

Conferences, Travel Advances Student Travel, Reimbursements



Presented by: District AP, 2016

Overview

- **About District AP**
- **Conference Process**
- **Travel Prepayments & Advances**
 - **Student Travel**
- **Reimbursement Guidelines**
 - **Payment Obstacles**

About District AP

Key objectives

- ✓ Process payments for District/campuses
 - 2-3 day turnaround – for “ready” pmts
 - Generally don't pay too far in advance of due date
- ✓ Regulatory & audit compliance/internal controls
- ✓ 1099s, H1, YE Close, Audit Prep (4 mos)
- ✓ Provide vendor and staff support
- ✓ Offer training opportunities



District AP Contacts

- Conferences / Travel Advances / Class Related for SW, TT, West
 - ✓ **Elsie Juson 213-891-2416**
- Student Travel / Mileage Claims / SFP / Perishables/ Tuition / Child Development / Class Related for C, E, H, M, P, V
 - ✓ **Shirley Leyva 213-891-2352**
- Safety Shoes
 - ✓ **Ross Taplin 213-891-2450**



Conference Process

- Board Rules (10701-10716)
- Business Services Manual (proc. 02-13)
- Request for Conference Attendance Form
 - ✓ Submit 30-60 days ahead to dept head
 - ✓ Must be processed in advance of event
 - ✓ Complete form in full
 - Event information
 - Dates of Travel
 - Cost estimate
 - ✓ Obtain VP of Admin & President's signature
 - ✓ Funds must be encumbered (**GL 586100**)



Conference Process cont.

- Travel encumbrance number - “T” number is assigned (Business Office)
 - ✓ Campus creates in FMZ1
 - ✓ View in FMZ2
 - ✓ Display employee summary FMZ3
 - ✓ Fund Encumbrance
 - Allow a cushion



Conference Prepayments

- Minimum 10 business days to process
- Earlier is recommended for discounts
- Write “PREPAID” on approved Conference Request Form
- Prepayment of Conference fees:
 - ✓ Conference Registration Form to District
 - ✓ Documents must contain name and address of Payee
 - ✓ Advance will be limited to Fund Commitment amount



Conference Prepayments

- Prepayment of Airfare:
 - ✓ Campus arranges through ...
 - Travel Exchange (3002239) 323-848-8022 “Bill”
 - Norwalk Travel (3001735) 562-868-1703 Raiko”
 - ✓ Must provide “T” number with fund encumbrance (will verify w/ District)
- **Not Prepaid: Car rental; meals; shuttle services; mileage**



Payment of Charter Vans and Buses

Charter vans and buses should be paid for on a STA (if under \$5,000) or on a contract (if over \$5,000)

Due to liability reasons the District wants to use our terms and conditions. Vendor contracts should not be entered into. District terms can ensure that the vendor's vehicles are maintained and inspected

District may also include wording in the STA/Contract requiring current proof of insurance



Conference Questions

- Can students attend conferences?
- Training seminars vs. conferences?
- Online classes vs. conferences?
- 50% vs. 100% reimbursement
- 200 mile mileage limit? (100 each way)
- No “double-dipping” on mileage
- Is rental car insurance reimbursable?
- Use of the DGS Travel Store?



Conference Answers

- Can students attend conferences?
Yes, if class-related and approved by President
- Training seminars vs. conferences?
Process employee training on a P.O.
- Online classes vs. conferences?
Process online classes on a P.O.
- 50% vs. 100% reimbursement
(50% if processed as tuition reimbursement or
100% if employer requires the training)
- Is rental car insurance reimbursable? no
- Use of the DGS Travel Store? no



Travel Advances

- Must use the Travel Advance form
- Advances are for **Meals, Shuttle**, possibly **Lodging** (airfares and conference fees must be prepaid)
- Requires minimum 10 working days to process
- Requires final Expense Claim –within 10 days after event
- 90% of cost estimate (meals + incidentals + lodging) is allowed



Other Payment Options

- Personal credit card
 - ✓ Submit Expense Claim form
 - ✓ Submit itemized receipts (not credit card receipts – lacks details)



Travel Expense Claim

- Used when Advances are issued
- Used when you pay out of pocket
- Owing money to the District
 - ✓ Write a check to LACCD
 - ✓ Submit original receipts (save copies)
- Filing for additional funds
 - ✓ Create an Amendment
 - ✓ Get President & VP of Admin approval



Student Travel

- Board Rule 9705
- Complete Student Travel Advance form (14 day lead)
- Obtain approval by VP of Admin
- Out-of-state travel requires Board approval for SFP & general fund
- Secure fund commitment in SAP
- Send to District AP with a minimum of 14 business days lead time
- ASO & Foundation-related out-of-state travel require Board *notification*



Student Travel Prepayments

- Prepayment of Registration Fees (**589000**)
 - ✓ Send Conference Registration Form to District
 - ✓ Docs must contain name and address of Payee
 - ✓ Advance is limited to Fund Commitment amount
- Prepayment of Airfare (through Travel Exchange or Norwalk Travel) (**589000**)
- Prepayment of Lodging (**561200**)
 - ✓ Must submit hotel agreement / invoice to District



Student Travel Advances

- Advances are for Meals/Incidentals/Lodging only (561200)
- Minimum 14 Business days lead time required
- Students are **not** issued Advances nor are they eligible for reimbursement
- Revised daily Student meal per diem amounts as of Jan 23, 2013
 - ✓ Breakfast \$5.00
 - ✓ Lunch \$7.00
 - ✓ Dinner \$10.00
 - ✓ Snacks \$2.50
 - ✓ Post-game \$5.50



Student Travel Advances

- Employee must submit a *Receipt for Meal Expenses* form within 10 days of returning
- Employee submits list of student attendees and their signatures
- Employee reimburses District if less students actually attended the event



Reimbursement Guidelines

Types of Reimbursements & Payment documents:

- Conferences (Travel Expense Form)
- Student Travel (SFP or Non SFP Memo Request)
- Mileage Reimbursement (Mileage Form)
- Special Events on Campus (SFP or Non SFP Memo)
- Specially Funded Program Expenses (SFP Memo)
- Safety Shoes (Safety Shoe Form)
- Tuition Reimbursement (Tuition Request Form)
- Class Related (SFP or Non SFP Memo Request)
- Miscellaneous Expenses (Revolving Fund)



Reimbursement Guidelines

- Complete the correct payment document
- Attach original itemized receipts
- Disallowed Items include:
 - ✓ Alcohol, Personal items, Guest expenses
- Daily allowances
 - ✓ Meals: Max of \$25 /day w/o itemized
 - \$25 is disallowed if conference provides meal
 - ✓ Meal Tips/Gratuities: Maximum of 15% allowed
 - ✓ Other Tips: \$5.00 daily maximum



Reimbursement Guidelines

- If you pay in advance for a conference or training expense from personal funds, you cannot get reimbursed until **after** you attend the event (reimbursement is done on the Travel Expense Claim).
- Coach rates only on common carriers
- Lesser of mileage rate or common carrier is allowed
- Double dipping not allowed (duplicate requests on a shared rental vehicle)



Mileage Claims

- Board Rules 71000-71007
- Claims should be on the Mileage Claim Form
- To be used when **personal** auto is used
- Submit only 1 claim for each month
- Must be approved by campus VP/designee
- There must be an adequate fund commitment
- Backup documents should include:
 - ✓ Trip logs
 - ✓ Google/Yahoo Maps mileage estimates
 - ✓ Parking stubs



Mileage Claims cont.

- New standard mileage rate for 2016 is 54 cents / mile
- Campus Presidents are not eligible
- Overnight mileage must be documented on a Conference Attendance form
- Mileage limit of 200 miles (100 each way)
- Mileage claims should not be submitted in duplicate
- Auto expenses relating to students should be on Student Travel claim form
- Cannot include normal commute miles in reimbursement claims



Food Purchases

- Food Certification form
- SFP vs. Non-SFP Memo Request
- \$25.00 daily max (w/o itemized receipt)
- Perishables / Child Development
- Special events vs. monthly meetings



Food Purchases cont.

- Memo / P.O. / Contract / Cal Card



- For food purchases under \$250, individuals may incur the expense out of pocket and request reimbursement (food cert must be obtained prior to the purchase)
- For food purchases of \$250 or more, a STA or contract should be initiated



Safety Shoe Reimbursements

- New Form
- Yearly limit
 - ✓ Local 99 - \$150.00 per year
 - ✓ Building & Trades - \$100.00 per year
 - ✓ AFT Local 1521A - \$50.00 per year
- Campus Responsibilities



Other Payment Rules

- Staff can pay on own (not students)
 - ✓ Reimbursement cannot exceed preapproved amount for staff and students' expenses
 - ✓ List of students and their signatures required
 - ✓ Cannot add students after initial approval is obtained
 - ✓ Original itemized receipts must be submitted
 - ✓ Additional reimbursement requests must be filed on an approved travel addendum



Thank You for Attending

