

Review the information in this document to prepare for your upcoming conference. When making your arrangements, please be mindful of the expenses you will incur as public colleges are largely funded by taxpayer dollars. The college does not reimburse for expenses that are excessive and beyond what is reasonable, necessary, and justifiable, such as valet parking, flying business or first class, expensive meals, etc. You are encouraged to make your arrangements as early as possible to take advantage of lower prices and discounts. Before and during your conference, hold onto all original itemized receipts provided to you so that you may be reimbursed. These receipts must be attached to the Conference Expense Claim form (to be done after your conference) for review.

Before Your Conference

Advances


An advance of funds may be requested when substantial funds are required to pay registration fees, to reserve a hotel, to book airfare, or to cover other costs associated with the approved conference. Arrangements for such advance should be made with the College Business Services Office at least twenty-one (21) days prior to the conference to allow for processing time. Use the Cash Advance form to request a travel advance. If actual expenses are less than the advance, the difference must be remitted upon filing the Conference Leave: Expense Claim form.

Travel

In planning for your travel to your conference, you have a number of options available to you. You may fly, drive your personal vehicle, rent a vehicle, take a taxi/rideshare service, or any necessary combination of these. However, please note that if you choose to drive instead of flying, your mileage reimbursement cannot exceed the cost of airfare plus ground travel. If it does, you may not be reimbursed for the full cost of mileage.

Flying: you must provide a receipt that shows (1) your route, (2) the cost of airfare, and (3) your payment information. Please note that some services will first send you a flight confirmation without payment – this is not sufficient for reimbursement.

Taking Your Own Vehicle: access <http://www.google.com/maps> and print a map from Las Positas College (not from your home address) to your destination (the nearest airport, the conference location, etc.). When printing your map, make sure you are selected on “Recommended Travel Mode”

 (icon to the left) and print the page from your browser. The map should show the various travel options (driving, public transport, flying, etc.). **Do not print a turn-by-turn map – the Business Office only needs to see the start and end point, the total distance (in miles), and the average cost to fly.**

Rental Car: hold onto the itemized receipt(s) provided to you for your rental car in order to receive reimbursement.

Rideshare: print out the receipt that shows (1) the travel route, (2) the cost, and (3) the payment. Your receipt must have all 3 of these.

Lodging/Hotel

When booking your hotel, you are expected to select the lowest standard room rate available. The college does not reimburse for upgraded rooms, suites, or hotel charges incurred for other unauthorized guests that might be staying with you (such as family, friends, unapproved staff, etc.). To receive reimbursement, you must include an itemized hotel bill that shows all charges and payments during your stay. Additionally, you will only be reimbursed for hotel expenses incurred on days that are reasonable and necessary for you to stay. For example, if your conference begins on Monday morning at 9 am, it is reasonable for you to leave for your conference and stay the night before. However, if your conference location is reasonably close and begins at noon, you may not be reimbursed for any expenses incurred from the night before, as it may be reasonable to leave for the conference the morning of. The same applies to staying later than is necessary. On your last day at the hotel, be sure to request a complete, itemized receipt showing payment made if it is not already provided to you.

Registration

When registering for your conference, your receipt must show the following: (1) the conference name, (2) your name, (3) the registration fee, and (4) the payment information. If it does not appear that the provided confirmation contains all of the aforementioned requirements, please contact the registration handler for a complete receipt.

During Your Conference

Meals

You may only be reimbursed for meals during a conference when the conference did not provide them. You may only be reimbursed for up to 3 meals in a day (breakfast, lunch, and dinner) and must submit an itemized receipt that shows each charge and your payment. You will not be reimbursed for the following: alcoholic beverages; non-itemized receipts; meals purchased when the conference provided food (e.g., bought lunch when the conference provided lunch that day); tips of an exorbitant amount; photocopied receipts; meals for unauthorized people and/or nonemployees (e.g. family, friends, and non-approved staff/faculty). If your meal receipt includes meals for other **authorized** employees, you must include a list of each employee and their meal.

Receipts

Expenses will only be reimbursed if a receipt is included with the Conference Expense Claim. This receipt must be itemized and must show all charge(s) and payment(s). If you are not provided a receipt, or your receipt is not itemized, you are expected and responsible for requesting an itemized receipt if you wish to be reimbursed.

Conference Cheat Sheet & Checklist

After Your Conference

Gather all receipts and access the online fillable PDF Conference Expense Claim form found here: <http://www.clpccd.org/business/Travel.php>. Use the checklist below to accurately complete the claim form. Tape all receipts to a blank page before attaching to your claim form. Once completed, give your Conference Expense Claim packet to your immediate supervisor for approval.

<input checked="" type="checkbox"/>	(1) Date
<input type="checkbox"/> Need:	The dates you traveled and attended the conference.
<input type="checkbox"/> Do:	List each date you were in attendance for the conference, in chronological order.
(2) Miles Traveled	
<input type="checkbox"/> Need:	A Google maps printout from LPC to your destination (NOT from your house or another location).
<input type="checkbox"/> Do:	Take the one-way mileage and list it under Miles Traveled (2) on the first day. Enter the same mileage on the last day as well (do not print another map for the route home).
<i>You may use your own vehicle to travel for CLPCCD business, a rental vehicle, or public transportation (bus, flight, etc.). If you choose to use your own vehicle, follow the directions above. For rental vehicles, list under Other Expenses (6). For flights, use Public Transportation (11). Driving, in lieu of flying, cannot exceed the cost of airfare plus ground transportation. If you choose to drive and it costs more than flight & airfare, you will be reimbursed for the cheaper alternative.</i>	
(3) Lodging/Hotel	
<input type="checkbox"/> Need:	An original, itemized hotel bill with (1) your name, (2) dates of stay, and (3) all charges and payments made.
<input type="checkbox"/> Do:	Calculate your room-related* charges per day and list each under Lodging (3) – excluding parking/meals (listed elsewhere).
<i>*Room-related charges refers to the cost of the room and any applicable taxes and fees. Do not include parking (you will list it separately in the Other Expenses column), room service meals, and/or charges not applicable to your conference stay (such as staying extra days). Valet parking will not be reimbursed – you will only be reimbursed for the standard cost of parking. Room service meals may only be reimbursed if an itemized receipt is provided with the hotel bill. You are expected to leave for your conference at a time that is reasonable in relation to the start date, time, and location of the conference. For example, if your conference location is reasonably close and begins on Monday at 12pm (noon), you may not be reimbursed for any expenses incurred if you choose to leave for the conference on Sunday, as it is reasonable to leave Monday morning instead. The same applies in the case of staying longer than is reasonable and necessary.</i>	
(4) Meals	
<input type="checkbox"/> Need:	Original (not photocopied), itemized receipts* for all eligible meals that shows (1) meal items, (2) total due, and (3) payment. Be sure to request this from the restaurant staff if it is not already provided to you.
<input type="checkbox"/> Do:	Securely tape your meal receipts to a blank piece of paper in chronological order. List the amount paid for each meal under Meals (4) in the appropriate date row. You may be reimbursed for up to one breakfast, lunch, and dinner per day, except for any conference-provided meals.
<i>*You will not be reimbursed for the following: (1) alcoholic beverages; (2) non-itemized receipts; (3) meals purchased during a time when the conference provided food; (4) tips of an exorbitant amount; (5) photocopied receipts; (6) meals for unauthorized people and/or non-employees (e.g. family, friends, or employees not approved to attend the conference). If paying for authorized employees, you must include a list of the employees for that meal receipt.</i>	
(5) Registration	
<input type="checkbox"/> Need:	The provided receipt that shows (1) the conference name, (2) the amount billed, (3) the amount paid, and (4) the employee name.
<input type="checkbox"/> Do:	Enter the cost of your conference registration under Registration (5) on the first day.
<i>Do not split the cost over multiple days. If additional registration was involved for an extended conference, list it under the first extended day.</i>	
(6) Other Expenses	
<input type="checkbox"/> Need:	Original, itemized receipts for any other reasonable and necessary charges* you incurred during your conference.
<input type="checkbox"/> Do:	List the name and amount paid in the Other Expenses column in the row corresponding to the date.
<i>*Examples include: vehicle parking (from your hotel bill or a separate receipt), taxi or rideshare (Uber/Lyft receipt must show full route, amount due, and amount paid), airfare (must show route, amount due, and amount paid – not just flight confirmation), etc.</i>	
Final Calculations	
(7) Daily Total Enter the total daily cost of Lodging (3), Meals (4), Registration (5), and Other Expenses (6) – not Miles Traveled (2).	
(8) Total Miles If applicable, enter the total miles driven in your personal vehicle.	
(9) Cent per Mile Enter the mileage reimbursement rate (www.clpccd.org/business/General.php#MileageRate) as a decimal (e.g. 0.58).	
(10) Total Daily Expenses Enter the total sum of each Daily Total field.	
(11) Public Transportation If applicable, enter the starting point and destination, type of transportation, and check off one- or two-way.	
(12) Cost of Transportation If applicable, enter the amount of travel reimbursement (total miles X cent per mile).	
(13) Subtotal Enter the total of the Total Daily Expenses field and the Cost of Transportation field.	
(14) Less Advances If applicable, enter the total amount of the cash advance and/or any advance payments/reimbursements.	
(15) Less P-Card If applicable, enter the total amount paid by an administrator's P-Card.	
(16) Total Claim Enter the grand total amount to reimburse (subtotal, subtracted by Advances and P-Card expenses) and expense limit.	
(17) Charged to Expenditure Enter the budget string that was approved on your Conference Leave Request form.	

Conference Checklist

<input type="checkbox"/>	Conference Leave Request Submit a completed request form to your immediate supervisor. Requests must be approved up to the President level (or Chancellor level if out-of-state).
<input type="checkbox"/>	Make Arrangements After your request has received final approval (you'll be emailed a copy), make sure your travel, registration, and lodging arrangements have been made.
<input type="checkbox"/>	Cash Advance/Disbursement Request Consider requesting an advance of funds before your conference in lieu of going out-of-pocket. Some expenses, like registration and lodging, can be paid in advance, directly to the vendor, via a Disbursement Request.
<input type="checkbox"/>	Attend the Conference Keep all receipts together and in a secure location. You will need these for reimbursement. Be sure to get your final hotel bill before leaving!
<input type="checkbox"/>	Prepare your Expense Claim Record all expenses incurred on the conference on the Expense Claim form. Attach all receipts to the back of the claim. Small receipts must be taped to a blank piece of paper.
<input type="checkbox"/>	Submit your Expense Claim Once your Expense Claim is complete and all backup/receipts are attached, submit the packet to your immediate supervisor for approval. Claims must be approved up to the VP level.