

FAQ's on district expenses

Can we use district funds (petty cash, procard, expense reimbursement) to purchase gift cards to honor staff or students?

No, a gift card represents a “gift of public funds” there are a few exceptions where gift cards can be used for categorical programs as direct aid to students as specifically authorized by the State. Bret Watson in our grants office knows the specific programs where this authorization has been granted by the State.

Can we use district funds (petty cash, expense reimbursement) to purchase food for meetings?

Perhaps, in some cases where there are daylong interview committees as an example, we feel it would be appropriate to purchase salads or sandwiches if the meeting runs through the lunch hour. The final decision will be influenced by the college policies, available funds and common sense. Remember that if you submit a request for reimbursement for food, you need to indicate the participants and the purpose of the meeting which required food. But, you cannot use procard for food expense at all, that card is limited to office supplies.

Can I claim a higher meal allowance than the per diem allowance if I have the receipts?

No, the per diem allowance is intended to offset most, but not all of the meal expenses. The only time you would need to submit a receipt is if you have paid for a meal for other staff members while traveling, but generally all staff members should request their own per diem allowance when traveling. Remember, that if the conference registration fee includes meals, you cannot also submit a per diem. You need to adhere to ethical practices when traveling on public expense. Alcohol is never allowed to be reimbursed under any circumstances.

How do I compute mileage reimbursement if I am driving to the off site location from my house and not from the college?

In that situation, mileage reimbursement is computed and paid assuming the college location **is the starting point or your home address is the starting point, whichever is less.**

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