

## TRAVEL AND MILEAGE

It is the District's policy to reimburse employees for out-of-pocket and direct expenses incurred while traveling on official District business in accordance with Board Policy AP6336.

- **A Travel Request Form 14001** must be approved in advance of any travel. The District Administrative Center's Accounts Payable Department must receive approved forms at least 15 working days prior to the date of travel or payment deadline. To ensure funds are available at the completion of travel, funds will be encumbered based on the estimated total cost of the travel.
- **Advances to Employees and Vendor Prepayments** are available for travel related expenses, including registration fees, lodging and commercial transportation.
- **Reimbursements** will be based on actual expenses. All expenses must be included on the Travel Request Form under the appropriate date. Meals must be itemized on the form with amount spent for each meal and evidenced by an original itemized receipt including date of transaction and vendor's name. The current meal allowance is \$55.00 total per day, inclusive of all taxes and gratuity (gratuity, not to exceed 15%). All finalized Travel Request Forms must be received by the College Fiscal Services Department or District Administrative Center's Accounts Payable Department (for District Office employees) within 10 days following completion of travel, even if the employee is not due additional reimbursement.
- **Mileage** incurred in conjunction with travel expenses must be claimed on the Travel Request Form. Reimbursement for mileage with no other associated expenses should be claimed on a Mileage Reimbursement Claim Form 14002.
- **Cancellations and Refunds** are the responsibility of the employee. Return the cancelled Travel Request Form to the College Fiscal Services Department or District Administrative Center's Accounts Payable Department (for District Office employees).

## Purchasing Department Staff

### DIRECTOR OF GENERAL SERVICES

TERRY COBOS  
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### PURCHASING SPECIALISTS

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### PURCHASING FAX NUMBER

805.652.7700

### PURCHASING WEBSITE

<http://www.vcccd.edu/departments/purchasing>

VENTURA COUNTY COMMUNITY  
COLLEGE DISTRICT  
PURCHASING DEPARTMENT

## How to Buy Items and Contract for Services

### A GUIDE FOR FACULTY AND STAFF

MOORPARK, OXNARD  
VENTURA COLLEGES  
&  
THE DISTRICT ADMINISTRATIVE  
CENTER

For Additional Information  
Visit our Website @ [www.vcccd.edu](http://www.vcccd.edu)

