

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.

NOTE: The **red ink** signifies language that is **legally required** and recommended by the Policy and Procedure Service and its legal counsel. This procedure was edited by Barb Yesnosky on 1/29/15.

Date Approved:

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

Legal Citations for AP 7371

Government Code Section 8314; Penal Code Section 424

8314. (a) It is unlawful for any elected state or local officer, including any state or local appointee, employee, or consultant, to use or permit others to use public resources for a campaign activity, or personal or other purposes which are not authorized by law.

(b) For purposes of this section:

(1) "Personal purpose" means those activities the purpose of which is for personal enjoyment, private gain or advantage, or an outside endeavor not related to state business. "Personal purpose" does not include the incidental and minimal use of public resources, such as equipment or office space, for personal purposes, including an occasional telephone call.

(2) "Campaign activity" means an activity constituting a contribution as defined in Section 82015 or an expenditure as defined in Section 82025. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes, including the referral of unsolicited political mail, telephone calls, and visitors to private political entities.

(3) "Public resources" means any property or asset owned by the state or any local agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and state-compensated time.

(4) "Use" means a use of public resources which is substantial enough to result in a gain or advantage to the user or a loss to the state or any local agency for which a monetary value may be estimated.

(c) (1) Any person who intentionally or negligently violates this section is liable for a civil penalty not to exceed one thousand dollars (\$1,000) for each day on which a violation occurs, plus three times the value of the unlawful use of public resources. The penalty shall be assessed and recovered in a civil action brought in the name of the people of the State of California by the Attorney General or by any district attorney or any city attorney of a city having a population in excess of 750,000. If two or more persons are responsible for any violation, they shall be jointly and severally liable for the penalty.

(2) If the action is brought by the Attorney General, the moneys recovered shall be paid into the General Fund. If the action is brought by a district attorney, the moneys recovered shall be paid to the treasurer of the county in which the judgment was entered. If the action is brought by a city attorney, the moneys recovered shall be paid to the treasurer of that city.

(3) No civil action alleging a violation of this section may be commenced more than four years after the date the alleged violation occurred.

(d) Nothing in this section shall prohibit the use of public resources for providing information to the public about the possible effects of any bond issue or other ballot measure on state activities, operations, or policies, provided that (1) the informational activities are otherwise authorized by the constitution or laws of this state, and (2) the information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

(e) The incidental and minimal use of public resources by an elected state or local officer, including any state or local appointee, employee, or consultant, pursuant to this section shall not be subject to prosecution under Section 424 of the Penal Code.

Penal Code Section 424. (a) Each officer of this state, or of any county, city, town, or district of this state, and every other person charged with the receipt, safekeeping, transfer, or disbursement of public moneys, who either: 1. Without authority of law, appropriates the same, or any portion thereof, to his or her own use, or to the use of another; or, 2. Loans the same or any portion thereof; makes any profit out of, or uses the same for any purpose not authorized by law; or, 3. Knowingly keeps any false account, or makes any false entry or erasure in any account of or relating to the same; or, 4. Fraudulently alters, falsifies, conceals, destroys, or obliterates any account; or, 5. Willfully refuses or omits to pay over, on demand, any public moneys in his or her hands, upon the presentation of a draft, order, or warrant drawn upon these moneys by competent authority; or, 6. Willfully omits to transfer the same, when transfer is required by law; or, 7. Willfully omits or refuses to pay over to any officer or person authorized by law to receive the same, any money received by him or her under any duty imposed by law so to pay over the same;-- Is punishable by imprisonment in the state prison for two, three, or four years, and is disqualified from holding any office in this state.

(b) As used in this section, "public moneys" includes the proceeds derived from the sale of bonds or other evidence or indebtedness authorized by the legislative body of any city, county, district, or public agency.

(c) This section does not apply to the incidental and minimal use of public resources authorized by Section 8314 of the Government **Code**.