

BUDGET INFORMATION

Supplies:

Classroom supplies are supplied by the campus. If there are no dry erase markers or chalk in the classroom, the person to contact is the Administrative Assistant in the campus manager's office. This office also supplies erasers and cleaner for dry erase boards.

All other supplies come from the department. Contact the Administrative Assistant of the department to arrange the purchase of supplies.

Petty Cash:

As a last resort or for emergency needs, one can purchase the item and then fill out a Petty Cash Reimbursement form. Petty Cash Procedures can be viewed at <http://www.austincc.edu/busdept/evp/Procedures/PettyCash.pdf>. Please note that the on-line form is the correct form to use. Do not use the form that my still be available in the Campus Manager's Offices.

Travel for Professional Development:

Since Professional Development is required of all faculty members, limited funds are available to reimburse faculty for travel costs to attend conferences. Faculty members need to submit their requests as soon as possible because the amount of reimbursement will depend on the number of requests, as well as the amount requested of each.

Please follow these steps to request funds:

Step 1: Access the Request for Travel form at the following website. You can fill it out online and then print it. The website is: http://www3.austincc.edu/it/eforms/forms_int/PURC.013.pdf

If you plan to request Professional Development credit for the conference, access the form at the following website: <http://www.austincc.edu/hr/profdev/documents/PDActivity.pdf>

Step 2: After completing the Request for Travel (and the Professional Development Activity Report, if necessary), **send the form(s) to the department chair**. The Department Chair will sign the form if the conference or activity meets the requirements of the department for either professional development or relevance to the department. The Department Chair will forward the approved form to the Dean. If the Department Chair does not approve the relevance of the conference or activity, he or she will return the unapproved form to the faculty member.

Step 3: The Dean will determine the reimbursement amount and will notify the faculty member of the amount.

Step 4: Upon the completion of the travel, access the Travel Expense Report and complete the form. Send the completed form, along with original receipts to the Dean. The form can be found at this link: http://www3.austincc.edu/it/eforms/forms_int/BUSE.001.pdf

Important information about travel:

- It is very important to return original receipts with your reimbursement request. Sending photo copies of receipts and other required documents will only delay the reimbursement.
- Requests for prepayment of registration must accompany the original request. The request must be received by the Dean no later than 10 working days before the deadline if registration prepayment is requested. No prepayments of registration will be made if the deadline is before September 15 of the current fiscal year.
- A form exempting Texas state sales tax from being charged to a hotel room will be sent if you are staying in an in-state hotel. For an out-of-state hotel, it is a good idea to ask what taxes and fees are also charged to the room so that you can request the total amount.
- The division will no longer purchase airline tickets for faculty members.

In-District Mileage:

Full-time faculty can claim mileage if they must travel from one campus to another **only if they must do so to fulfill their teaching load requirements or a documented special circumstance requires them to teach a class at a campus other than the home campus.** (Check with your department chair for more information about claiming mileage.) Full-time faculty teaching a class at an out-of-town center or high school will be reimbursed for mileage expense by the Early College Start program.

In some cases, full-time faculty can claim mileage from campus to HBC or SVC in order to attend a meeting they are required to attend. Mileage is never paid from campus to home or home to campus. It is necessary to use the Monthly Mileage Report from the web in order to be sure that the mileage rate and other information is up-to-date. The mileage form website is:

http://www3.austincc.edu/it/eforms/forms_int/BUSE.010.pdf

Each teaching assignment to adjunct faculty is considered a separate contract. Therefore, mileage is not paid from campus to campus. The Early College Start office will reimburse adjunct faculty for mileage if they take a class that is held at an out-of-town high school or center.

The mileage form must be submitted to the Dean. Amounts over \$30.00 will be mailed to the employee through the U. S. Mail. If the amount is under \$30.00, the form, with the Dean's signature, will be returned to the instructor and can be taken to the cashier's office at any campus for reimbursement.

Reimbursement for in-district travel will be calculated using the following chart.
Please refer to <http://www.austincc.edu/busdept/> for current mileage rates.

	BSP	CYP	EVC	FBG	HAY	HBC	NRG	PIN	RGC	RRH	RVS	SAC	SMC	SVC
BSP		51	30	107	49	33	40	38	36	52	28	34	45	30
CYP	51		22	97	40	18	14	28	20	15	25	24	51	21
EVC	30	22		86	22	6	13	17	6	24	4	10	33	8
FBG	107	97	86		93	86	88	69	79	98	82	75	107	89
HAY	49	40	22	93		24	30	22	21	39	21	18	15	27
HBC	33	18	6	86	24		8	17	5	20	9	12	36	4
NRG	40	14	13	88	30	8		19	11	15	15	17	43	9
PIN	38	28	17	69	22	17	19		11	33	13	7	36	20
RGC	36	20	6	79	21	5	11	11		24	6	6	33	8
RRC	52	15	24	98	39	20	15	33	24		27	31	58	19
RVS	28	25	4	82	21	9	15	13	6	27		8	32	10
SAC	34	24	10	75	18	12	17	7	6	31	8		29	16
SMC	45	51	33	107	15	36	43	36	33	58	32	29		39
SVC	30	21	8	89	27	4	9	20	8	19	10	16	39	

BSP	Bastrop
CYP	Cypress Creek Campus
EVC	Eastview Campus
FBG	Fredricksburg
HAY	Hays Consolidated
HBC	Highland Business Center
NRG	Northridge Campus
PIN	Pinnacle Campus
RGC	Rio Grande Campus
RRC	Round Rock Campus
RVS	Riverside Campus
SAC	South Austin Campus
SMC	San Marcos
SVC	Service Center

Please use odometer readings for rates not listed above.