



District Fiscal Services

July 2012

This Issue

- About Kim McCord
- Travel Processes Update
- Important Dates



Kim McCord
 District Director of
 Fiscal Services

Employee News

Congratulations!!!
 Sheryl Mariano, Accounting Specialist is back after the birth of her handsome baby boy.

Brooke Daher, Benefits Specialist is on leave, if you have any questions regarding your benefits, please contact Ruby Hazzard at ext. 4898 or rhazzard@socccd.edu.

Ways to improve

If you have any questions, comments or suggestions regarding our newsletter or how we can better serve you, please contact Kim McCord at ext. 4661 or krmccord@socccd.edu

About Kim McCord

Kim McCord joined South Orange County Community College District in February 2012 and serves as the Executive Director, Fiscal Services/Comptroller. She has over 20 years of experience within the community college system. Kim oversees the Accounting, Payroll, Risk Management and Benefits departments. Kim is committed to improving the quality of our service to you, our faculty, students, administrators, staff, and community.

Travel Processes Update

The Administrative Regulation for Travel Reimbursement has been updated and is effective July 1, 2012. The new AR number is 3605 to coincide with the revised Board Policy. The AR was revised in order to simplify the processes, update our practices, and make it more user-friendly. Below are some of the major changes that were made.

- Mileage will be calculated from the regular work location of the traveler.
- The traveler may request an advance of 75% of the entire trip cost in lieu of prepayments. All receipts must be turned in after the trip to substantiate the expenses.
- Meal allowances will be provided at the rates of breakfast-\$12, lunch-\$16, and dinner-\$27 when the travel occurs during a customary meal period.
- Miscellaneous expenses under \$10 will not require a receipt.

To review the revised Administrative Regulation 3605 please visit the District's website under Board Policies http://www.socccd.edu/about/about_boardpolicynew2.html. The revised instructions and related forms are available on SharePoint under Accounting/Forms.

Important Dates

District Accounting Office

- 7/27/12 Ending Balance to Colleges and Final Budget due.
- 8/28/12 Fiscal Year 2012-2013 Final Budget loaded into Escape.

District Risk Management and Benefits Office

Watch for the iCare Newsletter for more information on the following:

- Open Enrollment will be August 1, 2012 through August 24, 2012.
- The Annual Health Fair will be August 15, 2012 at Irvine Valley College, and August 16, 2012 at Saddleback College.

District Payroll Office

Academic Summer Session Pay Dates:

- July 31, 2012
- August 31, 2012