# Claim for Absence Travel Reimbursement

**TAFTCOLLEGE**

29 Cougar Court
Taf, CA 93268

**Type of Travel Requested:**
- [ ] Employee Travel
- [ ] Field Trip *(Initial Below)*
- [ ] Student Travel
- [ ] Other:

*By initialing, I acknowledge each participating student sign and return a Student or Participant waiver prior to trip.*

**Method of Transportation:**
- [ ] #25 Athletic Bus
- [ ] #26 Athletic Bus
- [ ] #62 15 Passenger Van
- [ ] #63 15 Passenger Van
- [ ] #71 Malibu
- [ ] #61 Minivan/SUV
- [ ] #72 Impala
- [ ] Charter
- [ ] Other:

**FUNDING SOURCE (FOAPAL)**

<table>
<thead>
<tr>
<th>FOAP</th>
<th>Budget Number</th>
<th>Est. Amount</th>
<th>Actual Amount</th>
<th>Budget Supervisor Signature/Approval</th>
</tr>
</thead>
</table>

**Estimated Costs**

<table>
<thead>
<tr>
<th></th>
<th>Estimated Costs</th>
<th>PO #</th>
<th>Prepay Request n</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging + Tax, #nights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>Miles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Expenses (Itemized)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Actual Expenses Claimed**

<table>
<thead>
<tr>
<th></th>
<th>Actual Cost</th>
<th>Audit (Office Use Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Transportation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lodging plus tax</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mileage</td>
<td>Miles Total (Itemize Below):</td>
<td></td>
</tr>
<tr>
<td>Other Expenses Total (Itemize Below):</td>
<td>Total Expenses</td>
<td></td>
</tr>
<tr>
<td>Less Prepayment/Credit Card Charges</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Estimated Expenses:**

<table>
<thead>
<tr>
<th></th>
<th>Balance Due:</th>
</tr>
</thead>
</table>

**Pre-Approval Signatures**

<table>
<thead>
<tr>
<th>Role</th>
<th>Date</th>
<th>Initiator</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiator</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Immediate Supervisor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice President</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Superintendent/President</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Board of Trustees’ Approval Needed**

- [ ] Yes
- [ ] No

**NOTE:** Certified Signature confirms the Initiator is entitled to the expenses claimed based on WKCCD Policy Procedure. Superintendent/President does not need to certify final expenses unless an exception to policy is being made.

**ITEMIZED ACTUAL EXPENSES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Audit (Office Use Only)</th>
</tr>
</thead>
</table>

**Per Diem Meal Data**

<table>
<thead>
<tr>
<th>Date</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
</table>

**Itemized Other Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Actual Cost</th>
<th>Audit (Office Use Only)</th>
</tr>
</thead>
</table>

**Version 19.2**

Revised 4/4/2019
SECTION A: STEPS TO COMPLETE WHEN REQUESTING TO TRAVEL

1. Must Select Type & Method of Travel

2. Top Portion must include dates & estimated departure times, descriptive event purpose & destination.

3. Budget Code where expense will be paid from & estimated cost calculated from section below.

4. Signature of Budget Manager where expenses are being charged.

5. Breakdown all estimated costs associated with the requested travel.

6. Purchase Order must be submitted in Banner to cover the estimated costs.

7. If you are requesting to be reimbursed or for the college to pay for expenses before the trip, the Prepay section must be checked. Receipts must be included in your packet.

8. All appropriate signatures must be submitted on the form & routed to the Business Office.

TRAVEL REQUEST PACKET INCLUDES:
- Completed Travel Request Form
- Conference/Event Flyer
- If applicable:
  - Mileage Print Out Showing Route
  - Lodging Cost Print Outs
  - Itemized Receipts and/or invoices for prepayments
  - Other Expense Documentation Claimed
APPROVED TRAVEL FORM WILL BE EMAILED BACK TO THE EMPLOYEE FROM THE BUSINESS OFFICE

IF TRAVEL WAS APPROVED WITH MODIFICATIONS, THE CHANGES TO YOUR REQUEST WILL BE NOTED ON THE ATTACHED TRAVEL REQUEST FORM AND NOTED IN THE EMAIL.

Hello,

The attached travel has been approved.

Within 10 days of travel completion, please resubmit this form for payment with the actual expenses claimed, all appropriate signatures, and backup documentation.

Thank you and have a great day!

Nancy Figueroa
Accounting Technician
Taft College - Business Office
nfigueroa@taftcollege.edu
(661) 763-7933

IF YOU DID NOT RECEIVE AN EMAIL APPROVING YOUR TRAVEL REQUEST, PLEASE CONTACT THE BUSINESS OFFICE PRIOR TO LEAVING FOR YOUR PLANNED TRAVEL TO VERIFY APPROVAL. ANY EXPENSES INCURRED FOR AN UNAUTHORIZED TRAVEL TRIP WILL BE INELIGIBLE FOR REIMBURSEMENT.

UPON RETURN OF COMPLETED TRAVEL, EMPLOYEE WILL PRINT ATTACHED TRAVEL REQUEST AND COMPLETE SECTION B.
**SECTION B: STEPS TO COMPLETE WHEN RETURNING FROM TRAVEL**

**MUST BE SUBMITTED WITHIN 10 BUSINESS DAYS OF COMPLETION OF TRAVEL EVENT**

1. Verify the estimated departure & return date/time is accurate. Adjust if needed.

2. Enter Actual Cost of entire travel in this section. This includes all costs associated not just reimbursable amount being paid.

3. Enter actual detailed cost of travel in this section. For auditing purposes, please note at the side if any costs were paid with District CC.

4. Subtract any expenses that were paid to you as a prepay or paid directly by the district to determine actual employee reimbursement.

5. Itemize which meals you are claiming in section #3. NOTE: Meals provided to you by conference are ineligible for per diem.

6. Breakdown of “Other Expenses” claimed in section #3 should be itemized here.

7. Appropriate Signatures are needed verifying claimed reimbursements are accurate.

**TRAVEL REIMBURSEMENT PACKET INCLUDES:**
- Completed Travel Request Form
- Event agenda/itinerary if available
- Itemized Receipts showing proof of payment for lodging, registration and/or other expenses paid.
- Memo for any expenses needing additional clarification