



INSTRUCTIONS FOR COMPLETING CONFERENCE FORMS

These instructions should be read in conjunction with AR 7400 Travel, revised on April 1, 2019.

PART I: Travel Authorization & Estimated Expenses - Complete before travel

Travel requests must be approved by the appropriate Administrator/Manager and by the Chancellor, Vice Chancellor, or President before travel. Travel outside the United States requires Chancellor approval in advance.

Estimated Expenses:

- **Transportation:** Lowest economical and class roundtrip airfare using only commercial carriers for travel, or mileage not to exceed lowest economical round trip airfare unless specifically approved in advance by the Chancellor, Vice Chancellor, or President with documentation of business necessity.
- **Registration:** Total amount of registration fee
- **Lodging:** Estimate total lodging expense at standard room single occupancy rate including taxes.
 - Lodging for conferences within 50 miles of the District Office or College site is not allowable unless specifically approved in advance by the Chancellor, Vice Chancellor, or President with documentation of business necessity.
 - Lodging expenses are reimbursed for the actual dates of the approved conference. The night before or the night the conference ends may be reimbursed if specifically approved in advance by the Chancellor, Vice Chancellor, or President with documentation of business necessity.
- **Meals:** Estimate total cost of meals during the conference period using per diem rates below. Exclude meals provided at the conference.
- **Other:** Miscellaneous expenses, i.e., ground transportation, parking, rental car, etc.

**For any overnight stays in California, complete the Hotel/Motel Transient Occupancy Tax Waiver and present the waiver at hotel check-in. Not all hotels will accept the waiver form, but when they do it provides a savings in the taxes charged.*

PART II: Request for Advances (if needed) – Minimum 15 business days before travel

Transportation, registration, and lodging payable directly to the third party vendor may be paid in full. Cash advances to the employee may be requested only for costs that will be incurred prior to travel, and are limited to 75% of total approved estimated expenses, including expenses paid directly to vendors.

1) Airfare Booked by the District's Travel Agency:

- Contact Travel Travel for a quote at lindsey@travltravl.com
- Submit a purchase requisition in Colleague including the \$35 service fee
- Complete Part II of the Conference Form by entering the PR # and cost of airfare (including the \$35 service fee)
- Email a copy of the approved Conference Form, the quote from Travel Travel, and the purchase requisition to the Purchasing Department at purchasing@rsccd.edu
- Once received, Purchasing Services will process the PO. The PO number will be sent to the requester and the requester must contact Travel Travel and provide the PO number to confirm the order

All Other Advances:

Including cash advances to the employee and advances paid directly to a third party

2) Employee Advance:

- Complete if requesting a cash advance for costs the employee incurred prior to travel (e.g. conference registration or airfare paid by the employee).
- Vendor ID: Employee's ID number in Colleague.
- Notes: Include any additional notes for processing.
 - ◊ If advance is being charged to a different GL account number (such as an account ending in object code 5905), enter the full GL account number where advance should be charged in notes section
- When submitting the request for advance, include the conference agenda and all travel confirmations and documentation that equals the total amount prepaid by the employee and proof of prepayment.

3) Direct Pay – Registration:

- Complete if requesting that conference registration fees be paid directly to the vendor.
- Vendor ID: Sponsoring Organization's vendor ID number in Colleague.
- Notes: Include any additional notes for processing.
 - ◊ If advance is being charged to a different GL account number (such as an account ending in object code 5905), enter the full GL account number where advance should be charged in notes section
- When submitting the request for advance, include the conference agenda showing the registration fees and the mailing address where the check should be mailed.
- Third party vendors must be set-up in Colleague. If the vendor is new, submit a signed W-9 Form for the vendor to the Purchasing Department.

4) Direct Pay – Other:

- Complete if requesting any other travel costs be paid directly to a third party vendor.
- Vendor ID: Vendor’s ID number in Colleague.
- Notes: Include any additional notes for processing.
 - ◊ If advance is being charged to a different GL account number (such as an account ending in object code 5905), enter the full GL account number where advance should be charged in notes section
- When submitting the request for advance, include the conference agenda and vendor invoice(s).
- Third party vendors must be set-up in Colleague. If the vendor is new, submit a signed W-9 Form for the vendor to the Purchasing Department.

Submit one (1) copy of the approved Conference Form with all required documentation to Accounts Payable via interoffice mail. Scanned copies via email will not be accepted.

PART III: Actual Claims for Reimbursement – Within 15 business days from return of travel

5) Transportation

- Enter actual cost of transportation.
- Attach airfare confirmation, train or bus receipts.
- If auto, attach online map printout showing actual mileage.

6) Registration

- Enter actual cost of conference registration.
- Attach conference agenda and registration form showing fees.
- If no receipt, attach proof of payment (e.g. cancelled personal check or credit card statement) and certificate of attendance.

7) Lodging

- Enter actual cost of room and all applicable taxes.
 - ◊ Exclude allowable miscellaneous expenses (e.g. parking)
 - ◊ Exclude unallowable expenses
- Attach hotel bill showing standard room single occupancy room rates and taxes.

8) Meals

- List dates and standard per diem amounts for each meal
 - ◊ Exclude meals provided by conference.
 - ◊ Standardized per diem rates:
 - Breakfast = \$10
 - Lunch = \$20
 - Dinner = \$30
- If more than four days, please attach an additional page
- Attach conference agenda.
- Itemized receipts are NOT necessary.

- 9) Other Expenses
- List other conference-related expenses allowable per AR 7400.
 - ◊ This may include ground transportation, parking, car rental, etc.
 - Attach original itemized receipts.
 - Miscellaneous expenses require documentation of business necessity with the Immediate Supervisor's approval.
- 10) Less Advances
- Enter the actual total advances paid from PART II.

The original Conference Form must be reviewed and approved by the Immediate Supervisor and submitted with all required documentation to Accounts Payable via interoffice mail. Scanned copies via email will not be accepted.

Required Documentation

- Original itemized receipts for all expenses (except meals) including:
 - Registration
 - Transportation
 - Lodging
 - Uber/Lyft/Taxi
 - Car Rental
 - Airport Parking
 - Hotel Parking
- Conference Agenda
- Documentation of business necessity (if required per AR 7400)

If the amount advanced to the employee was more than expenses claimed, the Conference Form should include a check payable to RSCCD.