

**IMPAC
EXPENSE POLICY**

The IMPAC expense policy is designed to recognize the fact that faculty participants serving this organization are volunteers who receive no direct compensation for their efforts. Therefore, it is the intent of IMPAC to reimburse those expenses that participants are mandated to undertake while serving in an official capacity on behalf of IMPAC. The policies listed below are intended to provide ease of use and administration while maintaining prudent accountability. (*Please note: all references to the Executive Committee and/or its individual officers within this policy pertain to those of the Academic Senate for California Community Colleges.*)

I. Reimbursement Procedures

- A. All claims for reimbursement shall be submitted on standard IMPAC Expense 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. Signature of the President on the IMPAC Expense Reimbursement Form will constitute authorization for the Treasurer to issue a warrant for said amount and will also serve as the second signature on the disbursement.
- D. It is the responsibility of the President, in consultation with the Treasurer, to ascertain the necessity and reasonableness of the expenses for which reimbursement is claimed. Claiming an expense does not guarantee reimbursement. **NO PERSON MAY ENCUMBER AN EXPENSE ON BEHALF OF IMPAC IN EXCESS OF \$200.00 WITHOUT PRIOR APPROVAL OF THE PRESIDENT.**
- E. Participants 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.
- F. Participants 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 at the discretion of the President.
- G. Travel expenses and registration fees incurred while attending an authorized conference, convention, or business meeting within California will be reimbursed.
- H. All out-of-state travel must be pre-approved by the Executive Committee.
- I. Reimbursement requests must be sent directly to IMPAC ***no more than 14 days following the event!*** Expense forms will be forwarded to the President for approval within approximately two weeks of receipt; once approved, checks will be forwarded to the Treasurer for signature. Hence, they will be mailed out within about one week, unless precluded by a budgetary shortfall. **Requests submitted in excess of 14 days after an expense has occurred will NOT be approved for payment.**
- J. With the exception of official IMPAC meetings (Regional, Statewide, Steering Committee and Executive Committee) where official records are kept, a **written report** of the meeting must be attached to the expense form before reimbursement for travel expenses will be made.

II. Travel

- A. A person is expected to neither gain nor lose money while traveling on IMPAC business.
- B. **IMPAC's reimbursement policy is, for air travel between cities for which the State of California rate is available, to reimburse at the State of California Rate no matter what amount the faculty member actually pays,** unless there is prior approval by the President.
- C. Travel will be reimbursed only upon authorization of the President in accordance with the following:
 - 1. When personal contact is the most efficient method of conducting IMPAC business.
 - 2. When the most economical method of transportation is selected. For airline travel, individual effort to obtain YCAL or advance purchase lower fares is expected.
 - 3. When attendance at a conference or meeting is limited to persons concerned with the topics discussed or the business to be transacted.
 - 4. When travel is scheduled to avoid backtracking and duplicate travel whenever possible.
 - 5. When appropriate receipts and/or reports have been submitted.
- D. IMPAC participants are expected to use economy lots whenever possible and be aware that for overnight travel, parking costs may exceed the cost of door-to-door shuttle service; therefore, participants might give consideration to utilizing that service.
- E. Travel Expense Limits:

1. Breakfast	\$7.00	4. Lodging	\$85.00
2. Lunch	\$10.00	5. Mileage	Govt. Rate – \$0.445 per mile, 2006
3. Dinner	\$17.00		
- F. The President may authorize higher limits in high cost areas.
- G. When travel arrangements require a participant to leave home before 6:00 am or return later than 7:00 pm, s/he may be reimbursed for additional meal expenses.