

CALIFORNIA COMMUNITY COLLEGE ASSOCIATION

REIMBURSEMENT GUIDELINES

eMail Scanned Copy (pdf or jpg) To: ccatreasurer@cta.org

or

Mail To: CCA-MES, 4100 Truxel Road, Sacramento CA, 95834

or

Mail 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), 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.

4. MILEAGE (Private Auto): The reimbursement rate per mile is the standard IRS rate in effect at the time. At this time it is 50¢ a mile. Round fractional miles up to the nearest whole mile. You are entitled to mileage from your home to the airport. If the cost of driving to the conference is less than airfare, you may drive or fly, your choice.

5. SHUTTLE/TAXI: If you prefer to take a shuttle from home to the airport instead of driving, that cost is reimbursable. Taxi fare from the airport to the hotel will only be reimbursed when no other form of transportation is available or when approved by the CCA President in advance or when a shared taxi is less than the cost of shuttles for all the delegates sharing a taxi (delegate names needed).

6. RENTAL CARS: Rental cars are ***ONLY*** authorized when approved by the CCA President in advance.

7. PORTAGE/TIPS: A maximum of \$6 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, \$17 if CCA provides a lunch, and \$40 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.

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 March must be filed prior to the 30th of April.