

# COUNCIL OF CHIEF LIBRARIANS, CALIFORNIA COMMUNITY COLLEGES

## EXPENSE POLICY & REIMBURSEMENT PROCEDURES

Approved May 5, 2018

The expense policy of CCL is designed to recognize the fact that Board members, officers and liaison members of the Board receive no direct compensation for their efforts. Therefore, it is the intent of CCL to reimburse those expenses that these individuals are mandated to undertake while serving on behalf of CCL.

It is also the policy of CCL to reimburse paid staff (e.g., Executive Director, Communications Manager) for those expenses incurred on behalf of the organization while fulfilling their responsibilities.

The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability.

### I. Reimbursement Procedures

- A. All claims for reimbursement shall be submitted on standard reimbursement Forms.
- B. Original receipts or clear copies of them are required as documentation of all claimed expenses of an amount greater than \$10.00 in order for them to be reimbursed.
- C. Claiming an expense does not guarantee reimbursement.
- D. Members may be reimbursed for supplies, postage, equipment, hosted functions, and other miscellaneous charges necessary for the completion of official business with prior approval from the Executive Director.
- E. Members may be reimbursed for business calls. For reimbursement, calls must be clearly identified on the original bill or a copy. Further documentation may be requested.
- F. Eligible travel expenses and registration fees incurred while attending Board meetings and pre-authorized conferences, conventions, or business meetings within California will be reimbursed.
- G. All out-of-state travel must be pre-approved by the Executive Committee.
- H. Reimbursement requests must be received by the Executive Director in a timely manner, *but no more than 30 days following the event AND, no later than June 30th for all events occurring during June 1st - 30th of each fiscal year*). Eligible expenses will be approved within approximately two weeks of receipt, unless precluded by a budgetary shortfall. Please note: Requests received after the applicable deadline will NOT be approved for payment.

### II. Travel

- A. A person is expected to neither gain nor lose money while traveling on CCL business.
- B. CCL expects air travel to be booked at least four (4) weeks prior to a meeting so as to obtain the lowest possible fares. Exceptions require approval by the Executive Director.
- C. CCL will reimburse for airport parking expenses, or for door-to-door shuttle services when more cost effective than paying parking costs.
- D. Meal Reimbursement Rates: claims may include *only actual expenses* incurred and are limited as follows:
  1. Breakfast \$7.00
  2. Lunch \$11.00
  3. Dinner \$23.00
  4. Incidentals \$6.00/day
- E. Mileage Reimbursement – Mileage is reimbursed based on current IRS government rate. A printed route map with total mileage ***must be attached*** to the reimbursement request. MapQuest or similar online programs may be used to document your route and mileage for reimbursement support. You are responsible for identifying the total miles travelled and requested for reimbursement on your request form.
- F. Mileage Reimbursement for Vehicle Travel in Lieu of Air Travel –If authorized in advance by the Executive Director, travel by car in lieu of air travel may be reimbursed. The amount reimbursed will be limited to what the actual airfare would have been.
- G. Public Transit Reimbursement – Actual costs for travel on public transit systems will be reimbursed. Original or clear copies of fare documents or printed receipts or credit card bill statements must be submitted with Reimbursement Form.