
From: Goodrich, Kelly
Sent: Monday, March 16, 2020 3:47 PM
Subject: Launch of New Travel/Conference Request & Claim Form
Attachments: SBCCD.Travel.Form.2020-03 Form 2020-03.pdf



To: All SBCCD Employees
From: Larry Strong, Director, Fiscal Services
Re: Travel/Conference Request & Claim Form

Hello. We are happy to announce the new Travel/Conference Request & Claim Form. It is attached and can also be found on the [Wiki](#). **Effective March 16, 2020, it will replace the AC 9, AC 10, and SD 1.** This form has been under development for quite some time and is now ready for use thanks to the collaborative efforts Administrative Services staff at both colleges and the Fiscal Services team.

Please note the following clarification of reimbursement for meals and incidentals for SBCCD CalCard holders.

- **Non Cal-card holders** shall be reimbursed for meals and incidentals at the per diem rate for all days of business travel, and no receipts for meals and incidentals will be required.
- **Cal-card holders** will choose (on a per conference basis) from the following two options for reimbursement of meals and incidentals and will indicate the preference on the Travel/Conference Request & Claim Form.
 - I choose to be reimbursed at the per diem rate for meals and incidentals; I will not use a Cal-card for these expenses and no receipts will be required.
 - I choose to use my Cal-card for meals and incidentals; I will provide itemized receipts and will limit spending to the per diem rate.

If you have questions or need more clarification, please reach out to the Accounts Payable staff at sbccdapd@sbccd.edu or reply to this email.

Sincerely,

Lawrence P. Strong

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