



# Travel Reimbursement Form FY 20-21

**Submit completed reimbursement form. If you are being reimbursed as an individual, you must submit original itemized receipts. If your organization/school is being reimbursed, you may submit copies of receipts, as your organization/school will need the originals.**

**Submit receipts no later than 30 days after completed travel:**

Cuyamaca College  
 Attn: Foundation/JSPAC  
 900 Rancho San Diego Parkway  
 El Cajon, CA 92019

<b>Make check payable to, and mail to:</b>								
<b>Name of Participant and Organization:</b>								
<b>Location of Conference/Meeting:</b>		Holiday Inn Capitol Plaza, Sacramento, CA						
<b>Event:</b>		JSPAC Advisory Meeting						
Please ensure that each required receipt is attached. Mail this <b>travel reimbursement form</b> and <b>ORIGINALS/COPIES of receipts</b> (see above) <b>WITHIN 30 DAYS OF COMPLETED TRAVEL</b> to the above address. <i>We must have <b>proof of payment</b>. Please tape loose receipts to a separate piece of paper. (See the JSPAC Travel Reimbursement Procedures form for detailed information).</i>								
Date	Breakfast	Lunch	Dinner	Transportation (mileage is x .575)	Lodging	OTHER EXPENSES (Registration, parking, tax, etc.)		Daily Total
						Description	Amount	
Total								
<b>TOTAL OF CLAIM: \$ _____</b>								

Expenses listed above were actual and necessary for participation in the above named activity.

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Director, GCCCD Auxiliary: \_\_\_\_\_ Date: \_\_\_\_\_

For Business Office Use:

Date Received:	Check Date:	Check #:
Account #: <b>D3606R0-5210</b>	Accounting Approval:	

## Joint Special Populations Advisory Committee (JSPAC) Travel Reimbursement Procedures for JSPAC Members, 2020 & 2021

It is anticipated that a minimum of three (3) JSPAC meetings and an annual conference will be held in Sacramento, California in FY2020-2021. The date, time, and location of each meeting will be posted to the website <http://www.jspac.org> at least 30 days in advance of the meeting. Expenses associated with travel to and from JSPAC meetings will be reimbursed to the employer of the JSPAC member.

As fiscal agent for the Joint Special Populations Advisory Committee, the Foundation for Grossmont-Cuyamaca Community Colleges (Auxiliary Organization) sets forth the following conditions for reimbursement of travel expenses incurred by committee members in connection with attendance at scheduled JSPAC meetings in 2020 & 2021.

1. Each JSPAC member will be responsible for arranging his/her own travel and lodging (as needed) to and from the meeting location.
2. Reimbursement of allowable JSPAC member travel expenses, as outlined below, will be made to employers **OR** individuals upon receipt of a travel reimbursement form, and original itemized receipts.
3. Travel reimbursement form, and original itemized receipts (if individual being reimbursed) or copies of receipts (if school/organization being reimbursed) **MUST BE RECEIVED, within 30 calendar days** of completed travel. **MAIL TO:** Cuyamaca College, Attn: Foundation/JSPAC, 900 Rancho San Diego Parkway, El Cajon, CA 92019
4. All sections of the travel reimbursement claim form must be completed, as appropriate, and information provided must be legible. **Please tape loose receipts to a blank piece of paper and write your last name at the top of the paper.**
5. Submit **detailed itemized receipts which shows payment** with the reimbursement form (not just a signed credit card payment receipt) of the items purchased (also includes meals charged to your hotel room).
6. **If planning to stay overnight to attend a JSPAC meeting, please contact Tonette Salter for approval if your driving commute is less than 3 hours.**
7. **JSPAC will provide a continental breakfast and lunch at all JSPAC meetings. Please contact us at least a month ahead of time if you have any dietary needs**

### ALLOWABLE TRAVEL EXPENSES FOR JSPAC MEMBERS:

- Travel by common carrier, airline coach class or equivalent, in accordance with receipts or vouchers verifying expenditure, as needed to attend meeting. Take advantage of reduced airline fares offered via online reservation services!
- Airport parking, based upon prevailing rate for long-term or economy parking, not to exceed two (2) days for meetings or three (3) days for meeting associated with statewide conference.
- **Shuttle or taxi service to/from major airport, coming either from home or regular worksite to JSPAC meeting location.**
- Travel by automobile will be reimbursed at .575 cents per mile for calendar year 2020.
- Up to \$55 per day meal expenses incurred on days of travel to/from JSAPC meeting or conference. Reimbursement will be for reasonable expenses only and itemized receipts are required.
- Lodging, as needed, for a period not to exceed one (1) night for JSPAC meetings, or two (2) nights for meeting associated with statewide conference attendance, at the government or business rate for single occupancy secured by GCCCD Auxiliary. **Remember to ask for the state rate.** If you choose not to stay at the preferred hotel, where the meeting or conference will be held, then reimbursement will be equivalent to the preferred hotel room rate and hotel parking rate. **Reimbursement will only be covered up to the block rate. Anyone booking after the block rate has expired is responsible for the difference in price.**

### TRAVEL EXPENSES NOT COVERED BY JSPAC – LIST IS NOT ALL INCLUSIVE:

- Airfares charged by private/non-commercial airlines
- Rental car fees
- Parking fees charged for hourly airport parking lots
- Tips paid to airport and/or hotel service personnel
- Telephone calls and other hotel service fees, including internet
- Non-airport related taxi and shuttle fees (unless traveling to/from purchasing meals not already provided)
- Valet parking
- Food purchased after arrival into home town
- Alcohol