

**Human Resources**

**AP 7400 TRAVEL**

**References:**

Education Code Section 87032

Reimbursement of travel expenses is based on actual expenses for ordinary and necessary business expenses.

**I. Authorization to Travel**

Travel to conferences must be approved in advance, using the Conference Leave: Request Form.

**II. Travel Advances**

An advance of funds may be requested when substantial funds are required to pay registration fees, to reserve facilities, or to cover other costs associated with approved conference or meeting travel. Arrangements for such advances should be made with Business Services at least two weeks prior to the conference to permit the processing of a District warrant.

If actual expenses are less than the advance, the difference must be remitted upon filing the Conference Leave: Expense Claim Form.

If an advance is not cleared within 60 days of completion of the trip, the advance will be force-cleared by Business Services and the amount of the advance will be tax-reportable, under IRS rules, to the individual who received the funds.

**III. Filing Travel Expense Reports**

Travel expense reports must be filed on the Conference Leave: Expense Claim Form within 10 days after completing travel. If an advance is received and actual expenses are less than the advance, the difference must be remitted upon filing the Conference Leave: Expense Claim Form.

For local travel, the Travel Expense Claim form may be used. This form may be submitted on a monthly basis for local travel. Local travel does not require approval in advance. Incidental expenses associated with local travel may also be claimed on this form. These would include parking and tolls.

#### **IV. Reimbursement for Actual Expenses**

##### ***Lodging:***

Travelers attending a conference should make the reservation early enough to take advantage of group rates. Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. An itemized hotel bill for lodging, which includes the employee's name on the hotel bill, must be submitted with the expense claim form.

##### ***Meals:***

Original receipts for meals over \$25 are required. The District does not reimburse for alcoholic beverages.

##### ***Air Travel:***

Travelers should book lowest available airfare in coach class. The District does not pay for business or first class airfare. Provide a receipt for travel to and from your destination. This will normally be an itinerary receipt for airfare, showing proof of payment, from a travel agency, airline, or online booking tool.

##### ***Car Rental:***

A receipt showing total charges paid must be submitted with the reimbursement claim form. When executing the rental agreement, the Collision Damage Waiver (CDW) should be accepted and the premium fee paid. Personal Accident Insurance is to be declined since the District provides this coverage to all staff members traveling on official business.

Proof of insurance can be obtained from the Office of Vice Chancellor, Business Services.

##### ***Registration Fees:***

Proof of payment is required for registration fees. A typical invoice will include the employee's name, the cost, the dates of the event, and the location of the event. A copy of the conference agenda or program should be included with the proof of payment.

##### ***Incidental Expenses:***

Other incidental ordinary and necessary expenses do not require receipts. Such expenses include telephone charges, internet charges, taxi, airport limousine, parking, etc. However, any expense over \$25 requires an original receipt. Expenses for valet service (dry cleaning or laundry) will not be allowed.

##### ***Use of Personal Auto:***

Mileage will be reimbursed based on the current IRS mileage rate. Print a route from an online tool such as Google Maps, which shows the total miles driven. Mileage other than to and from the conference destination may be included as long as it is for business purposes. Driving in lieu of flying cannot exceed the

cost of airfare plus ground transportation. The District may, at its discretion, provide a vehicle in certain instances.

For local travel, keep a log with date, location of origin, location of destination, purpose of travel, number of miles traveled, and other charges, including parking and tolls. The current IRS mileage rate will be used. Use the Travel Expense Claim form for this purpose. This form may be submitted on a monthly basis.

#### **V. Approvals**

The immediate supervisor of the traveler must sign any form associated with travel. Employees cannot authorize/approve travel or expenses for themselves. In the case of Chancellor, the Board Chair or the Vice Chancellor, Business Services may approve and in the case of Board Chair or Board members, the Chancellor or Vice Chancellor, Business Services may approve.

#### **VI. Other**

The District does not reimburse expenses for spouses or companion travelers.

All costs associated with the conference should be included in the expense claim even if paid from another source. For example, if conference registration is paid with a Purchasing/Procurement card, the conference expense must be included as an expense on the form and then the same amount is included as a deduction on the "Less Advances" line of the claim form.

Any exceptions to this procedure must be approved by the Chancellor or the Vice Chancellor, Business Services.

Original itemized receipts must be submitted. A credit card statement is proof of payment but does not qualify as an itemized receipt.

All expenses must be for business purposes. No reimbursement will be made for personal travel.

Foreign travel requires board approval.

Federal travel regulations and/or Internal Revenue Service regulations will be used to resolve any issue not specifically addressed in this procedure.

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**Date Adopted:** June 16, 2015

*(This is a new procedure recommended by the Policy and Procedure Service.)*