



Presentation/Proposal From

[Add Title Here]

Additional Clarifying Language to G-31-8.61 REIMBURSEMENT

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Date: 1-16-19

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- Complete Items 1-8 to the best of your ability (see Instructions form for reference).
If an item listed is not relevant to your specific presentation to College Affairs, please mark it N/A.
E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

1. PRESENTATION/PROPOSAL ABSTRACT (150-250 words)

Fiscal Services would like to add clarifying language to General Policy Manual G-31-8.61 REIMBURSEMENT.

The Fiscal Services Department would like to remind employees that if they stay with their family or a friend, while traveling on business, they are eligible to receive \$25 a night lodging reimbursement.

It is being requested that College Affairs approve the additional clarifying language be added to the policy to help in communicating that information.

2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
Action Item
Information and committee feedback
Procedure-revision (Attach current procedure with proposed changes highlighted using track changes.)
Procedure-new (Attach proposed procedure separately.)
Identify suggested location in General Procedures Manual:

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
 - Identify suggested location in *General Policy Manual*: _____
- Other: _____

3. BUDGET IMPACT

None

4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

5. OPERATIONAL IMPACT

None

6. STUDENT IMPACT

None

7. ANTICIPATED IMPLEMENTATION TIMELINE

The policy is already in place, this addition will only help communicate a current policy.

8. MOTION TO BE RECOMMENDED

It is recommended that College Affairs approve the clarifying language attached be added to the General Policy Manual G-31-8.01 REIMBURSEMENT Policy.



Fiscal Services would like to add the highlighted clarifying language to G-31-8.61 REIMBURSEMENT.

G-31-8.61 REIMBURSEMENT

4. Reimbursement for Lodging

Reimbursement will be for the actual amount. These charges shall be supported by a detailed receipt. College employees planning to utilize motel/hotel accommodations will attempt to find reasonably priced lodging. If no receipt is presented, **or if employee stays with their family or friend**, for a valid overnight stay, reimbursement will be made at a rate of \$25 per night.