Perkins/CTEA 2019-20 Professional Development

Travel Guidelines

Before applying for **Perkins/CTEA Professional Development Funds** through the Perkins Office, please follow these steps:

* Estimate expenses carefully; ***reimbursement cannot exceed the pre-approved amount*.**  ***Note:*** Travel expenses for professional development outside the region (50 mile radius of CCSF) will be filled on a case-by-case basis by the Perkins Office.

To determine what expenses you can claim for professional development, use the following guidelines…

**In San Francisco:**

**In the Region:**

*(within 50 mile radius of CCSF but outside SF)*

**Outside of Region**: *(outside of 50 mile radius)*

* Conference, training fees
* Transportation costs (e.g., airfare, mileage for auto travel, ground transport at destination)
* Lodging
* Meals (not provided in conference participation)
* Conference, training fees
* Parking
* Public transportation fees
* Tolls
* Mileage\*
* Meals (not provided in conference participation)
* Conference, training fees
* Parking

\**Mileage:* As of January 2019, the mileage reimbursement rate is $0.58. When driving your car to a professional development event, **you may claim mileage from your home or workplace (*whichever is less*) only IF event is OUTSIDE of San Francisco.** Receipts are required for bridge toll and off-street parking (parking lot and/or garages).

* Submit your Perkins/CTEA Professional Development Application for approval. Once approved for funding, complete the [Requisition and Travel Order Form](http://www.ccsf.edu/dam/Organizational_Assets/Department/dbo/Form01_revised.pdf) with all required signatures and documentation.

After the event: Collect all required original and **itemized receipts** indicating payment (not balance due receipts summarizing total payment) and all documentation (e.g. agendas, conference materials, etc.)

	+ Proof of Payment for registration: Canceled checks and credit card receipts are NOT valid unless supplemented by a copy of the Brochure and Registration material. If paid by check, you must attach a copy of the front and back of the cashed check. If official receipt is not available, you must attach a credit card statement showing charges as proof of payment.
	+ For auto expenses (mileage, parking, tolls, etc.), provide an online print-out of distance traveled using a service such as GoogleMaps, Mapquest, or YahooMaps; print-outs should show starting and destination points and distance traveled.
	+ For meals, please provide itemized receipts. Tips and alcoholic beverages will not be reimbursed. For Per Diem rates visit: <https://www.gsa.gov/travel-resources>
	+ For airfare, please attach passenger boarding pass if possible. Airfare is reimbursed at the economy/coach or lesser fare rate.
* Keep your own personal copies of all forms/documents related to this travel.
* Submit an [*Expense Report Form*](http://www.ccsf.edu/dam/Organizational_Assets/Department/VCFA/Fillable_Expense_Report_04.24.17.pdf) to Cece Jones in the Perkins Office, attaching ALL original supporting documents (including proof of participation or attendance such as certificates and/or grades) within 10 working days of attendance at training/conference. ***Requests for reimbursement greater than the amount authorized by the Perkins Office will not be honored****.*The District Business Office – Accounting will distribute your reimbursement.