



Recommendation Signatures Form

Date of College Affairs meeting initial presentation: 2/1/2019

Presenter(s): Sharla Andresen

Title of Proposal: Additional Clarifying Language to G-31-8.61 REIMBURSEMENT

Check the following: First Reading Second Reading

College Affairs Recommendation (Check all that apply)

Approve the proposal as submitted

Approve an amended proposal

Vote against the proposal

Postpone reading and/or motion until: _____

Create a task force to broaden the discussion

Refer the issue elsewhere (e.g. faculty or administrator consultant, another committee) for broader review and consideration.

GPM changes submitted to College Affairs Committee support specialist

Submission Date: 3/1/19


Chair of College Affairs

Action taken by College President: Approved Denied Tabled

4/8/19
Date


College President

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Web
&
Word
4/23/19



Presentation/Proposal From

[Add Title Here]

Additional Clarifying Language to G-31-8.61 REIMBURSEMENT

Name: Sharla Andresen

Date: 1-16-19

Department: Contracts and Risk Management

Contact Information: 541-383-7208 / sandresen@cocc.edu

- 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.

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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.