

# AHC Budget Committee

October 13, 2025

## Budget Review

- Committee reviewed last year's financial performance and the 2025-2026 budget proposal. Last year's revenue was \$92.4 million, with expenses of \$89.4 million. That resulted in a net surplus of just under \$3 million and an ending fund balance of \$35 million.
- The \$35 million fund balance is distributed as follows: \$5.9 million will be assigned to balance the 2025-2026 budget, \$5.35 million will be allocated to one-time reserves, and another \$24 million will be designated for contingency reserves.
- The FY25-26 expected revenue is \$88.3 million with a beginning fund balance of \$35 million. The deficit factor will be \$1.2 million with a projected ending fund balance of \$29.1 million. The 2025-2026 Final Budget Proposal was presented to the Board on September 9, 2025.
- Enrollments were up last week, about 4% higher than last years. That's about 120 more FTES. If the trend continues that could bring in another \$1 to \$2 million next year.
- Discussions continue on combining the RAC with the Budget Council.
- A Budget Augmentation for \$1,500 was submitted to clean the linens in the Culinary School. Mission Linen will be contacted to see how many individual contracts the College has with them to try to combine them into 1 contract.
- A Business Services Travel Guide is almost finalized. It includes a 21-page Table of Contents and 26 Images to help the staff fill out the documents.
- A separate Mileage Reimbursement for Travel to Multiple Sites/Locations in a Day was presented. It included the official mileage that can be charged, and a flowchart and a sample excel spreadsheet which I have attached to this report.

- The California Community College League (CCLC) has reviewed a number of our AP and BP and each department needs to review them ASAP.
- The Budget Council has reviewed the board policies and administrative procedures listed below and invites you to review them and share your feedback. Updates in the attached files include changes recommended by the California Community College League (CCLC), reference revisions and other updates for added clarity and readability.
  - AP BP 6320 Investments
  - AP BP 6330 Purchasing
  - AP BP 6540 Insurance
  - AP BP 3310 Records and Destruction
  - AP BP 6100 Delegation of Authority, Business & Fiscal
  - AP BP 6150 Designation of Authorized Signatures
  - AP BP 6250 Budget Management
  - AP BP 6601 Operational Costs Framework, Facilities
- Please provide feedback by responding to this email before November 3. The Budget Council will meet on November 10 to review feedback and send the approved policies/procedures, as a recommendation, to College Council.
- I have attached Ap and BP 3310 Retention and Destruction of Records which have major changes to be reviewed.
- Both the College Council and Board of Trustees meet on October 20, 2025.
- Respectfully Submitted
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- CGray@HancockCollege.edu



## **Business Services Travel Guide**

Revised: August 26, 2025

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## Mileage Reimbursement for Travel to Multiple Sites/Locations in a Day?

Mileage reimbursement will follow AP/BP 7400 Travel and appropriate collective bargaining agreements. Mileage will be reimbursed for intradistrict travel to/from the assigned worksite to the approved travel destination.

Follow the steps below to calculate the number of miles you can claim:

1. Identify your base commute:
  - Map the number of miles from your home to your assigned AHC work site (e.g. Santa Maria Campus, Lompoc Valley Center, Santa Ynez or Guadalupe).
2. Track your actual driving for the day:
  - Record the mileage for each trip you make between work sites or to other business locations.
  - Add these trips together to get your total miles driven for work that day.
3. Subtract your normal commute:
  - Formula: (Total miles driven for work that day) – (Round-trip miles from home to base work site) = Miles you can claim
4. Apply the rule:
  - If the result is less than or equal to 0, no mileage can be claimed.
  - If the result is greater than 0, that is the number of miles you can claim for reimbursement.

### Example

- Home to base work site (Santa Maria): 10 miles one way → 20 miles round trip
- Actual driving for the day:
  - Home → Santa Maria Campus (10 miles)
  - Santa Maria Campus → Lompoc Valley Center (25.3 miles)
  - Lompoc Valley Center → Santa Maria Campus (25.3 miles)
  - Santa Maria Campus → Home (10 miles)
  - Total actual driving = 70.6 miles

### Calculation:

70.6 miles (actual) – 20 miles (normal commute) = 50.6 miles claimable

### Mileage Entry Table

| Date       | Home → Base Site (one way miles) | Round-trip Commute Miles | Actual Miles Driven (work related) | Claimable Miles |
|------------|----------------------------------|--------------------------|------------------------------------|-----------------|
| 09/02/2025 | 10                               | 20                       | 70.6                               | 50.6            |

One way mileage to common community sites from the main campus

AHC SM to LVC= 25.3 miles

AHC SM to Righetti High School= 5.8 miles

AHC SM to Pioneer High School= 2.6 miles

AHC SM to Santa Maria High School= 1.8 miles

AHC SM to Orcutt Academy High School= 7.8 miles

AHC SM to Delta High School= 8.3 miles

AHC SM to Santa Ynez High School= 33.7 miles

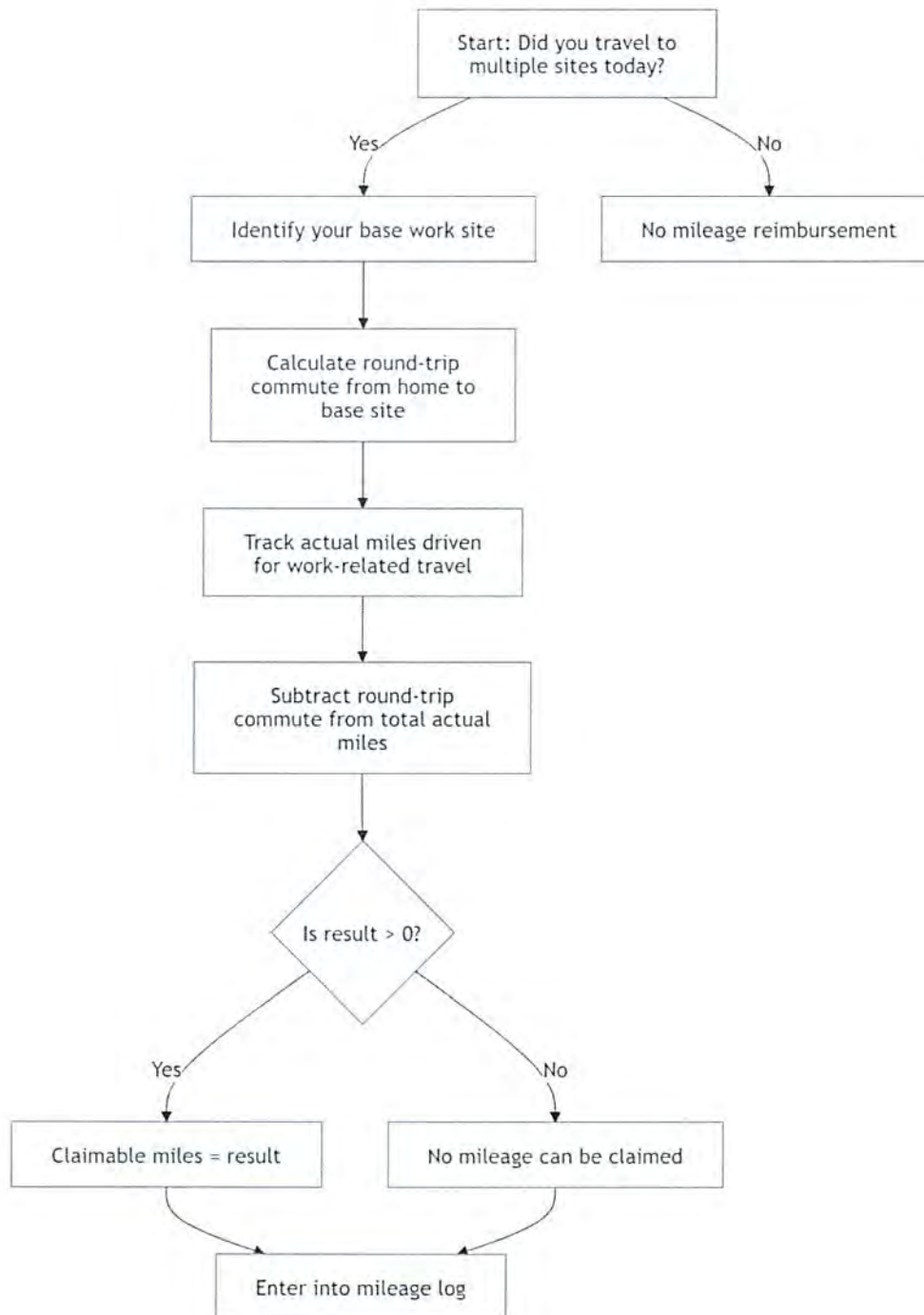
**Locations**

AHC LVC  
AHC SM  
Delta High School  
Orcutt Academy High School  
Pioneer High School  
Righetti High School  
Santa Maria High School  
Santa Ynez High School

**Common to and from work locations**

| Starting Location          | Ending Location            | Mileage |
|----------------------------|----------------------------|---------|
| AHC SM                     | AHC LVC                    | 25.3    |
| AHC LVC                    | AHC SM                     | 25.3    |
| AHC SM                     | Righetti High School       | 5.8     |
| AHC SM                     | Pioneer High School        | 2.6     |
| AHC SM                     | Santa Maria High School    | 1.8     |
| AHC SM                     | Orcutt Academy High School | 7.8     |
| AHC SM                     | Delta High School          | 8.3     |
| AHC SM                     | Santa Ynez High School     | 33.7    |
| Righetti High School       | AHC SM                     | 5.8     |
| Pioneer High School        | AHC SM                     | 2.6     |
| Santa Maria High School    | AHC SM                     | 1.8     |
| Orcutt Academy High School | AHC SM                     | 7.8     |
| Delta High School          | AHC SM                     | 8.3     |
| Santa Ynez High School     | AHC SM                     | 33.7    |
| AHC LVC                    | Righetti High School       | 20      |
| AHC LVC                    | Pioneer High School        | 27.8    |
| AHC LVC                    | Santa Maria High School    | 23.3    |
| AHC LVC                    | Orcutt Academy High School | 18.3    |
| AHC LVC                    | Delta High School          | 18.2    |
| AHC LVC                    | Santa Ynez High School     | 22.9    |

Image. Decision.Tree



## Your Mileage Dashboard

See locations tab for common routes

[illegible]

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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 3 – General Institution**

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## **BP 3310    RETENTION AND DESTRUCTION OF RECORDS**

The superintendent/president shall establish administrative procedures to assure the retention and destruction of all district records including electronically stored information as defined by the Federal Rules of Civil Procedure in compliance with Title 5, Such records shall includeing but not be limited to student records, employment records and financial records, that comply with provisions established under Chapter 2.5 (commencing with Section 59020 of Division 10, Part VI) of Title 5, California Administrative Code.

As used in this policy, records means all records, maps, books, papers, data processing output, and documents of the district required by law to be prepared or retained as necessary or convenient to the discharge of official duty.

Reference: Title 5, California Administrative Code, Sections 59020 et seq-59029  
Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37 and 45

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**Adopted: 1/79**  
**Revised: 2/19/02**  
**Revised:**

*(Replaces Board Policy 8941)*

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
**Chapter 3 – General Institution**

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## **AP 3310 RETENTION AND DESTRUCTION OF RECORDS**

"Records" means all records, maps, books, papers, data processing output, and documents of the District required by Title 5 to be retained, including but not limited to records created originally by computer and "electronically stored information" ("ESI"), as that term is defined by the Federal Rules of Civil Procedure.

### **CLASSIFICATION**

The superintendent/president or his/her designee shall supervise the classification and destruction of records and ESI. The District must preserve ESI and ESI that is relevant to actual or potential litigation pursuant to the Federal Rules of Civil Procedure. The District shall comply with the Federal Rules of Civil Procedure and produce relevant ESI in the form in which it is ordinarily maintained or readily usable. An annual report shall be made to the Board of Trustees regarding the classification and destruction of records and ESI.

Records shall be ~~identified and~~ classified as required by Title 5 and other applicable statutes, federal and state regulations.

The following documents are not records and may be destroyed at any time:

1. Copies of records (A person receiving a duplicated copy need not retain it.);
2. An individual memorandum, other than one relating to personnel matters, between one employee and another employee of the District
3. Notice of meetings
4. Advertisements and other sales material received;
5. Library books, pamphlets, and magazines;
6. Textbooks, maps used for instruction and other instructional materials.

Records ~~to be retained~~ shall be reviewed annually to determine whether they should be classified as:

- Class 1 – Permanent
- Class 2 – Optional
- Class 3 - Disposable

### **Class 1 - Permanent**

The original of the records listed below is a Class 1- Permanent Record and shall be retained indefinitely.

- a) Annual Reports
  - Official budget.
  - Financial report of all funds including cafeteria and student body funds.
  - Audit of all funds.
  - Fulltime equivalent student reports.
  - Other major annual reports, including (1) those containing information relating to property, activities, financial conditions or transactions, and (2) those declared by board minutes to be permanent.
- b) Official Actions
  - Minutes of the board or committees thereof.
  - Elections and election result totals.
  - Records transmitted by another agency that pertain to that agency's action with respect to district organization.
- c) Personnel Records
  - Employees** - All records relating to employment, assignment, amounts and dates of service rendered, termination, or dismissal of an employee in any position, sick leave record, rate of compensation, salaries or wages paid, deductions on withholdings made and the person or agency to whom such amounts were paid.
  - Students** - Student transcripts or records of enrollment and scholarship for each student. All records pertaining to any accident or injury for which a claim for damages has been filed as required by law, including any policy of liability insurance relating thereto, except that these records cease to be Class 1 - Permanent one year after the claim has been settled or the statute of limitations has expired. (E.C. Section 76210)
- d) Property Records
  - All detail records relating to land, buildings, and equipment. In lieu of such detail records, a complete property ledger may be classified as Class 1 - Permanent, and the detail records may then be classified as Class 3 - Disposable, if the property ledger includes:
    - 1) All fixed assets.
    - 2) An equipment inventory.
    - 3) For each unit of property, the date of acquisition or augmentation, the person from whom acquired, an adequate description or identification, and the amount paid, and comparable data if the unit is disposed of by sale, loss, or otherwise.

### **Class 2 - Optional (Title 5, Section 59024)**

Any record worthy of further preservation, but not classified as Class 1 - Permanent, may be classified as Class 2 - Optional and shall then be retained until reclassified as Class 3 - Disposable.

**Class 3 - Disposable (Title 5, Section 59025)**

All records, other than continuing records, not classified as Class 1 - Permanent or Class 2 - Optional, shall be classified as 3 - Disposable, including, but limited to, detail records relating to:

- a) Records basic to audit, including those relating to attendance, average daily attendance, or a business or financial transaction (purchase orders, invoices, warrants, ledger sheets, canceled checks and stubs, student body and cafeteria fund records, etc.), and detail records used in the preparation of any other report.
- b) Periodic reports, such as daily, weekly, and monthly reports, bulletins, and instructions.

**RETENTION OF RECORDS**

Class 3 – disposable records shall be maintained for the period required by applicable law or regulation, but in any event shall be retained for at least three fiscal years after the year in which they were originally created.

Records in storage shall be marked as to classification and the year in which the records originated. If the records are classified as disposable, the file will also be marked with the fiscal year in which the records are to be destroyed.

**DESTRUCTION OF RECORDS**

Destruction is by any method that assures the record is permanently destroyed, e.g. shredding, burning, and pulping.

~~The superintendent/president will submit a list of records recommended for destruction to the governing board and will certify that no records included in the list are in conflict with these regulations. After the board of trustees has specified that the identified records are to be destroyed, such records will be permanently destroyed by such methods as shredding, burning, or pulping. The superintendent/president of the college or his/her designee will supervise destruction.~~

**SEXUAL ASSAULT RECORDS**

The superintendent/president or his/her or designee shall also indefinitely maintain the following:

- A record of allegation(s) of childhood sexual assault reported to the District;
- A record of the actions the District took in response to a report of allegations of childhood sexual assault, including a written determination, and corrective action, if any;
- A record of any appeal of the District's determination or corrective action and the outcome of the appeal; and
- All training materials addressing the prohibition and investigation of childhood sexual assault.

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References: Title 5, California Administrative Code Sections 59020-59029

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**Approved: 2/19/02**

**Revised:**

*(Replaces Administrative Procedure 8941.01)*