

INSTRUCTIONS FOR NON-EMPLOYEE TRAVEL REIMBURSEMENT FORM

Complete the entire form and submit two copies on NCR paper to ensure prompt payment. All travel must be approved and signed by the appropriate program manager. Butte College will reimburse travel at the cost of the least expensive form of transportation regardless of which mode is used.

Independent Contractor: Those with contracts to perform services for the district should refer to their contract for potential travel reimbursement.

Claim Number: Enter first three letters of last name followed by first two letters of first name followed by date of departure. John Doe leaving for a trip on February 1, 2016 would enter a claim number of "DOEJO020116". This will help with tracking forms.

Meals and Incidentals: A standard meal and incidental allowance is available for those trips that require an overnight stay. Expenses for meals up to \$11 for breakfast, \$12 for lunch, and \$23 for dinner, may be reimbursed without providing receipts. The District does not allow reimbursement for alcoholic beverages. If meals are included in the registration fee or air travel, they should not be claimed. The total meal allowance shall be paid for each complete 24 hours of travel. Departure and return times must be stated on the form in order to receive per diem for meals. Incidental travel expenses of up to \$5 per 24 hour period of travel may also be reimbursed.

Trip	Breakfast	Lunch	Dinner
One-day trip	Not reimbursed	Not reimbursed	Not reimbursed
Multi-day trips - first day	Yes, if departure is prior to 7:00 am	Yes, if departure before 12:00 pm	Yes, if departure is prior to 6:00 pm
During multi-day trip	Yes	Yes	Yes
Multi-day trip - final day	Yes, if return is after 8:00 am	Yes, if return is after 1:00 pm	Yes, if return is after 7:00 pm

Lodging: Lodging shall not exceed single conference rates. If the conference rate is not available, traveler should obtain a government rate or the least expensive rate available. An itemized receipt showing final payment is required for reimbursement. Unless it is the established single conference rate, lodging expenses in excess of \$199 per night excluding taxes and other charges require additional substantiation. Traveler must document reason(s) for the use of a higher lodging rate. These reasons may include 1) traveler required to stay at lodging site, 2) traveler is handicapped and requires "reasonable accommodation", 3) business will be conducted in late night meetings, 4) cost of transportation to alternative lodging equals cost of requested lodging, 5) lack of transportation to alternative lodging, 6) no alternative lodging available, 7) emergency travel, and 8) other. The traveler must explain the reason above. If the traveler is not able to meet the conditions above, the traveler must document a "Good Faith" effort to obtain lodging from 3 vendors at or below the \$199 per night rate. This documentation must be attached to the Non-Employee Travel Reimbursement Form. Personal phone calls will not be reimbursed.

Registration: Fees paid to attend a conference will be reimbursed upon receipt of registration documentation.

Transportation: Air travel arrangements should be made using the lowest cost method available. Non-employee travelers flying Southwest Airlines should utilize the "Wanna Get Away" fares. The purchase of "Anytime" or "Business Select" rates must not be purchased without documented approval from the program manager (i.e. the lowest cost rates are sold out). Reimbursement will be made upon completion of Non-Employee Travel Reimbursement Form with submission of proper receipts.

Reimbursement for mileage will be at the IRS standard rate. Mileage reimbursement may not exceed round trip coach airfare. Mileage reimbursement can only be claimed on use of a personal vehicle. Rental vehicles are reimbursed at the cost of rental plus fuel charges.

Other Expenses: Other expenses such as parking, bridge tolls, or taxi will be reimbursed with proper receipts.

Request For Reimbursement: Within five days after return from travel, the Non-Employee Travel Reimbursement Form should be signed and submitted to the program manager along with all required receipts. The program manager will forward the approved documentation to the Business Office to complete the reimbursement.