**Institutional Effectiveness and Technical Assistance Grant**

**Participant Expense Reimbursement**

**For Executive and/or Advisory Committee Members:**

* **Institutional Effectiveness and Technical Assistance Participant Expense Agreement – Committee Member** will sign this form for the grant period 7/1/16 – 6/30/19.
* Participant completes W-9 (Section 9) for Participant reimbursement. District completes W-9 (Section 9) for District reimbursement. Agreement should always be signed by Participant.
* **Exhibit “A”** – **Authorized Representative** at your College will sign this form for the grant period 7/1/16 - 6/30/19.

**For Technical Experts/External Resources:**

* **Institutional Effectiveness and Technical Assistance Participant Expense Agreement – Participant** will sign this form for the fiscal year 7/1/16 – 6/30/19.
* Participant completes W-9 (Section 9) for Participant reimbursement. District completes W-9 (Section 9) for District reimbursement. Agreement should always be signed by Participant.
* **Exhibit “A” – Authorized Representative** at your College will sign this form for the grant period 7/1/16 - 6/30/19.

**Travel Authorization – Participant College**

* + This will ensure that you continue to be covered by your employer’s worker’s comp and other insurance benefits as appropriate.
  + Follow your Employer’s requirements for approving travel.
  + Indicate to your employer that the Santa Clarita Community College District/Institutional Effectiveness Grant will provide funding for approved travel expenses.

**Travel Arrangements - Participant**

* + Make your own travel arrangements using the most economical mode of transportation and lodging where practical.
  + [Enterprise Rent a Car (click here)](https://legacy.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=XZCA000%20) “state rate” is an option for state employees, Community College employees and related entities. It provides reduced rates and liability coverage to protect individuals and their employers.

**Travel Reimbursement**

* + Complete and sign the Participant Expense Reimbursement Request.
  + Provide receipts (original receipts should be submitted whenever possible) for airfare, hotel, rental car, taxi, shuttle bus, car service, train, and parking.
  + Lodging must be reasonable and customary accommodations, and may include internet used for grant activities.
  + Expenses:

|  |  |
| --- | --- |
| **ALLOWABLE** | **NOT ALLOWABLE** |
| Meals - See per diem below; receipt not required | Phone Calls |
| Mileage - Provide travel directions, e.g., MapQuest | Alcoholic beverages |
| Airfare (Economy/Business Class) | Leisure tours and side trips |
| Hotels (including business use internet) | Entertainment expenses |
| Rental Car (Economy or Standard) | Laundry |
| Taxi, Shuttle Bus, Car Service, Train | Any expense beyond authorized dates |
| Parking | Parking fines |

* Per Diem: Breakfast $10 Lunch $15 Dinner $30
  + - Do not claim per diem when a meal is provided

**Mail completed form and original receipts to:**

***College of the Canyons***

***Catherine Johnson***

***IEPI Specialist II***

***26455 Rockwell Canyon Road***

***Canyons Hall 245***

***Santa Clarita, CA 91355***

**For Questions, call Catherine Johnson at (661) 362-3627 or email** [**catherine.johnson@canyons.edu**](mailto:catherine.johnson@canyons.edu)