

Cuesta College

Fiscal Services

Conference Request/Travel Reimbursement Guidelines

The Conference Request/Travel Reimbursement form is used when a person is planning to attend a meeting or conference away from the school district. Prior approval must be secured from your Department/Division Administrator and Vice President before attending any off-campus activity. If you are seeking reimbursement for mileage only, the same reimbursement form is used.

1. You may obtain the [Conference Request/Travel Reimbursement Form](#) on-line.
2. Original receipts are required for hotel/motel bills and registration fees in order to obtain reimbursement. If you are not given one, ask for one. Most organizations are happy to comply with your request.
3. The District will reimburse for single room rates only. If a non-employee accompanies you, please obtain the single room rate, if available, and note it on the bill.
4. Telephone calls are not reimbursed unless they are district business related.
5. Credit card statements are not acceptable as original receipts.
6. Copies of registration forms filled out are not considered valid receipts. If you paid the registration fee, you must obtain a receipt.
7. Original receipts are required to substantiate transportation expenses. Travel agency, airline ticket, bus ticket, train ticket, and car rental receipts are valid. Receipts must show cost of ticket and dates traveled.
8. Reimbursement for meals shall be at the actual cost of the meal up to \$8/breakfast, \$12/lunch, and \$30/dinner. Detailed receipts are required.
9. The District does not reimburse for liquor and entertainment.
10. Receipts are required for miscellaneous expenses.
11. If you use your own vehicle, the District will reimburse you at the [IRS established mileage rate](#). Gasoline receipts will be accepted in lieu of mileage if you choose. If a district vehicle or rental car is used, reimbursement will be for the cost of gasoline only (receipts required).
12. When a Conference/Travel Reimbursement form is submitted for final reimbursement of expenses, proper signatures and account string(s) must be included on the form. This means that your Department/Division Administrator has approved all expenses.
13. Send forms and receipts to Budget, who will then forward them to Accounts Payable for processing.