

FINANCE AND ADMINISTRATIVE SERVICES

AP 6900 TRAVEL

References:

- Education Code Section 87032;
- Government Code Section 11139.8;
- 2 Code of Federal Regulations Part 200.474

The Vice President for Finance and Administrative Services is responsible for ensuring that the District complies with sound operating procedures regarding travel.

Travel Restrictions

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approve a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions. Government Code Section 11139.8 can be incorporated by reference as part of the local agency's policy on travel. Whenever the California Legislature adopts any changes or amendments to Section 11139.8, they are automatically adopted without further action by any local agency which has incorporated Section 11139.8 as the agency's policy. Therefore, the Palomar Community College District hereby adopts Government Code Section 11139.8 and incorporates it by reference.

It shall be the responsibility of the Vice President for Finance and Administrative Services to establish processes to assure that those District employees who approve travel consult the Internet Web site of the Attorney General in order to comply with the travel and funding restrictions imposed by Government Code Section 11139.8.

The District will pay for necessary expenses for employees and trustees to attend conferences, workshops, meetings, and college and site visitations, including expense incurred for lodging, meals, gratuities, registration fees, mileage, taxi, bus, baggage transfer, bus or airport lockers, business telephone, instructional materials, car rentals, and parking fees.

An employee's request for conference attendances may not be approved if it interferes with the service of the District. A request may also be denied if such request is deemed fiscally imprudent or the Superintendent/President or designee is of the opinion that the absence of the employee from duty would materially interfere with the operation of the

District. Employees and trustees are encouraged to make travel arrangements using their CalCard, whenever possible.

The Travel Approval/Reimbursement Claim form must be completed and on file with the employee's department thirty (30) days prior to any travel. Any forms submitted less than thirty (30) days prior to travel will require approval by the Superintendent/President or designee. The proper authorization of District travel and disclosure of estimated travels costs are necessary to ensure compliance with provisions of the District's workers' compensation policy and to ensure that availability of funds in the appropriate budget account. Travel conducted before the approved request form is on file may be denied for reimbursement.

The Travel Approval/Reimbursement Claim must be submitted to Fiscal Services upon completion of travel even if the employee or trustee is not requesting reimbursement. The employee or trustee shall certify by signing the form that all amounts claimed were actual and necessary, that the expenses were for the benefit of the employee or trustee only, and only allowable expenses are included. Forms must be filed within thirty (30) calendar days after return from travel. Forms submitted to Fiscal Services after thirty (30) calendar days, or forms that are incomplete and do not include the necessary detailed original receipts, may be denied reimbursement.

If an employee or trustee does not complete travel paid for by the District, they shall be responsible for reimbursing the District for the expense. Reimbursement will be reviewed on a case-by-case basis by the Superintendent/President or designee if the individual was ill or had an emergency. Staff shall undertake necessary and reasonable steps to secure refunds or rain checks in all such cases.

The travel procedures that follow pertain to all funds and programs of the District regardless of funding source.

Authorized Expenses and Reimbursement

The District will reimburse employees or trustees for expenses incurred during their travel, for the following:

- **Mileage**
 - a) Mileage by private automobile shall be at the current IRS mileage rate.
 - b) When more than one individual attends the same event and private transportation is used, carpooling is strongly encouraged. If two or more employees or trustees share a personal vehicle, only one employee or trustee shall be reimbursed for mileage expenses.
 - c) Reimbursement for mileage may not exceed the total cost of coach airfare and other transportation costs to the same destination.
 - d) The District will reimburse mileage to and from an approved conference/event by calculating the distance to that conference/event either from the employee or trustee's home or the college, whichever is nearer.

- **Transportation**

- a) Transportation-related expenses which are directly associated with business mileage and are reasonable and necessary shall be reimbursed. Allowable expenses include parking fees and bridge, highway, and tunnel tolls. All claimed transportation-related expenses shall be authenticated by submission of original itemized valid receipts.
- b) All employee and trustees driving either their own private, leased, or District-owned vehicles for District-related activities must possess a valid California Driver's License.
- c) The expense of traveling by commercial airline carrier will be allowed on the basis of actual cost. Claims for airplane travel shall be allowed in conformity with the latest published airplane tariffs. When more than one class of air travel is available, the District will pay for coach class only. Air travel is limited to flights on scheduled commercial airlines. Air expenses paid by an employee or trustee's personal credit card will not be reimbursed until the conclusion of the travel event and only upon submission of detailed, original receipts.
- d) All employees and trustees are expected to use the most economical mode of transportation that is in the best interest of the District. If an employee or trustee chooses to travel via private vehicle, reimbursement for mileage will not exceed the total cost of coach airfare and other transportation costs.
- e) Necessary and reimbursable transportation expenses incurred while on authorized travel via airplane, private vehicle, railroad, bus, shuttle, and taxi must be properly itemized on the Travel Approval/Reimbursement Claim form with the applicable receipts or invoices.

- **Registration Fees**

- a) Registration fees in connection with approved attendance at conferences, conventions, committee meetings, training seminars, etc. may be paid in advance of the event through submission to Fiscal Services of a Pre-Paid Registration Request form with the employee or trustee's Travel Approval/Reimbursement Claim form.
- b) Registration fees may also be reimbursed after the event upon submission of registration forms, original invoices or receipts with the employee or trustee's Travel Approval/Reimbursement Claim form.
- c) Employees and trustees must submit a brochure, flyer, registration form or other announcements about the conference with the Travel Approval/Reimbursement Claim form.
- d) Material fees and educational items purchased at the event and required for participation will be reimbursed upon submission of itemized receipts and documentation of the necessity of the purchase.

- **Lodging**

- a) Normally, lodging expenses are reimbursed for the actual dates of the approved event. The night before or the night the event ends may be reimbursed if supported by a written statement explaining the necessity. Special circumstances which result in significant monetary savings, such as a Saturday night stay, may be reimbursed if supported by a written statement.
- b) Lodging expenses for approved attendance at conferences, conventions, committee meetings, training seminars, etc. may be paid in advance of the event through submission to Fiscal Services of a Pre-Paid Hotel Request with the employee or trustee's Travel Approval/Reimbursement Claim form.
- c) The cost of a single room accommodation for the night(s) required will be paid by the District. When an employee or trustee shares lodging facilities with a non-District individual (e.g., spouse, children, etc.) reimbursement to the employee or trustee is limited to the single occupancy.
- d) An original itemized receipt and guest folio from the hotel which states the name of the employee or trustee, number of guests, dates of stay, room rate, and any associated taxes, and fees for lodging expenses must be submitted with the Travel Approval/Reimbursement Claim form to be allowable. This information must also be submitted even if lodging expenses are prepaid by the District.
- e) Lodging expenses will not be reimbursed for travel within fifty (50) miles of the employee's or trustee's home or the District. Any exceptions will require approval by the Superintendent/President or designee before the travel event takes place.
- f) If business telephone calls are included in the hotel bill, these should be identified and marked as such and reported separately on the Travel Approval/Reimbursement Claim form.
- g) Unallowable expenses included in the hotel bill, such as personal phone calls, entertainment charges (e.g., video rentals), alcoholic beverages, etc., should be identified and marked as such and fully deducted from the total amount for reimbursement.

- **Meals**

- a) The cost of necessary business meals will be reimbursed based on the facts and circumstances leading to the expenditure. Reasonable care must be taken at all times to ensure that public funds, including federal and state grant funds, are not misused and are expended in a judicious manner.
- b) Payment for meals, including gratuities, shall be reimbursed at no more than the daily subsistence rate shown on the Fiscal Services webpage, except where reimbursement from another agency exceeds this amount. Reimbursement for alcoholic beverages is prohibited.

- c) Reimbursement for meals will be paid upon submission of original itemized receipts. If the receipt covers more than one person, the items consumed by the employee or trustee must be identified separately.
 - d) Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.
 - e) Tips and gratuities associated with meals, not to exceed fifteen (15) percent of the subtotal cost of each meal, will be reimbursable.
 - f) Meals for a full day of travel will be paid at the full per diem rate. A full day is defined as being away from the employee's residence from at least 6:00 AM to 7:00 PM. Employees may only charge for breakfast if they leave their residence to attend the conference at or before 6:00 AM and may only charge for dinner if they arrive at their residence from a conference at or after 7:00 PM.
 - g) The Travel Approval/Reimbursement Claim form will log the time of departure and return information required in (f) above. Meals for less than a full day of travel will be paid based on the following timeframes:
 - 1) Breakfast – travel begins at or before 6:00 AM
 - 2) Lunch – travel ends at or after 2:00 PM
 - 3) Dinner – travel ends at or after 7:00 PM
- **Miscellaneous**
 - a) Other business-related expenses, such as telephone charges, facsimile use, internet access, or equipment rental, incurred while on approved travel may be reimbursed, depending upon the facts and circumstances related to the necessity of the expense. The expenses must be directly related to the travel event and will be paid upon submission of original, itemized receipts.

Unallowable Travel Expenses

Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenses include entertainment expenses, leisure

tours or personal side trips, personal telephone calls, laundry, car washes, fuel for personal vehicles, traffic or parking citations except for those related to malfunctioning equipment on District-owned/leased vehicles, individual membership dues or fees, alcoholic beverages, or any other expenses determined by the District to be unreasonable, excessive, non-business-related, or a misuse of public funds.

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if they travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall they be paid for extra travel time if they remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. Travel claims for travel the day before a conference will only be reimbursed when it is not feasible, due to the starting hour of the conference to travel the same day.

All travel expenses for family members or other individuals who accompany an employee or trustee shall not be reimbursed.

Traffic or parking citation incurred while using a private or college vehicle shall not be reimbursed. Any citations incurred while driving a college vehicle shall be reported to the employee's supervisor as soon as possible.

Travel with Expenses Exceeding \$5,000

Request for travel with expenses exceeding \$5,000 will require approval by the Superintendent/President or designee before the travel event takes place. The request must be accompanied by a complete explanation of the college business purpose to be served.

Out-of-State Travel

Requests for travel outside of the State of California, and beyond 500 miles from primary work site, including out-of-country travel, require that a Travel Approval/Reimbursement Claim form be completed and approved by the Superintendent/President or designee before the travel event takes place.

Travel Outside the United States

All travel outside the United States will require approval by the Governing Board before the travel event takes place. The request must be accompanied by a complete explanation of the District business purpose to be served.

Office of Primary Responsibility: Finance and Administrative Services