TRAVEL REIMBURSEMENT AGREEMENT

Section 1: Purpose
This document shall outline and by outlining create an agreement among Members of the Student Senate of Sacramento City College for the service of reimbursing travel via the SRF.

Section 2: Name
This document shall be known as the "Travel Reimbursement Agreement" and hereafter referred to as the "Reimbursement Policy".

Section 3: Definitions

- **(a)** Member
  - **(1)** Senator within the Student Senate of Sacramento City College.
  - **(2)** Secretaries within the Student Senate of Sacramento City College.
  - **(3)** Executive within the Student Senate of Sacramento City College.

- **(b)** Board
  - **(1)** Student Senate of Sacramento City College.

- **(c)** Travel
  - **(1)** Reaching at business' location from a Member's initial location.
  - **(2)** Non-violation related costs incurred by staying at the initial meeting location by a mode of travel for the purposes of representation and decision making.
  - **(3)** Reaching the Member's initial location or Member's residence from the business' location.

- **(d)** Initiator
  - **(1)** The member who undergoes direct fiscal impact in the process of travel; whom for the purpose of this document is seeking reimbursement.

- **(e)** Dependent
  - **(1)** The member who is dependent on the Initiator for travel.

- **(f)** SRF
  - **(1)** Student Representation Fund.

Section 4: Conditions

- **(a)** Travel shall be reimbursed under the subsequent conditions for Members.
  - **(1)** Traveling to and from a location of business initially and solely related to the practice of decision-making authority in relation to the Board and committees of the Board at that location.
    - **(A)** The total distance of travel round trip shall be reimbursed for no more than 70 miles by the most minimal use of roads.
  - **(2)** Traveling to and from a location of business initially and solely related to the representation of Sacramento City College Students by the authority and purpose of said Member's position within the Board or Board recognized student representation position at that location.
    - **(A)** The total distance of travel round trip shall be reimbursed for no more than 70 miles by the most minimal use of roads.
  - **(3)** If travel were to occur for the conditions described in Section 4(a)(1) and Section 4(a)(2), the Member shall appear before the Board prior to when travel has occurred and seek the approval of the Board for such reimbursement.
  - **(4)** Travel shall not be to a location identified as a location which Board funds have already been allocated for attendance unless qualified in Section 4(a)(2) and subject to review of the Board.
- **(b)** Reimbursements shall only be claimable after 10 business days of the convening of the meeting or event.
- **(c)** Reimbursements shall be disbursed by a rate set by the Internal Revenue Code.

Section 5: Eligibility for Reimbursement

- **(a)** Members prior to filing a claim shall file with the Student Senate of Sacramento City College a listing of classes, specifically the dates and locations of the class. This listing shall not be disclosed by the Student Senate of Sacramento City College to any parties not related to the Los Rios Community College District.
  - **(1)** Reimbursements filed for meeting locations that coincide with a class date and location that is on file will not be recognized or disbursed.

Section 5: Claims and Verification for Reimbursement

- **(a)** An Independent Claim must be submitted by the Initiator within 10 business days of the convening of the meeting or event.
- **(b)** A Dependent Claim must be submitted by Initiator for Members whom in the process of travel will be dependent on the Initiator.
  - **(1)** Prior to Travel occurring the dependents must sign the Dependent Claim.
- **(c)** Multiple Person Travel / Carpool:
  - **(1)** If in the process of travel multiple members use the same method of transportation dependent on the Initiator, they must be cited in the Initiator's Independent Claim if and only if the other members did not incur direct fiscal impact for the travel.
    - **(A)** If Members other than the Initiator incur costs for travel, the Members must submit an Independent Claim.
- **(d)** In order for a claim to be processed, the meeting or event must be verified by:
  - **(1)** Official meeting or event notice or announcement for which the claim is being filed.
  - **(2)** Dated signature and contact information of an officer or official of the meeting or event for which the claim is being filed.
  - **(3)** Minutes of the meeting if applicable.
  - **(4)** Signature of the Initiator as proof and bind that the claim is correct.