

Tips For Estimating Your Expenses

To accurately estimate your activity expenses, you'll have to do some research. The best place to start is the activity website. In most cases, registration and lodging costs are clearly outlined in the activity details.

Registration:

- Details should be spelled out on the activity website. If the information is not yet available (ex: an annual conference that you know is coming, but details haven't been released yet), look for last year's cost information to estimate the projected expenses.
- Sometimes there are different rates for early registration, or pre-conferences and special events that are separately ticketed. Decide ahead of time if you will be attending any of those events, and include them in your projected expenses. *Note that special meal events requiring a ticket are still subject to the district-approved meal cost maximums.

Meals:

- Check the activity details and agenda to see if any meals are included in the registration cost. If they are, you won't need to estimate those meal expenses in your totals.
- Check to see if your hotel provides breakfast with your room cost. If they do, you won't need to estimate breakfast in your totals.
- If meals are not provided, you can estimate your costs by using the district maximums below:

Meal costs, per day:

Breakfast w/ receipt =\$10.00, w/o receipt = \$7.50

Lunch w/ receipt =\$17.50, w/o receipt =\$12.50

Dinner w/ receipt =\$35.00, w/o receipt =\$20.00

- Meals before and after the activity are subject to district guidelines. Examples include:
 - Conference begins at 8am Monday, so you travel on Sunday. Only dinner will be reimbursed for Sunday.
 - Conference begins at 10am, 1 hour away from DVC. Breakfast is not reimbursable because you would be expected to eat at home before you leave.
 - Conference ends at 3:00pm, and you have a 2 hour drive back home. Dinner is not reimbursable because you would be expected to eat at home once you return from your conference.

Lodging:

- Most conferences have a main hotel, and list a conference rate available to participants. Those rates usually do not include taxes or fees. You can estimate taxes and fees by searching the hotel's website, or giving them a call.

- If there are multiple hotels available for the event, check around for the best rate available.
- The district will only reimburse single occupancy, standard rooms unless the circumstances dictate otherwise.
- Vacation rental housing is not reimbursable.

Travel:

- If flying, choose the cheapest airline available. This will usually be Southwest. You can estimate pricing by searching the airline's website. Keep in mind that you need to book your flight as far an advance as possible to save money.
- If you drive a long distance (ex: DVC to San Diego), the district will only reimburse your mileage up to the cost of roundtrip airfare, because flying would be cheaper. Additionally, parking fees will not be reimbursed.
- Airline reward miles cannot be reimbursed. There is no policy for a dollar equivalent, so if you use your reward miles to fly, the district cannot reimburse you for it.

Remember, it is best to estimate high, as additional funding cannot be reimbursed beyond the initially approved amount. If your final expenses end up being less than what you requested, that's great! It means that we may be able to fund someone else to attend an activity this year.

If you have specific questions, or need further clarification, feel free to contact Jessica Martin at ext. 22038 or jmartin@dvc.edu.