California
Consortium
for
Independent
Study

Fiscal Guidelines

January 2026

We optimize Independent Study through awareness, access, and opportunity

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CCIS Fiscal Guidelines:

I. Travel Reimbursement Policy

It is the policy of CCIS to reimburse board members for reasonable and necessary expenses incurred in connection with approved travel on behalf of the organization. CCIS strongly encourages use of travel discounts when making travel arrangements.

Reimbursements

CCIS will reimburse for pre-approved travel related expenses when the board member provides documentation of the expense with receipts from purchases or other verifiable documentation. Board members seeking reimbursement must complete the CCIS Personal Reimbursement Form. The form must be fully and accurately completed, and submitted to the CCIS Treasurer within two weeks after the trip is completed. All receipts should be scanned/attached and submitted with the form.

For out-of-area travel, CCIS will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxi, UBER fares, meals and gratuities, etc.

a. **Local Travel/Mileage**
   i. Local travel will be reimbursed in accordance with CCIS policies and procedures. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an board members personal automobile. CCIS will reimburse board members for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
   ii. The current mileage rate is current rate identified by the IRS.
   iii. When, primarily for the convenience of the traveler, a CCIS board member chooses to use their own vehicle for official travel,

reimbursement is not to exceed the cost of round-trip air travel between the nearest commercial airports serving the cities of origin and destination.

b. Airline Tickets

Board members are expected to obtain the lowest available airfare that reasonably meets business travel needs. Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

i. Fares
- Board members should travel at the lowest and most flexible available airfare to accommodate the purpose of the business trip.

c. Rental Car

i. Board members are expected to obtain the lowest available rental car rate if a rental car is approved. The need for rental cars will be discussed prior to each upcoming conference.

d. Lodging

i. CCIS will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel is the conference site, reimbursement will be limited to the conference rate.

e. Parking

i. Original receipts are required for parking fees (including airport parking). The hotel bill can be used as a receipt when charges are included as part of the overnight stay.

f. Family Members

i. CCIS does not reimburse travel expenses incurred by a family member. Any board member who travels with family is expected to pay for all incremental costs associated with the family member’s travel, for example transportation costs, additional lodging expenses, meal expenses and registration fees.

g. Extended time in conjunction with business travel

i. In cases in which extended time is added to a CCIS business trip, any cost variance in airfare, car rental or lodging must be clearly identified on the Personal Reimbursement Form. CCIS will not prepay any personal expenses with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

II. Food/Beverage Expenditures

Reimbursement of meals when there is no overnight travel will be paid by CCIS only when the meal has a defined business purpose.

a. Meal Reimbursements

i. A maximum amount of $92 per day will be allocated for board members which can be used in any combination. Receipts must be provided.

ii. Suggested allocations are based on the [federal per diem guidelines:]

- $92 Total for the day
  Breakfast $23, Lunch $26, and Dinner $38 and $5 incidental

b. Alcohol Guidelines

i. CCIS will only pay for one drink per board member at a board-approved meal.

c. Meals for Friends/Family

i. Spouses, family members, and friend's meals will not be covered by CCIS. Please ask for them to be charged on a separate receipt if dining with a group of board members who are being paid for by CCIS.

III. Tipping Guidelines

a. Tipping Guidelines

i. CCIS will allocate a total amount between $500-$600 to be used for "tipping" for each conference. These funds will be distributed to staff that support the success of the CCIS conference including, but not limited to:

ii. Food and Banquet manager, the Key hotel staff member, Audio/Visual staff, and any additional staff that are deemed appropriate.

IV. Questions

Any questions regarding the travel reimbursement policy, expenditures, or tipping should be directed to the CCIS Treasurer.