

**CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
ALLOWABLE CONFERENCE EXPENSES**

| EXPENSE | ALLOWED WITH DETAILED RECEIPTS | NOTES | NOT ALLOWED |
|------------------------------|--|--|---|
| LODGING | Conference hotel rates should be booked early to take advantage of group rates | <ul style="list-style-type: none"> Itemized hotel bill needs to be submitted with claim Lodging will be reimbursed at conference hotel rate | <ul style="list-style-type: none"> Additional lodging costs resulting from additional travel time for employee's convenience Mini-bar |
| CALIFORNIA TRAVEL BAN | As a result of State Assembly Bill 1887, the state of California prohibits travel to certain states | Review list of prohibited states on website | |
| AIRFARE | Fares must be at the lowest possible rate; i.e. economy, coach | <ul style="list-style-type: none"> Book early to obtain best rates For Southwest flights, book the lowest rate or "Wanna Get Away" rates | <ul style="list-style-type: none"> Upgrades are not allowed and must be paid by employee No Early Bird check-in No Business or First Class |
| MEALS | <p>Itemized, detailed meal receipts must be submitted with conference expense.</p> <p>Include a copy of the conference agenda</p> | <ul style="list-style-type: none"> Until Per Diems are authorized, meals should be at reasonable amounts. If the receipt is for multiple approved conference attendees, provide the names Tips should be no more than 20% Include an itemized, detail meal receipt for room service Include conference agenda | <ul style="list-style-type: none"> Meals if provided by conference; i.e., breakfast and/or lunch Alcoholic beverages Costs of meals for family and/or friends Meals consumed while enroute to/from the conference |
| RENTAL CAR | Economy car | The renting of a car should be done only if the overall cost is less than or equal to what typical rideshare costs would be. | <ul style="list-style-type: none"> Rental dates beyond conference dates No luxury cars |
| PERSONAL CAR | <ul style="list-style-type: none"> If employee prefers to drive instead of fly, a printout of the airfare costs must be attached. Provide google map of route which shows the total miles driven | <ul style="list-style-type: none"> Mileage cannot exceed the cost of airfare plus ground transportation Reimbursement will be made based on the lesser amount Origination point is your place of work | <ul style="list-style-type: none"> Gas Mileage other than to and from conference destination (travel not related to business purpose) |
| PARKING | Parking receipts must be attached to claim | Parking should be done at economy lot | Extra days beyond the conference dates are not allowed |
| MILEAGE | Print route from an online tool, such as Google Maps, which shows the total miles driven | Look at website for the latest IRS mileage rate allowed | Do not include mileage for trips outside of business purpose |
| INCIDENTAL EXPENSES | Other incidental, ordinary and necessary expenses do not require receipts | Expenses under \$25 | <ul style="list-style-type: none"> Valet Parking service Dry cleaning/laundry Salon services |
| ADVANCES | Advances/p-card payments should be deducted on form | Deduct the amount advanced or paid via p-card from total amount to be reimbursed | Note: advances not cleared will be considered wages and reported on W2. |