

INSTRUCTIONS FOR TRAVEL REIMBURSEMENT

Travel expenses paid by Pacifica include: air fare, public transit, or gas mileage, whichever is more cost effective, to be paid at the least expensive fares. Employees wishing to travel at higher rates shall cover the difference. A maximum per diem allowance of \$35.00 will be provided to cover meals, ground transportation, etc. for employees required to travel. Lodging will be provided in moderately priced hotels/motels.

- It is required that you provide receipts for bridge tolls, taxi fares, public transit fares and parking.
- If traveling by **BART**, please add 5 cents to the necessary fare so that you are able to retain the BART ticket as proof of purchase.
- It is acceptable to use a Clipper card for travel, as long as you log into your online account and print an activity statement as proof.
- If traveling by vehicle, please provide a Google Map printout that calculates the route and mileage that you used during your trip.
- A description of your travel business duties must be noted on each line item on the report.
- All receipts must be stapled to the expense report.
- Department managers must approve expense reports **before** they are submitted to the business office.

An excel version of the Expense report is available at <http://www.kpfa.org/staff>.