New Employee Orientation 2015

August 14, 2015

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Controller, Business Office, Administrative Services
Conference and Travel

✓ All conference and travel expenses should be pre-approved by appropriate administrators **45 days in advance** of travel dates.

✓ Use a “Travel Request” form to propose a travel/conference expenditure.

✓ Out of state travel must be pre-approved by the President/Superintendent.

✓ Prepayment of some travel expenses can be charged to the Hartnell credit card upon receipt of a fully approved travel request form.
Travel Request Form

Located on Business Office Web page

Some fund sources (Chancellor’s Office Grants) require travel pre-approval from the Chancellor’s Office.
Travel Reimbursement

✓ Approved travel request is forwarded to the business office to verify there are existing funds to which to charge the travel.

✓ Business Office sends the traveler a “Travel Reimbursement” form.

✓ Traveler must save all receipts associated with the conference/travel – college does not reimburse on a “flat rate” per diem.

✓ Fill out travel reimbursement form, attach original ITEMIZED (no credit card summary slips) receipts.

✓ Obtain administrative signature(s) on reimbursement.
Student Insurance

• We are members of S.A.I.N. [Student/Athlete/Insurance/Network] Student and Athlete Accident Insurance Program

• Medical doctor must be seen within 120 days from the date of injury or claim will be denied

• Deductibles are $50 for Students and CLASS-2 Athletes / $100 for CLASS-1 athletes per injury

• Athletes maximum coverage is $25,000 per injury

• Student maximum coverage is $50,000 per injury

Information provided by STUDENT INSURANCE CA Lic. 0386216
2015-2016 Coverage Limits under S.A.I.N. - BASIC Policy

- S.A.I.N. is an excess insurance policy to any primary insurance a student may have through their parents or private. UNLESS on government plans, then we become primary

- Such as: Medi-Cal, Medicare, Military or County health, then S.A.I.N. becomes primary

- Certain internal benefit policy limits apply; this will be explained at time of injury and claim

- **DO NOT DELAY REPORTING AN INCIDENT**

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WHO IS COVERED?

• All enrolled and registered FTE students and athletes only

• Community Service and FEE Based students are not eligible for this policy

• All eligible injuries must be reported according to District procedure and followed up immediately with the Business Office or Campus Security for consideration

*Information provided by STUDENT INSURANCE CA Lic. 0386216*
DO NOT DO or SAY THE FOLLOWING!

• DON’T WORRY EVERYTHING WILL BE TAKEN CARE OF? – incorrect to say

• College has insurance to cover everything? – incorrect to say as the policy DOES NOT

• You will not have to pay for anything? – incorrect to say

• I will drive you to the ER or Urgent care? – incorrect to say or do as your insurance becomes primary if anything happens – you become liable!

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BASIC EXCLUSIONS!

- Not medically necessary services or supplies
- Acts of war
- ILLNESS or injury self-inflicted
- Services received before the effective date of the policy
- Amounts in excess of the covered expense
- Work-related claims
- Supplies for comfort, hygiene or beautification
For more information about campus business processes, go to:

http://www.hartnell.edu/business-office