

STUDENT GROUP EXPENSE CLAIM GUIDELINES

District funds may be used for expenses of students participating in the following cocurricular activities only when the events or activities are within the State of California: athletics, dramatics, musical, forensics and journalism.

1. Meal expense may be reimbursed as follows: Breakfast, \$5.00; Lunch, \$8.00; Dinner, \$12.00.
2. Lodging expense must be supported by receipts.
3. Transportation fees for local field trips using BART or other public carriers where receipts are not available may be obtained as outlined in paragraphs 4 and 6 below.
4. The employee in charge may request a cash advance to cover anticipated expenses. The request for the advance should be forwarded to the College Business Office no earlier than five working days before the money is required (use Request for Cash Advance, form 4cd-261).
5. Whenever possible, arrangements should be made for direct payment of expenses by the District. Examples are as follows:
 - a. Car rental. Obtain the Hertz credit card from the college office.
 - b. Air or train fare. Obtain tickets through a local travel agency with billing to the District.
 - c. Lodging. When arranging reservations, secure approval for billing of lodging costs. Prepare a purchase requisition to obtain a purchase order which will be written on a "not to exceed a stated amount" basis. The purchase requisition should be submitted to the District Purchasing Office at least five working days in advance of departure. The original copy of the order will be forwarded to the employee in charge for hand delivery.
6. Reimbursement for expenses which are not direct payments shall be claimed on Student Group Expense Claim, form 4cd-198 (see Exhibit A). Two copies of each claim are to be forwarded to the College Business Office. When a cash advance has been received, the claim must be filed within three working days after return to duty.
7. Expense reimbursements for employees accompanying student groups are governed by Business Procedures 9.21 and 9.22.

Contra Costa Community College District

STUDENT GROUP EXPENSE CLAIM

College _____

Employee in Charge _____

Time and Date of Event _____

Location of Event _____

Charge to Budget Account _____

Meal Expenses Covered: Breakfast Lunch Dinner

Local Transportation Fee of \$ _____ per Person Covered

This list represents the official student roster for the above event. Each person has received \$ _____ and has indicated receipt of such by his signature below.

NAME	AMOUNT	NAME	AMOUNT
1		13	
2		14	
3		15	
4		16	
5		17	
6		18	
7		19	
8		20	
9		21	
10		22	
11		23	
12		24	

(Attach supplemental list if needed.)

	NUMBER	AMOUNT PER PERSON	TOTAL AMOUNT
Meals		\$	\$
Lodging (attach receipt)		\$	\$
Other (specify)			\$

Total Amount Claimed..... \$ _____

Less Advance Received \$ _____

Balance Due..... \$ _____

Balance Refundable (attached) \$ _____

I hereby certify that the monies in the amount listed have been distributed to the students signing above and that the services or items purchased were duly authorized expenses.

Signature of Employee Distributing Funds _____ Date _____

Authorized by _____

Division Chairperson

Location Business Officer