

Business and Fiscal Affairs**AP 6311 TRAVEL AND CONFERENCE REIMBURSEMENT****References:**

Education Code 87032
Government Code 11139.8
U.S. Department of State
Department of Homeland Security
Internal Revenue Service (IRS)

Employee Travel Reimbursement

District employees and members of the Board of Trustees may request reimbursement for travel and conferences made on the District's behalf.

Reimbursement claims must be submitted no later than **45 days** after the date of travel and must include original receipts.

Prior Board approval must be obtained for any travel if the total travel expense exceeds \$10,000 for any one event or purpose, without regard to the number of individuals traveling.

Employees shall make their own travel arrangements.

It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business. The District will not reimburse employees for personal expenses.

Prior to travel

Prior to traveling for a district-related conference or event, the employee must complete "Section I" of the Conference Attendance Reimbursement form and submit it to his/her supervisor/budget administrator for approval. Once approved, retain the form for re-submission upon completion of travel.

Prepayment

Prepayment for registration, hotel and airfare may be made using a District or personal credit card or by requesting a district check. Claims for prepayment reimbursements may be requested upon incurring the cost prior to the conference or event. If paying by district check, the employee shall submit a check request for each vendor who is to receive a check for prepayment. A copy of the approved and signed conference attendance form

and back-up documentation for the prepayment expenses must accompany the check request.

Upon completion of travel

After the conference, complete "Section II" of the Conference Attendance Reimbursement form (including all prepaid expenses), attach all applicable original receipts, secure appropriate approval signatures, and submit the form, including Section I, to the Accounts Payable Department. The reimbursement request should include all expenses (hotel, airfare, car rental, mileage etc.) for the one event. The form and documentation will be reviewed by Accounts Payable staff who will then issue a reimbursement check or ACH transfer.

If gratuity is included in the invoice, receipt, or bill, adding additional gratuity is not allowed. The total gratuity shall not exceed the minimum suggested amount.

Meals

For a one-day trip (less than 24 hours) that does not require an overnight stay, no meal reimbursement will be provided.

For trips that exceed 24 hours, the average of the daily California per-diem meal reimbursement rate established by the U.S. General Services Administration shall be applied. Employees who select to utilize the per diem meal rates for reimbursements are not required to submit detailed receipts. If the employee selects to utilize the maximum daily per diem limit, original detailed receipts must be presented to qualify for reimbursement. One reimbursement method should be utilized consistently for one event. Employees are not eligible for meal reimbursement if the conference provides the meals or if the meals are charged on a District-issued credit card. If meals are charged on a District-issued credit card, the employee will be responsible for the difference of the actual charge and the per-diem limit.

Rental Cars

The standard size for automobile rental is a "compact" unless more than two employees share a single vehicle. Car rentals are allowed one day before or after the conference. There will be no reimbursement for car rentals that are beyond the conference period.

Airfare

Air travel shall be by regularly scheduled airlines in coach class with standard check-in and one piece of luggage. All expenses above the regular coach class and standard check-in **will not be reimbursed** by the District. Upgrading to a more expensive class or early check-in is allowed but only at the employee's expense.

Hotel

While traveling on District business, employees are encouraged to stay at moderately priced hotels. Employees are also encouraged to stay at the hotel where the conference is taking place. Expense items for the following will not be reimbursed: expenses for spouse or children, personal use items, hotel laundry, in-house movies, alcoholic

beverages, telephone calls or wireless internet (other than for Conference/District business). Hotel stays are allowed one day before or no more than one day after the conference, depending on the location of the conference. Hotel stays that exceed the conference period will be at the employees' expense.

Mileage

Mileage for the use of a personal vehicle will be reimbursed at the current IRS-approved rate. The rate is intended to cover all costs associated with the operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. In most cases, reimbursement will be based upon the distance from the District/College to the conference destination using the "Standard Mileage" list. If the destination is not identified on the "Standard Mileage" list, you may be asked to provide an internet map showing the total miles traveled. If attending a meeting or conference, a copy of the agenda or announcement with location and date must also be provided (excluding meetings at the District or colleges).

When traveling between campuses, mileage may be claimed for roundtrip travel if the employee is returning to his/her primary work location to continue the workday. If the employee travels to the sister college and ends his/her workday at that location, mileage may only be claimed one way. If an employee starts and/or ends his/her workday at a location other than the primary work location, mileage may be claimed from the primary work location to the off-site work location (not including District sites).

Mileage expenses may be allowed between the employee's residence and the common carrier or destination if the business travel originates or terminates before or after the employee's working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement. Mileage for personal excursions while at a conference will not be reimbursed. If the employee decides to travel to a desirable destination for meals rather than dining at the hotel's restaurants or nearby by restaurants, the employee is responsible for the transportation cost. If it is determined that airfare to the conference/event, plus the estimated cost of a rental car, would have been less expensive than the reimbursement for using a personal vehicle, the employee will be reimbursed at the cost of the airfare, plus the estimated cost of a rental car.

Claims for mileage reimbursements may be submitted as frequently as needed, but at least once per quarter.

The use of personal vehicles by employees on District business is at the employee's own risk. An employee's personal vehicle insurance is considered primary coverage.

Student Travel Reimbursement

District funds may be used for students' travel which may involve participating in competitions; conferences; workshops; meetings; and social, educational, and cultural activities. The procedure pertains to student travel for activities that are organized and

sponsored by the College including travel that is funded by the Associated Students. All funds used to pay for student travel shall comply with allowable funding source requirements (auxiliary, grant or categorical programs).

It is preferred that the District chaperone, coach, or instructor attending the event utilize their District credit card to pay for group meals and travel expenses (travel arrangement). When possible, payments for student travel shall be paid directly to the vendor.

In an event where cash advance is needed for meals, the chaperone, coach, or instructor may submit a Check Request Form to the District Finance Office to request for a check made out to the chaperone, coach or instructor (must be District employee). They are responsible for disbursing the cash to the students and ensuring they track the disbursement on a list. The student must sign the list acknowledging receipt of the cash amount. The amount may not exceed the District's per diem rate. Students are not entitled to the per diem rate and must provide receipts for all meals. Alcohol expenses on any meal receipt shall be paid by the individual. All unspent funds shall be returned to the District Finance Office no later than three business days after the event.

Student-Athlete Exemption: student athletes are exempt from the per diem restrictions that apply to employees, recognizing their pronounced nutritional needs while traveling for competition. The Athletics Department, in consultation with District Finance, may set reasonable meal allowances for teams in travel status, subject to departmental documentation and budget capacity.

Students who are seeking travel reimbursement for official college business shall complete the Travel Reimbursement Request for Non-Employee Form and a signed W-9 form. They are required to comply with the employee travel reimbursement procedure.

Reference AP 4300 for Student field trip and excursion procedure for additional guidance.