This memorandum is being distributed to address travel reimbursement for the November 10, 2011 COAGSMH meeting, to be held at the CCCCO office in Sacramento. Reimbursement for travel expenses incurred while traveling on behalf of the California Community College Student Mental Health Program (CCC SMHP) is supported by funding through a contract with the California Mental Health Services Authority (CalMHSA).

Below you will find instructions on how to file a reimbursement claim, as well as a list of reimbursable expenses relating to the upcoming COAGSMH meeting.

Should you require additional assistance or special accommodation, please contact our office via email, SMHP@foundationccc.org, so that we may assist you.

To complete your travel expense claim please follow these instructions:

- Maintain possession of original receipts for all reimbursable transactions relating to the COAGSMH meeting. This includes airfare/airline ticket receipts, parking (non-valet), meals, and hotel invoices.

- Reimbursements must fall within the guidelines of the California State per diem rate. Per diem is based on the time your trip begins and ends. Travel begins the time you leave your home or office, and ends the time you arrive home or back to your office. Please note the current per diem rates:
  - Breakfast $6.00
  - Lunch $10.00
  - Dinner $18.00
  - Incidentals $6.00
  - Hotel $84.00 (one night, must receive pre-approval from program)

- Personal Vehicle Mileage for 2011: $ .51 per mile

- Rental Car (Not reimbursable)
- Shuttle (Shuttle to/from airport only)
- Business Expenses i.e. phone calls Not reimbursed

- We will reimburse the amount of the cheapest mode of travel. Example: If you are driving from Southern California to Sacramento, you will only be reimbursed the cheapest airfare rate. If making airline reservations, we will reimburse you for the most cost effective option available to you.

- Use the airport shuttle rather than a taxi whenever possible. If you share a taxi, remember to get signed receipts for only your portion of the fare, or have one person pay for, and be reimbursed, the full amount of the fare.

- Car rentals are not permitted unless prior approval has been given.
You are encouraged to complete and submit your claims as soon as possible after the meeting to ensure timely reimbursement.

Claims will not be processed without an original signature, and substantiating receipts. Reimbursement requires submission of a Fiscal Sponsorship Reimbursement Form. These forms will be distributed prior to the commencement of the COAGSMH meeting.

If you have any questions contact Serina Correa at (916) 498-6707, or by email at SMHP@foundationccc.org.

Submit your claims electronically (PDF) via email:
SMHP@foundationccc.org

OR

You may also mail your claims to:
CCC SMHP
Attention: Reimbursement Claim
Foundation for California Community Colleges
1102 Q Street 3500, Sacramento, CA 95811-6549