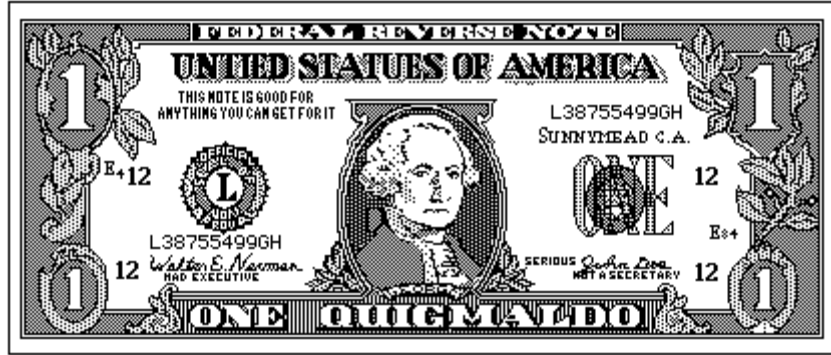
eMail Excel .xls File & Digital Receipts
or Scanned Copy (pdf or jpg) To: ccatreasurer@cta.org

or

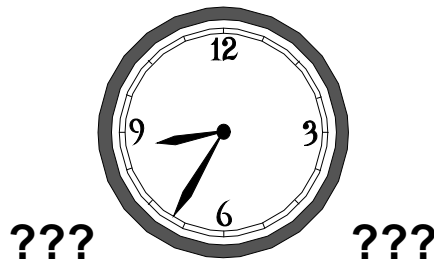
Mail Hard Copy To: Jim Weir, 13993 Downwind Court, Grass Valley CA 95945

- 1. RECEIPTS:** Receipts are required for Lodging (Hotel), Public Transportation (Airfare, Trainfare, Busfare), Airline Excess Baggage, Public Ground Transportation (Shuttle or Taxi), Meals \$35 and over, and Parking over \$70. You may submit receipts for other expenses, but I do not need them.
- 2. AIRFARE:** Reimbursement for coach/economy class only. If the airfare is masterbilled, put **MB** in the space for that day's expenses.
- 3. LODGING (Hotel):** For any delegate, the reimbursement is one-half of the standard room rate (including taxes & fees). If you share a room with another delegate, you must put the name of the person with whom you shared in one of the "Special Reason" lines. You may also pay the second half yourself if you want a single room. If the hotel is masterbilled, put **MB** in the space for that day's expenses. Receipt required for ANY amount.
- 4. MILEAGE (Private Auto):** The reimbursement rate per mile is the standard IRS rate in effect at the time. Round fractional miles up to the nearest whole mile. You are entitled to mileage from your home to the airport and back. If the cost of driving to the conference is less than coach airfare (including parking at the airport and driving to the airport), you may drive or fly, your choice. You must include a copy of an airline schedule and fare for the conference weekend, the cost to park at your nearest airport, and mileage to and from the airport. That is the maximum allowable for mileage.
- 5. SHUTTLE/TAXI:** If you prefer to take a shuttle from home to the airport instead of driving, that cost is reimbursable. Taxi or shuttle fare from the airport to the hotel is not reimbursable as the Marriott has a free shuttle. Receipt required for ANY amount.
- 6. RENTAL CARS:** Rental cars are ***ONLY*** authorized when approved by the CCA President in advance. Receipt required for ANY amount.
- 7. PORTAGE/TIPS:** A maximum of \$7 per day is reimbursable for portage and tips.
- 8. MEALS:** A maximum of \$70 per day is allowed for meals. This maximum is reduced by \$13 if CCA provides a breakfast, \$18 if CCA provides a lunch, and \$39 if CCA provides a dinner. ANY entry in the meals area costing \$35 or more **MUST** have a receipt. No meal is reimbursable if CCA provides that meal. Extra meals or lodging caused by driving instead of flying are not reimbursable.
- 9. MULTIPLE MEALS:** If a "party" is going out for a meal, please have the bill divided so that each member has a copy of the bill and puts the meal on their own individual MES. Multiple meals on a single MES require advance approval from either the Treasurer or the President.
- 10. FILING DEADLINE:** The deadline for filing this MES is the end of the month **FOLLOWING** the month in which the event occurred. Thus, an event in February must be filed prior to the 30th of March.

HOW CAN I GET MY REIMBURSEMENT



BACK IN LESS



1. The BEST and FASTEST way to do it is go online when you get home (or to campus) to www.cca4me.org and download the MES spreadsheet for the current conference or event, fill it out, scan your receipts (or have the hotel and airline email you receipts) attach them all to ONE email (don't split them up into multiple emails) and send them to ccatreasurer@cta.org. I get them from you instantly, I process them within 24 hours, and I instantly send them via email to the check-writing department. Most email programs have a feature that lets you get a return receipt that insures that your email was received by my computer. And, the best part is that computer spreadsheets do not make math mistakes.
2. The second-best way is to go online at the conference or event, download the spreadsheet, fill it in by Excel or another .xls spreadsheet program, print it out, staple your receipts to it and put it in the MES box in the back of the room. I will process them and snail-mail them to the check cutters in Burlingame. Snail-mail may add up to a week to the process.
3. The third-best way is at the conference or event, hand-write out your MES on the one-page printed CCA MES form, use the adding machine to do the math, make a paper tape of the additions, check the tape against your handwritten numbers, staple the adding machine tape and the receipts to the MES and put it in the MES box on the table in the back of the room.
4. Further on down the list we have the same like (3) above only you don't have to do the adding machine tape. However, I have to check your math by hand and that takes me a while longer yet.
5. The slow-boat method. Take your paper MES home with you, fill it out by hand, staple your receipts to it and send it to the CCA office on Truxel Road in Natomas. CCA in Natomas will collect the MES and mail them to me. I will process them and mail them to the check-writers in Burlingame. Remember, allow snail mail time from you to Natomas, a collection time of a day or two in Natomas, snail mail to me, a day or two to process, snail mail to Burlingame. It can take a while. **DO NOT FAX COLOR DOCUMENTS.**

COMMUNITY COLLEGE ASSOCIATION									
Member Expense Statement ("MES")									
Email To: ccatreasurer@cta.org									
Name:						College:			
Street Address:									
City & Zip:						Event:	Winter Conference February 10		
						Account:	Account 64124		
Email:						Phone:	()		
Please Type In: Board Member, Delegate, Nondelegate, Who Award, Who Guest, Other (specify below): ----->									
	Wed	Thu	Fri	Sat	Sun	Mon	Tue		
Date	03 Feb	04 Feb	05 Feb	06 Feb	07 Feb	08 Feb	09 Feb	▼ Line Total \$ ▼	
Westgate San Diego	Full room: \$123.75 / night		½ room \$61.88 / night		Parking: \$28		Room WiFi: Free		Receipt??
Breakfast									\$35 or more
Lunch									\$35 or more
Dinner									\$35 or more
Lodging									YES
Internet/WIFI									NO
Portage & Tips									\$6/day
Hotel Parking									\$70 or more
Air-Train-Bus Fare									YES
Excess Baggage									YES
Airport Parking									\$70 or more
Shuttle / Taxi									YES
Auto # of miles									NO
\$ @ 50¢ per mile									NO
Toll Road									NO
Bridge									NO
Special 1									YES
1 Reason									
Special 2									YES
2 Reason									
Special 3									YES
3 Reason									
Accounting Office Use Below This Line Only						Total Due ►			
Vendor Number ▼			CCA Officer Approval ►						

SAMPLE
DO NOT USE
DO NOT COPY

AIRPORT PARKING FEES:

Most of us know what we've spent on this trip before we get here, or we have a hotel bill to use to fill out the MES correctly. What we do NOT have before we leave is the parking bill from our home airport. To guide you in filling out the MES correctly, here is a list of airport parking fees (parking receipts <\$70 are NOT required):

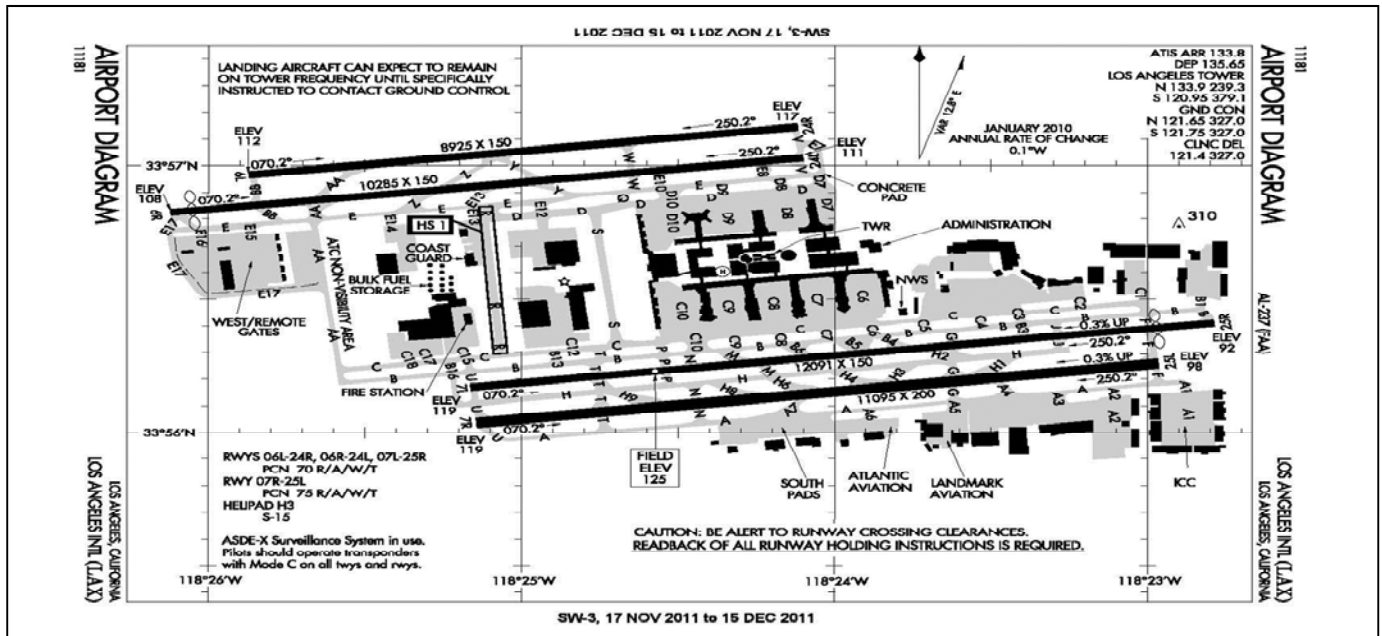
Airport	Parking Level 1 per day	Parking Level 2 per day	Parking Level 3 per day	Parking Level 4 per day
KSMF (Sacramento)	\$29	\$15		\$9
KOAK (Oakland)	\$36	\$22	\$22	\$16
KSFO (San Francisco)	\$45	\$35		\$14
KONT (Ontario)	\$18		\$9	
KBUR (Burbank)	\$30	\$20	\$9	\$11
KLAX (Los Angeles)	\$30	\$12		
KSNA (Orange County)	\$30	\$20	\$14	
KLGB (Long Beach)	\$18	\$17	\$15	\$11
KSAN (San Diego)	\$30	\$26	\$16	\$10

Parking Level 1 is generally "valet" or premium parking. Level 2 is normal near-terminal parking. Level 3 is mid-terminal parking and Level 4 is economy parking.

NOTE: In general, most large airports have private off-airport parking with shuttle service to and from the airport gates. To find these locations, just google the 3-letter identification for the airport and the words "airport parking". For example, the google term for John Wayne Orange County would be *SNA airport parking*.

GROUND TRANSPORTATION:

The Marriott free shuttle will pick you up at any of the **RED** marked "Hotel Shuttle" stops. For Southwest, as you come out of the terminal, turn **RIGHT** and it will be all the way to the end of the building.



THINGS TO DO:

1. There are 29 restaurants within a mile of the hotel; 10 of them within three blocks. WAY too many to list.
2. However, I did a little research. In the International Tom Bradley terminal at LAX there is a food court with the following: Camacho's Cantina (Mexican food with mariachis at 8:30 on Saturday), Daily Grill (typical American food, full bar), Sushi Boy (Japanese, nice reviews), Panda Express, Pink's Hot Dogs (some excellent reviews), Euro Coffee & Haagen Dazs, and bringing up the rear we have the ever popular Mickey D's Diner (McDonalds). Take the hotel shuttle and tell the driver you want to go to the International Terminal.
3. There is one place in the Theme Building in the center of the airport (that's the thing that looks like a giant bug). It is the Encounter and before you decide to go there, I'd suggest that you do a quick Google for reviews. There is a second place in that same building called the City Deli and it got nothing but RAVE reviews both for the food and the price. Unfortunately it is Monday-Friday only.
4. If you want a little quieter meal, you can take the Marriott shuttle to LAX and then catch the Westin shuttle. Another Daily Grill is located inside the Westin.
5. If you don't want to go out to dinner, there is a sports bar and a steakhouse inside the Marriott.

Did'ja have fun at

CCA Winter 2012 Conference?

If so, or if not, let us know so that we can make changes for future conferences. You can use ccatreasurer@cta.org or jweir43@gmail.com to make your wishes known.

Thanks for your collegiality and ...

SEE YOU AT Spring 2012 CONFERENCE

April 27-28-29

Westin Mission Hills (Palm Springs Area) CA

Jim Weir

CCA Treasurer