

BOARD TRAVEL

A. Definition

Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.

B. Approval

Any travel, which involves reimbursable expenses in excess of \$1000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.

C. Mileage Reimbursement for Board Meetings

Each member of the Board may be reimbursed for mileage necessary to attend regular and special meetings of the Board for any trip in excess of ten miles. Reimbursement shall be at the same rate paid to employees of the State Chancellor's Office as of July 1 each year. The President of the Board shall sign claims for other Board members as designated. *(It is recommended that the rate be determined by IRS reimbursement schedules).*

D. General Reimbursement

Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.

E. Meals

Reimbursement shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed. Reimbursement for meals shall not exceed \$50.00 per day. Alcoholic beverages are not reimbursable.

F. Banquets

A banquet, breakfast, luncheon, or dinner, which is an official part of a conference and for which there is a prescribed fee, may exceed a meal limitation amount as previously designated and may be reimbursed at actual cost.

G. Lodging

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging.

H. Transportation

Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking

charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms.

I. Registration

Registration fees are authorized.

J. Conference Fees

Conference fees for specific events shall be reimbursed, except cost of conference-sponsored or unsponsored activities, which are essentially entertainment, or nonbusiness shall not be reimbursed.

K. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.
2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.

L. Travel Advances

1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.
2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.

M. Portage

Reasonable portage or baggage handling costs is allowed.

N. Incidentals

Other incidental minor costs, as claimed, may be approved by the Chancellor or his designee, provided such other costs are explained in detail and do not include personal expenses such as toothpaste, razor blades, or laundry.

O. Telephone

Telephone or telegram expenses are permitted for college business purposes only.

P. Out-of-State Travel

All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.

Approved: January, 2008