

# Travel Authorization & Reimbursement Claim – Section Guidelines

## A. Transportation

Round trip lowest air fare or mileage not to exceed air fare, \$30.00 average round trip mileage to get to Sacramento airport, parking fees at economy lot, and \$60 roundtrip allowance for shuttle to/from the airport at destination. Air travel arrangements should be made following regular college procedures. Retain appropriate receipt for reimbursement claim. Per R-8343, Section 11.4., reimbursement does not include mileage that is necessary for an employee to get from his/her residence to the assigned workplace. For current mileage rate and standard mileage, refer to <https://employees.losrios.edu/shared/doc/accounting/mileage-chart.pdf>.

Tips given to established transportation providers (e.g., Uber, Lyft, Super Shuttle, Yellow Cab) will be reimbursed up to 15% of the total pre-tip charge. The tip must be included on the receipt issued by the transportation provider.

Established transportation providers may be used to commute to a downtown Sacramento location for work purposes and will be reimbursed up to the mileage from the assigned work location plus the expected costs of parking (not to exceed \$18/day).

Car Rental: Rental cars can be approved if they are requested and deemed reasonable for individuals attending conferences that require air travel to another location. Rental cars must be preapproved by the Vice President of Administrative Services. Driver must be authorized and trained (as though the rental vehicle is a District vehicle). [How-to-become-an-authorized-driver.pdf \(losrios.edu\)](#). The car must be rented in the destination city. Enterprise Rent-A-Car includes the required Additional/Supplemental Liability Protection coverage we require and you can make a reservation at contracted special rates. Other insurance coverage is not required and may not be reimbursed. Choose the lowest rate and the most economical refueling option.

## B. Lodging

Lodging shall not exceed the single daily occupancy rate established at the conference site. Retain original receipt for reimbursement claim.

## C. Registration/Conference/Event

If prepayment is required, attach registration fee document or conference notice for payment processing. Indicate Payee. If not prepaid, retain receipt and submit original receipt with reimbursement request.

## D. Meals

Allowance Provided:

- For Breakfast Allowance: Departure before 7:00 a.m. or return after 7:00 a.m.
- For Lunch Allowance: Departure before 12 noon or return after 12 noon
- For Dinner Allowance: Departure before 7:00 p.m. or return after 7:00 p.m.

The total meal allowance shall be paid beginning with the traveler's time of departure if travel is outside District boundaries & travel includes an overnight stay. Only the actual amount of meal expenses incurred, not to exceed the allowances stated above, shall be reimbursed.

Should certain meals be included in the registration fee of the conference, the related meal allowance shall not be claimed as stated.

## E. Other

Estimate additional district business/conference related expenses. Original receipt required for reimbursement.

Reimbursement for downtown Sacramento parking shall not exceed \$18 per day.

## E. Incidental Expenses

Estimate additional expenses not to exceed the \$5.00 per day (24 hours) established per R-8341 and only if travel includes an overnight stay. For example, if departure occurred on Monday and traveler returns on Tuesday, but travel did not exceed 24 hours, only \$5.00 incidental allowance may be claimed.