

## STUDENT GROUP EXPENSE CLAIM GUIDELINES

District funds may be used for expenses of students participating in conferences, activities, field trips, excursions and events in connection with courses of instruction or college-related social, educational, cultural, athletic, dramatic, forensic, or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students in accordance with Board Policy 3002.

1. Meal expense may be advanced as follows: Breakfast, \$10.00; Lunch, \$17.50; Dinner, \$25.00.
2. Lodging expense must be supported by receipts. The hotel/motel transient occupancy tax waiver form should be utilized whenever possible.
3. Transportation fees for local field trips using public carriers where receipts are not available should be supported by printouts showing applicable fare.

Other guidelines as outlined in Business Procedure 9.22 "Employee Reimbursement" may also apply. Upon approval of the college President, or designee, individual students may submit receipts for meal reimbursement consistent with Business Procedure 9.22 "Employee Reimbursement". In these cases, cash advances will not be given and students will be required to fill out a W-9 "Request for Taxpayer Identification Number and Certification" form.

### Direct Payment of Expenses

Whenever possible, arrangements should be made for direct payment of expenses by the District. Examples include car rentals, air fare, and train fare. Whenever possible, reservations should be made with vendors who have direct billing with the District.

When arranging lodging reservations, secure approval for the billing of lodging costs. For lodging expenses greater than the voucher limits set forth in Business Procedure 11.15, a purchase requisition should be prepared by the initiator, approved by the location Business Officer and submitted to the District Purchasing Office at least ten working days in advance of departure. Appropriate supporting documentation showing amount due should accompany the paperwork. The District Office Purchasing Department will process the purchase order and the District Accounting Office will issue a check. The check will then be forwarded to the vendor. For reservations requiring a credit card, it is required that a District procurement card be used.

### Cash Advances

The employee in charge may request a cash advance to cover anticipated expenses by filling out the Revolving Cash Claim form (see Exhibit A). The request for the advance should be forwarded to the College Business Office no later than five working days prior to the trip. Cash cannot be picked up until the day before the trip.

### Procedure for Claiming Expense Reimbursements

The employee in charge of the event shall fill out the Student Group Expense Claim form (see Exhibit B) to request reimbursement for expenses which are not direct payments. Two copies of each claim are to be forwarded to the College Business Office. When a cash advance has been received, the claim must be filed within three working days after return to duty.

Contra Costa Community College District

## REVOLVING CASH CLAIM

(Reimbursement, Advance or Prepayment)

Site Location \_\_\_\_\_

Date Advance Needed \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date of Event \_\_\_\_\_

Date Requested \_\_\_\_\_

Purpose \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Charge to Budget Account \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Advance Payable to:

Routing Instructions:

Name \_\_\_\_\_

☐ Send to Payee

Address \_\_\_\_\_  
\_\_\_\_\_

☐ Send to Other \_\_\_\_\_  
\_\_\_\_\_

*Custodian-Revolving Cash Fund*

Signature: \_\_\_\_\_  
*Employee Distributing Funds*

☐ Prepayment

Check No. \_\_\_\_\_

Authorized by: \_\_\_\_\_  
*Department or Division Head*

Approved by: \_\_\_\_\_  
*Location Business Officer*

Contra Costa Community College District

## STUDENT GROUP EXPENSE CLAIM

Employee in Charge \_\_\_\_\_

College \_\_\_\_\_

Location of Event \_\_\_\_\_

Time and Date of Event \_\_\_\_\_

Meal Expenses Covered: \_\_ Breakfast \_\_ Lunch \_\_  
Dinner

Charge to Budget Account \_\_\_\_\_

Local Transportation Fee of \$\_\_\_\_\_ per Person Covered

This list represents the official student roster for the above event. Each person has received \$\_\_\_\_\_ and has indicated receipt of such by his/her signature below.

NAME	AMOUNT	NAME	AMOUNT
1.	\$	13.	\$
2.	\$	14.	\$
3.	\$	15.	\$
4.	\$	16.	\$
5.	\$	17.	\$
6.	\$	18.	\$
7.	\$	19.	\$
8.	\$	20.	\$
9.	\$	21.	\$
10.	\$	22.	\$
11.	\$	23.	\$
12.	\$	24.	\$

(Attach supplemental list if needed.)

	NUMBER	AMOUNT PER PERSON	TOTAL AMOUNT
Meals		\$	\$
Lodging (attach receipt)		\$	\$
Other (specify)			\$

Total Amount Claimed	\$
Less Advance Received	\$
Balance Due	\$
Balance Refundable (attached)	\$

I hereby certify that the monies in the amount listed have been distributed to the students signing above and that the services or items purchased were duly authorized expenses.

Signature of Employee Distributing Funds \_\_\_\_\_

Date \_\_\_\_\_

Authorized by \_\_\_\_\_  
Department or Division Head

Approved by \_\_\_\_\_  
Location Business Officer