



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6310.1 District Travel

Office(s) of Primary Responsibility:

Vice Chancellor of Business Services
Controller
Vice Presidents of Administrative Services

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, and student representatives.

This procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.

All travel activities addressed by this procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.

Per diem rates established by the District will be periodically revised to determine appropriate levels based on state and federal guidelines.

Here's a brief overview of what's covered in sections B through O:

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| • Definition and Approvals | Section B |
| • Submission of a Travel Request | Section C |
| • Lodging | Section D |
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all travel requests submitted from their respective campuses or departments. The travel liaison officer(s) will also assist the employees or department in completing the required travel and expense forms, and must review all travel requests and payment forms for accuracy, completeness and approval signatures before being submitted to the District Business Services.

Employees who order airline tickets from any District-approved travel agency must fax or send a copy of their approved Travel Request (TR) to the District Travel Agency. If the employee does not have an approved TR when the airline tickets are ordered, they should pay for the airfare by issuing a personal check or credit card to the District Travel Agency. Employees are encouraged to use the on-line travel booking tool of the District Travel Agency.

At the time the TR is filed, the employee must furnish in full all the information requested on the TR (upper portion of the form).

All approved TR's with expenses must be submitted to the District Business Services no later than two weeks in advance of required deadlines for hotel, registration, and other advance payments. Approved TR's without expenses must be submitted before the actual departure date. Travel Vouchers, Travel Requests and Travel Expense Claim forms are available on-line on the District Business Services website.

All Travel Expense Claims (lower portion of the TR) must be finalized and submitted to the District Business Services Department not later than ten (10) days after the last day of travel. A travel expense claim must be submitted even if the employee did not incur any out-of-pocket expense or the trip was cancelled. The travel expense claim must be signed/certified by the employee and approved by the appropriate campus or department manager or director or higher authorized official.

Original receipts are required for all business travel expenditures such as lodging, conference and registration fees, transportation (including airfare, bus, car rental, taxi cab, etc.). Receipts are not required for meals, tips, and other incidentals since these come out of the daily per diem allowance. Exceptions to providing original receipts should be documented and approved by the campus President, Vice Chancellor or the Chancellor. Exclusion of original receipts may result in disallowance of reimbursements.

When an employee has been authorized to travel off-campus to attend meetings called by an agency of the State of California, or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval.

The site/department will be responsible for the billing and collection and a copy of the bill should be submitted with the travel expense claim. Allowable travel expenses shall be paid directly to the vendors or reimbursed to the employee in accordance with these travel procedures subject to the availability of budgeted funds approved for that specific travel. All third party agency reimbursements must be deposited in the appropriate District account.

At the discretion of the Chancellor, or Vice Chancellor of Business Services, employees may be reimbursed for actual and necessary expenses incurred for off-campus

conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond the employee's control.

D. Expenses for Lodging

The cost of lodging shall be reimbursed up to the cost charged by the host hotel. If rooms are not available at the host hotel, the maximum reimbursement for lodging will be 120% of the host hotel rate. Payment for lodging will be made directly to the vendor when feasible. The original copy of the actual itemized receipt for lodging expense must be submitted with the reimbursement claim.

Lodging should be prepaid directly to the hotel by way of a voucher submitted with the TR, or it may be reimbursed to the employee by submission of the TR after completion of travel. Payment of cash advance to the employee for lodging is not allowed. Some hotels and other lodging establishments charge a special local tax called Transient Occupancy Tax (TOT). However, most cities and municipalities who have this type of tax allow exemptions to representatives or employees of government agencies and non-profit organizations who are on official business travel. When traveling to a city or location where this type of tax is imposed, District employees are encouraged to present a TOT Waiver/Exemption form to the hotel/motel at the time of registration or reservation.

If business telephone calls are included in the hotel bills, these should be identified and marked as such and reported separately on the TR.

Unallowable expenses included in the hotel bills, such as personal phone calls, entertainment charges like video rentals, alcoholic beverages, etc., should be identified and marked as such and fully deducted from the total amount for reimbursement.

E. Expenses for Meals

If the employee is on full-day travel status, they may claim the reimbursement of actual meals up to the full amount of the per diem rate with limitations for local travel, and the time of departure and arrival in San Diego County. The employee may have the option of reporting only the total amount of meals being claimed for the whole day, as one line item on the Travel Expense Claim section of the TR, without itemizing amounts claimed for breakfast, lunch, dinner or other incidental expenses.

If the employee is on a partial-day travel status, they must itemize the meals showing whether the amount is for breakfast, lunch or dinner on the Travel Expense Claim Section of the TR. The actual cost of meals allowed for partial day of travel should not exceed \$10.00 for breakfast, \$15.00 for lunch, and \$21.00 for dinner, which includes tax, tips and other incidental expenses. If the employee travels on a multiple-day trip and departs after 8:00 AM, they are considered to be on partial-day travel status for their first day of travel. On the employee's return, if they arrive in San Diego before 5:00 PM, they are considered to be on partial-day status on their last day of travel.

If the employee travels on a multiple-day trip and leaves before 8:00 AM, they are considered to be on full-day travel status on their first day of travel. On the employee's return, if they arrive in San Diego after 5:00 PM of that day, they are considered on a full-day travel status on their last day of travel.

Actual cost of meals, including tax, tips and other incidental expenses up to the maximum per diem amount of \$46.00 per day are allowable and may be reimbursed, upon submission of the completed TR. In an event wherein meals are already included and paid by the District as part of the registration fees, but the employee still claims a per diem for meals and incidental expenses on his own, the employee should submit a written explanation for justification with separate approval by the Chancellor, Vice Chancellor or President.

Food charges included in the hotel bills must be deducted and claimed separately up to the extent of the per diem allowance.

Receipts are not required for cost of meals including tax, tips and other incidental expenses up to the District-approved rate of \$46.00 per day.

Meal and lodging expenses that exceed the District guidelines can only be approved by the Chancellor. For variances, a written explanation must be attached to the expense report and the actual cost must be fully supported by an original copy of the itemized receipts.

Reimbursement for cost of meals for travel within San Diego County is not allowed unless it is included in the registration fee, or when the time spent for meals is an integral part of the conference or meeting sessions and was pre-approved by the Chancellor, President or Vice Chancellor.

If the employee incurs business meal expenses for others, a written explanation must be attached with separate approval by the Chancellor, President or Vice Chancellor. This explanation should include the name and affiliation of the other party and purpose of the expense.

Reimbursement for the cost of meals and lodging for travel within San Diego County may be allowed if the travel falls on a weekend or on a District holiday. Other justifications must be separately submitted in writing and approved by the Chancellor, President, or Vice Chancellor.

F. Registration Costs

Registration fees charged in connection with approved attendance at conferences, convention committee meetings, in-service training, seminars and so forth, are allowable at actual cost. Actual charges must be verified by a bona fide registration application form. Employees must submit a brochure, flyer, registration form or other announcements about the conference with the TR. Registration should be prepaid directly to the conference by way of a voucher submitted with the TR, or it may be reimbursed to the employee by submission of the travel expense claim after completion of travel. Payment of cash advance to the employee for registration fees is not allowed.

G. Travel with Personal Car

Persons authorized to travel with expenses who wish to drive their own car for personal reasons may do so if absence from the job is not greater than that required by public

transportation. The personal vehicle and the driver must be licensed, registered and covered with adequate insurance.

Employees will be reimbursed at the Board-approved mileage rate and is subject to the following stipulations.

Mileage shall be calculated as the distance from the employee's regular work location to the business travel destination(s) and return to their regular work location.

In computing business mileage – starting and finishing points shall be the regular work location of the employee.

In the event that an employee does not depart from their regular work location but proceeds from their home to the employee's first business destination at the beginning of the business day, the employee shall deduct from total mileage:

The distance from home to the first business destination; or

The distance from home to the regular work location, whichever is less.

If the employee proceeds from their last business destination directly to their home, they shall also deduct from total mileage:

The distance from the last destination to home; or

The distance from the regular work location to home, whichever is less.

Transportation-related expenses, which are directly associated with business mileage and reasonably incurred, may be reimbursed. Allowable expenses include such costs as parking fees, bridge, highway and tunnel tolls. These should be itemized and listed separately on the travel expense report and adequately receipted as much as possible.

Separate claims for expenses incurred in the use of a personal car, such as gasoline and oil, repairs, registration, licensing, insurance premiums, traffic and parking violations, and any damage to personal vehicles brought by third parties arising from accidents in which the employee may be involved, unless such is specifically authorized by board action, will not be allowed.

If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage and transportation-related expenses.

Mileage reimbursement may not exceed the total cost of coach airfare.

Employees who incur mileage expenses for business trips outside San Diego County should submit a Travel Request form for reimbursement of their mileage and related travel costs.

For business mileage incurred in the regular conduct of business within San Diego County, please refer to Procedure 6310.2.

H. Other Transportation Expenses

Transportation expenses include all necessary official travel on railroads, airlines, ships, buses, and public conveyance. The method of travel must be indicated on the TR. Claims must be supported by ticket stubs, travel itinerary, boarding passes or itemized receipts provided by the commercial carrier/ticketing agent.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. First-class air travel will not be allowed unless there is no other way available to reach the required destination and prior approval for first-class air travel has been secured from the Chancellor. Any increases in fare resulting from stopovers not required for the conduct of official business will be at the employee's expense. Airline tickets must indicate whether these are purchased and paid by the employee and will be reimbursed to the employee; or these are purchased by a District-approved airline agency and will be paid directly to that agency.

Transportation to and from the commercial carrier terminal at the conference site, or from one meeting location to another, or to and from a hotel, by van, bus, or taxi, or whatever is most practical under the circumstances, shall be allowable expenses.

When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance by the Chancellor, President or Vice Chancellor.

Other necessary transportation-related expenses (i.e., airport shuttle, airport fees) which are directly associated with conference or meeting attendance shall be allowable expenses.

Incidental travel expenses such as tips of any kind, postage, baggage transfer and other business expenses for which receipts are not issued, may be allowed; however, it must be part of the daily per diem allowance. All travel expenses being claimed, for which receipts are required, but no receipts are submitted by the employee, will likewise be considered part of the per diem allowance unless explained in writing, and separately approved by the campus President, Vice Chancellor or the Chancellor.

I. Miscellaneous Travel Expenses

Unanticipated or extraordinary expenses essential to the transaction of official District business may be reimbursable to the employee when reasonably incurred, approved, evidenced by valid receipts, and itemized. Allowable expenses include items such as minor supplies, postage, reproduction costs, laundry and valet services for trips in excess of four (4) nights, and telephone or electronic communication expenses incurred while conducting District business.

J. Non-Reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

- Entertainment expense, radio or television rental and other items of similar nature.
- Transportation to or from places of entertainment and similar facilities.
- Conference-arranged leisure tours of personal side trip expenses.
- Personal phone calls.
- Individual membership dues or fees.
- Traffic or parking citations.
- Alcoholic beverages.

K. Advance Payments and Direct Expenses

A cash advance and direct payments of calculated travel expenses may be authorized for District business travel under the following conditions:

If cash advance or direct payments are requested, separate vouchers for each payee must be submitted with the TR and each accompanying voucher must be checked off on the TR. Conference registration fees, lodging or air transportation shall be paid directly to the vendors by way of a separate voucher for each vendor submitted with the TR. If airline tickets are purchased through a District Travel Agency, a separate voucher is not necessary. The District will pay the tickets directly to the travel agency by using the Ticket Billing copy of the TR. The employee should reimburse the District for the service fees if the airline tickets purchased through a District Travel Agency is not used by the employee and there is no justification for the employee not being able to use these tickets.

Vouchers for cash advance and direct payments must be submitted to the District Business Services with the approved Travel Request at least two (2) weeks in advance of travel. Each voucher should reference the Travel Request Number and the name of the employee.

Voucher for cash advance to the employee may be allowed if the estimated out-of-pocket expense is at least \$200.00.

The employee will be personally liable to the District for the cash advance and all direct payments on his travel request, if any, until he submits his satisfactorily completed and approved travel expense claim, which is the bottom portion of the Travel Request form.

Any unused cash advance must be repaid immediately to the District upon submission of the travel expense claim.

Cash advances and direct payments for subsequent travel requests, will not be allowed if the employee has an outstanding travel request, which is already overdue for liquidation.

L. District Organized Events and Special Activities

Expenses incurred by the District for organizing off-campus events and special activities such as staff development retreats, meetings, and workshops are not reportable on a TR. Expenses for these events such as rentals for the use of facilities, group lodging and catering, bus charter or group transportation, rental of equipment, professional fees, etc. shall be processed through Purchase Requisitions or Purchase Orders.

An employee who attends an off-campus event or special activity organized by the District should submit a TR if they want to request payments or claim a reimbursement of his/her registration fees, mileage, lodging, meals, and other allowable expenses when such expenses are not provided free at the event.

M. Student Travel and Off-Campus Student Activities:

Students attending field trips, excursions, classes convened off-campus and co-curricular activities are covered under District Policy/Procedures 3120 and 3125.

The necessary expenses of District employees acting as staff/chaperones may be reimbursed through the submission of a TR.

Students who attend meetings and conferences to represent the District may be accompanied by a District employee acting as chaperone or advisor. The District employee acting as chaperone or advisor will report and account for all the allowable travel expenses of the student on the employee's TR. If there is no employee acting as chaperone or advisor, the student must submit a TR for the payment or reimbursement of the allowable travel expenses.

N. Group Travel

A group TR may be submitted for a group of employees under the following circumstances:

- They must travel together to the same destination as a group.
- All members of the group must belong to the same department.
- Air travel is not involved.
- A leader, who is responsible for reporting and claiming all travel expenses, must be designated by the group.
- All expenses being claimed must be incurred as a group and the other members of the group are not claiming any separate cash advance, direct payment or expense reimbursement.

- Only one TR will be submitted for the entire group. The group's Travel Request will have the name of the leader with the phrase, "ET.AL.". A separate sheet must be attached to the TR indicating the names and the student or employee ID numbers of all the members of the group.
- If individual members of the group prefer to submit their own separate TR, each TR will be treated as separate and independent of each other.

A group TR may also be used for one or more persons where one of them is a District employee hosting or accompanying an official guest, or acting as the advisor and chaperone of a District student to a conference, meeting, or workshop. All allowable travel expenses must be reported and accounted for by the employee. If an official guest is unaccompanied by a District employee, or a student travels alone as a representative of the District, their travel expenses may be paid or reimbursed by the district by submitting their own TR and Travel Expense Claim in accordance with these travel procedures.

The use of a group TR must be restricted to travels where the priority of need over internal control may be justified as being in the best interest of the District.

O. Travel Agencies and Credit Card Services

The District shall maintain a current and active business relationship with one or more travel agencies. Through an open and competitive process, travel services shall be arranged to serve individual travelers with reservations and ticketing capability. The quality of service will be reviewed annually.

The District shall also maintain a current and active business relationship with one or more credit card companies. As an agency of the State of California, the District will be able to use the services of credit card companies and airline companies contracted by the State Department of General Services for state employees on business travel.

Individual District credit cards for travel may be issued to certain District employees for their own convenience through the District Purchasing Department. The employee will be personally liable for the payment of all the charges on their credit card. However, those charges on the employee's credit card, that are incurred in connection with official District business travel, may be reimbursed by the District if they submit an approved TR before travel and then submits their duly-approved completed Travel Expense Claim section of the TR after the completion of his travel.

P. Forms and References

- Travel Request with Expenses Form available in District Business Services Website (See sample attached)
- Travel Request without Expenses Form available in District Business Services Website (See sample attached)
- District Voucher Form and Instructions available on-line in District Business Services Website (See sample attached)
- Transient Occupancy Tax (TOT) Waiver Exemption Claim Form available in District Business Services Website (See sample attached)

References: BP 6310
Education Code Sections 87032 & 44032

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.