

## Trips and Travel FAQ

1. Are the District's boundaries the same as the Merced County's boundaries when submitting reimbursement on local travel?
  - Our District Area Map can be found on the Merced College website [District Maps](#).
2. Which expenses can be paid prior to the trip?
  - Registration fees, flights, hotel
3. Where do I find the forms?
  - [Travel Forms](#)
4. When do I submit my trip request, trip claim, or mileage claim?
  - At least two weeks prior to trip
5. What are the meal reimbursement rates for staff and students?
  - The current rates can be found on the trip request form and travel claim form
6. What is the mileage reimbursement rate?
  - An employee is to be reimbursed at the current federal mileage rate for use of their private vehicle per AP 7400.
7. What supporting documents are required to submit for reimbursement for mileage, hotel reservations, meals, and other expenses?
  - Some examples include but are not limited to; Map quest for mileage, if pre-pay for hotel or registration is need we would need the hotel confirmation including the amount to pay and then follow up with actual receipt at the end of the stay and a flyer or registration confirmation including the cost to be paid for the event, for meals there are no receipts needed as that is paid on a per diem basis however we do need the schedule and or agenda/itinerary that shows if any meals are included as part of the conference or event, for any other expenses such as parking or luggage or flights cost we would need the receipt of payment.
8. What are the examples of other expenses?
  - Parking, luggage, airfare, uber, taxi, registration etc.
9. When should I expect my travel reimbursement?
  - From the point of fiscal services (travel@mccd.edu) receiving a fully approved claim and all appropriate supporting documents, it takes approximately 7 business days to process reimbursement.
10. Who do I contact when there are questions and concerns about my trip?
  - [travel@mccd.edu](mailto:travel@mccd.edu)
11. What travel expenses can be paid in advance?
  - Event registration and hotel reservations

12. How do I know when my advance payments for the hotel and registration are paid?
  - Fiscal services will send an email to the requester to inform them the payment has been made.
13. What are the required signatures?
  - The traveler, their manager/director and the VP. If out of state will also need the president's signature.
14. What do I do if I lose my receipt?
  - Fill out a Missing Receipt Declaration Form [Fiscal Forms](#)
15. How do I address a travel modification or cancellation?
  - Send an email to [travel@mccd.edu](mailto:travel@mccd.edu) and [transportation@mccd.edu](mailto:transportation@mccd.edu) with your cancellation request or specific modification requests.
16. How do I check when my travel has been encumbered and/or paid?
  - To check for encumbrance you can view the account line in Colleague. To check on a status of payment you can contact [travel@mccd.edu](mailto:travel@mccd.edu)
17. Are non-district employees allowed to be passengers in district vehicle?
  - No
18. Does the District general fund pay for student field trips (entry fees, meals etc.) for the students?
  - No, student field trips are not funded by the general fund for the student portion. Alternate funding may be available through grant/categorical funds or Foundation funds.
19. Can students drive?
  - No, students should not be driving themselves at any age to field trips. The district should always provide transportation.
  - If there are any special circumstances that a student does drive and they are coming and going from the District then they must be 21 years of age or older and cannot drive other students, only themselves.
  - If there are any special circumstances that a student does drive if they are coming and going from home and not the district and taking their own vehicle and not getting mileage reimbursement then they are not under the liability of the district and do not have an requirements to meet.