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4 **EMPLOYEE TRAVEL**

5 **A. Definition**

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7 Travel includes:

- 8 1. Attendance at workshops, seminars, conventions, conferences, or other meetings
9 of interest to the District; and/or
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11 2. The required use of a personal vehicle in the performance of an employee's duty.
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13 **B. Approval**

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15 1. Any travel, which involves reimbursable expenses in excess of \$1000 and all travel
16 outside of California shall be approved by the Board prior to the onset of the travel.
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18 2. Travel within the state with reimbursable expenses of \$1000 or less must be
19 approved by the College President or designee for campus employees, or the
20 Chancellor or designee for district site employees. Travel for the Chancellor must
21 be approved by the Board President or other designated Board member subject to
22 the above conditions.
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24 3. Any exception must be approved by the Chancellor or designee for employees and
25 the Board President or designee for the Chancellor.
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27 **C. Work Day**

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29 Overtime pay and compensation is not authorized for travel over and above the normal
30 working day or days, except by specific Board approval.
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32 **D. Request for Conference Attendances**

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34 If travel involves costs to the District other than mileage or the employee's salary while
35 absent from work, a "Request for Conference Attendance" form shall be prepared by the
36 employee and shall include a detailed cost estimate. Upon approval of conference
37 attendance request, a purchase requisition must be prepared at 100% of estimated travel
38 expenses. Travel costs must be fully funded at time of request.
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40 **E. Travel Advances**

- 41 1. A travel advance must be requested on the Travel Form (AC-10) and requires
42 approval by the Chancellor or designee. A travel advance shall not exceed 80% of the
43 anticipated expenses unless conference literature, travel registrations, and hotel brochures
44 indicate actual cost, in which case a request for 100% will be considered, upon written
45 request.
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47 2. If travel requires board approval, advance request will not be processed until
48 approval by Board of Trustees.
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50 3. All advances must be followed by a resubmission of the Travel Form (AC-10)
51 within thirty (30) days from completion of travel whether or not the claim exceeds the
52 advance. If an advance exceeds actual cost, the claimant shall reimburse the District for
53 the excess within thirty (30) days. Claims submitted to accounts payable after 30 calendar
54 days from completion of travel may be denied.
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56 4. No advance may be allowed if the Travel Form for a previous advance was not
57 filed within the allotted thirty (30) days or if a prior advance has not been resolved.
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59 **F. Travel Claims**

60 1. Whenever travel is properly authorized and costs are incurred, a claim may be filed
61 using a Travel Form (AC-10) which shows in detail all expenditures incurred. Itemized
62 receipts for eligible expenses must be attached to the claim form.
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64 2. The claimant shall certify by signing the Travel Form (AC-10) that all amounts
65 claimed were actual and necessary, that the expenses were for the benefit of the claimant
66 only and only allowable expenses are included. Claims shall be filed within thirty (30)
67 calendar days after return from travel. Claims submitted to accounts payable after 30
68 calendar days may be denied.
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70 3. A receipt may be one of the following:

- 71 ▪ An itemized invoice or bill stamped PAID by the vendor;
- 72 ▪ A photocopy of a cancelled check showing both front and back may be
73 used provided itemization is attached;
- 74 ▪ An itemized receipt or invoice prepared by the party furnishing the material
75 or service, showing the amount of money received.
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77 **G. Mileage**

78 Please refer to Administrative Regulation 7450 for mileage rate and calculation.
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80 **H.. Meals**

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82 Reimbursement will be made for actual and necessary meal expenses up to a maximum of
83 \$50 per day. The Travel Form (AC-10) must be itemized by date and show a breakdown of
84 the type of meals (breakfast, lunch and dinner) claimed. Only travel in excess of 8 hours
85 per day is entitled to meal reimbursement.
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88 **I. Lodging**

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90 Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not
91 exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof
92 of payment is required.
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94 **J. Transportation**

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96 Private or other mode of transportation shall not exceed the lowest cost of air transportation
97 to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage
98 for one round trip to nearest airport, or parking charges incurred while on approved travel
99 may be claimed for reimbursement when properly itemized on claim forms. Receipt is
100 required.
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102 **K. Registration/Conference Fees**

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104 Registration fees are authorized. Conference fees for business related events only shall be
105 reimbursed. Receipts are required.
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108 **L. Porterage**

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110 Reasonable porterage or baggage handling costs are allowed. Receipt is required.
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M. 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. Receipt is required.

N. Telephone

Telephone and/or Internet expenses are permitted for college business purposes only. Receipt is required.

O. Unallowable Travel Expenses

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are gratuities, alcohol, movie rentals, personal phone calls and fees for social/recreational activities.

ADOPTED: 10/11/07