



## Policies and Procedures for Use of Foundation Funds

### Work-Related Training, Workshops and Events

Included within the scope of training, workshops, and events shall be:

- 1) Expenses for supplies, refreshments, and other expenses necessitated by the training, workshop, or event.

Excluded shall be:

- 1) Individual, personal occasions such as, but not limited to, retirements, showers and birthdays.
- 2) Regular staff meetings.
- 3) Alcoholic beverages, except for fundraising events and donor meetings.

### Travel

The Long Beach City College Foundation follows established travel expense limitations and guidelines as follows:

**Airfare**—Air travel must be booked at the lowest available fare. Air travel will be reimbursed entirely for the basic airfare as booked, including any applicable taxes. Any changes in travel plans, which incurs an additional fee, will be the responsibility of the traveler unless approved by the Foundation Executive Director prior to submitting a request for reimbursement. Receipts are required.

**Ground Travel**—Ground travel options should be investigated prior to traveling. When choosing ground transportation (taxi/shuttle/rental car/personal auto/etc.) the most cost-effective method of travel for the individual or group should be selected.

**Car Rentals**—Car rentals will be reimbursed if approved in advance. The most economical rental car available should be rented. Purchasing the applicable liability and collision insurance coverage offered by the rental agency is required. Receipts are required.

**Private Auto**—When traveling by private auto, members will be reimbursed at the current district rate as set by the IRS.

**Taxi/Shuttle/Limo Services**—Actual taxi/shuttle/limo fares, including tips, will be reimbursed entirely. A reasonable and customary gratuity or mandatory fee may be reimbursed up to 20% of the fare. Receipts are required. Gratuities must be noted on receipts.

**Lodging**—Lodging facilities must be cost-effective. Basic room charge and applicable taxes will be reimbursed. **Itemized receipts are required.**

**Meals**—Meals and tips will be reimbursed. Meals should be reasonable and cost-effective. Tipping is limited to 20% of the meal, not including tax. **Itemized receipts are required** for meals (not just credit card receipts). Tips should be noted on meal receipts.

**Gratuities**—Reasonable tips for baggage handling will be reimbursed. Receipts are not required.

**Parking and Tolls**—Parking fees and toll expenses will be reimbursed. Receipts are required.

**Telephone**—Employees who receive a cellular telephone allowance should use their cell phone to make telephone calls.

### **Per Diem – Overnight Travel**

In some cases a per diem rate may be assigned for travel. The 2018 IRS per diem rates are as follows:

- High-cost location is \$284 (includes lodging and meals)
- Any other locality (low-cost) is \$191 (includes lodging and meals)
- Incidental expense allowances remain at \$5 per day (includes fees and tips paid to porters, baggage carriers, hotel staff) for any location.

**Itemized receipts are required** for hotels and meals (not just credit card receipts).

### **Per Diem – Day Travel**

Meals for day travel may be reimbursed. The 2018 IRS per diem rates for meals is \$63. The Foundation policy individual meal rates are as follows:

- Breakfast \$15
- Lunch \$18
- Dinner \$30

Based on IRS regulations, employees are eligible for meal reimbursements only when they are in travel status for more than 12 hours. Day travel beginning at 6 am or earlier is eligible for breakfast reimbursement. Day travel ending at 7 pm or later is eligible for dinner reimbursement. **Itemized receipts are required** for meals (not just credit card receipts).

Examples of Day Travel include offsite conferences, seminars, and training courses.

### **The following are not eligible for reimbursement:**

- Alcoholic beverages (for personal consumption)
- Dry cleaning
- Phone calls from hotel phone
- Guests
- Entertainment expenses including, but not limited to, health spa services, movies and recreational tours
- Airfare other than lowest available fare
- Extra leg room, travel insurance, airline upgrades
- Traffic or parking citations
- Childcare or other personal expenses incurred while traveling

## **Payment/Reimbursement for Funds Spent**

In order to be reimbursed for funds that have been spent, the following procedures must be followed:

- Complete a Request for Payment form. The form must be signed by the Department Head or Approving Official.
- Attach an invoice for the items purchased. This must be an invoice, not a quote.
- If you have “supermarket-type” receipts, tape them to an 8½” x 11” paper.
- If not all of the items on the receipt are to be paid, circle the items to be paid.
- If the requested funds are to pay a person for a service rendered, a completed W-9 form must be attached as well.
- Submit the Request for Payment and the supporting documentation to the Foundation office.
- In most cases, if Requests for Payment are received by 5:00 pm on Monday, the checks will be generated on Tuesday and signed by Wednesday. Most checks will be available for mailing or pick up by Wednesday noon.
- Note: The minimum amount for reimbursement to an individual is \$25.00. If the invoice is for less than \$25.00, it should be held until multiple invoices total at least \$25.00 or combine the amount with a colleague’s invoice(s) that total at least \$25.00. There will be only one payee for the total amount.
- **All claims for reimbursement must be submitted within the same fiscal year in which the travel occurred, or no later than July 10<sup>th</sup> of the next fiscal year.**