



# **ADMINISTRATIVE** **PROCEDURE**

**7400**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **TRAVEL PROCEDURES**

The Desert Community College District shall provide for the payment of the actual, necessary and approved traveling expenses of any employee of the district that is incurred in the course of performing services for the District, whether within or outside the district. Advance of funds to cover such traveling expenses are permitted. Such advance shall be adjusted upon filing of a regular claim for the actual and necessary expenses incurred. The District may direct any employee of the district to attend any convention, conference, event or meeting of interest to the district.

### *(A) Required Documentation*

1. Travel Approval/Claim and District Vehicle Request Form completed, signed and submitted to the Administrative Services Office prior to requested activity which is to include:

- a. Dates involved.
- b. Destination of trip.
- c. Name of claimant and signature.
- d. Purpose of trip, including conference brochure/flyer.
- e. Estimated cost of travel. For necessary air travel and lodging, reservations should be made online.. (Attach receipts or indicate mileage upon completion of trip. Estimate mileage or go to [mapquest.com](http://mapquest.com) to find mileage distances for trip. Mileage will be reimbursed at current IRS rate. )

f. Estimated cost of lodging – (attach hotel receipt showing the single room rate upon completion of trip.) Actual lodging expenses will be reimbursed.

g. Meals and incidental expenses will be reimbursed at current posted IRS per diem rates for participant's destination. Go to [www.gsa.gov](http://www.gsa.gov) and click on per diem rates. Enter your destination site and the per diem rate will be charted for you. Detailed receipts are required to be submitted upon completion of trip. NOTE: the Riverside County Department of Education REQUIRES merchant receipts for meals in order to pay reimbursement requests.

h. Cost of registration — attach flyer or conference brochure. For advance payment of registration fee a requisition must be submitted to the accounting office with the registration form completed and attached at least 10 working days prior to deadline for submission.

i. Explanation of other expenditures. (Include all receipts for incidentals such as taxi, shuttle, etc. upon completion of trip)

2) All travel outside the district must be approved, regardless of claiming district reimbursement costs or not, and must have the signature of the employee, immediate supervisor/manager and appropriate Vice President or Superintendent/President. All travel outside the state requires 45 days approval **prior** to the Board meeting and must have Board approval.

3) The District Superintendent/President's travel request and claim must be approved by the Vice President Administrative Services.

Non-essential or prohibited expenses such as in-room movies, alcohol, etc. should not be included for reimbursement. Purchase of alcoholic beverages with public funds is prohibited (Ed Code Section 32435).

**Only gratuities for meals and taxi cabs or shuttles are permitted and at the maximum of 15% for meals, 10% for taxicabs and \$2.00 per each bag/luggage for shuttles.**

If individual claim includes costs for other employees (group claiming), names of other employees must be listed next to expenses claimed and travel claims of those employees should be submitted at the same time

Failure to follow procedures may result in reimbursement claim being denied.

*(B) Additional provisions and restrictions*

**Conferences and Travel**

When funding is available, the College encourages members of the faculty, administration, classified staff, and Governing Board to participate in off-campus conferences, meetings, and similar activities which will enhance the programs of College of the Desert in particular and higher education in general.

**Definition of Off-Campus Travel**

For purposes of these procedures, off-campus travel shall be defined as including national, regional, state or local meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the individual normally teaches or works. This also includes business mileage incurred by the individual using a personal vehicle in the performance of duties that require travel away from the individual's regular work location. Not included in the above definition are:

- Meetings where participants receive college credit, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- Meetings that pay a salary or given an honorarium covering full expenses incurred to participants.
- Meetings which are promotional, lobbying or legislative in orientation, without prior approval of the Superintendent/ President.
- Meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- Special interest meetings outside the scope of the definition.

**Approval of Off-Campus Travel**

Members of the Board of Trustees are authorized, subject to Board approval, to attend and be reimbursed for actual and necessary expenses for conferences, meetings, and similar activities that, in their judgment, will benefit the College/District.

The Governing Board hereby delegates to the Superintendent/President, or designated representative, authority to authorize employees to travel off-campus to attend conferences, conventions, committee meetings, in-service training seminars

and so forth, within the State of California. Travel outside the State of California must be approved by the Board of Trustees prior to the travel occurring.

### **Expense Reimbursement**

Authorized travel may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, provided the costs to the College of such attendance are within budget appropriations. Documentation provided to authenticate such expenses shall satisfy payment standards established by the disbursing officer.

At the discretion of the Superintendent/President, or designated representative, employees may be reimbursed for actual and necessary expenses, or portion of actual and necessary expenses approved, incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

### **Expense Reimbursement – Business Mileage**

Any employee, with the exception of an adjunct faculty member teaching in off-campus sites, who is required to travel off campus in the performance of assigned duties may, upon the approval of the Superintendent/President or designated representative, be authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use.

Reimbursement for business mileage shall be at the prevailing IRS standard rate and is subject to the following stipulations:

- Mileage shall be calculated as the distance from the **employee's regular work location** to his/her business destination(s) and **return to his/her regular work location**.
- If the employee does not arrive at his/her regular work location prior to his/her business trip in any one day, he/she shall deduct from total accrued mileage:
  - The distance from his/her home to the first business destination **OR**
  - The distance from his/her home to the regular work location, whichever is less.
- If the employee proceeds from his/her last business destination directly to home, he/she shall **deduct from total accrued mileage**:
  - The distance from his/her last destination to home **OR**
  - The distance from his/her regular work location to home, whichever is less.

- If an employee is assigned to perform work outside his/her regular hours of employment, or on an emergency or non-scheduled basis, the performance of which requires travel from his/her home to the assignment destination, the employee shall receive reimbursement for the total mileage traveled in connection with the assignment. If an employee's work site is not on campus and the employee is not required to come on campus, there would be no reimbursement for miles traveled between the residence and the work site.
- When more than two employees attend a local meeting to which transportation is needed, the minimum number of vehicles consistent with safety and economy shall be used. If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.

Transportation-related expenses, which are directly associated with business mileage and reasonably incurred, shall be reimbursed.

### **Expense Reimbursement – Transportation (Other Than Business Mileage)**

- Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, vehicles, and other usual means of conveyance. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. Transportation to and from residences to the commercial carrier terminal, if by vehicle, shall be reimbursed at the established business mileage rate. If by commercial carrier, such as bus or shuttle, reimbursement shall be at actual cost.
- Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by shuttle, bus, taxi, or whatever is most practical under the circumstances, shall be reimbursed.
- Transportation by shuttle, bus, taxi, or whatever is most practical to get from meeting to meeting, or from hotel to meeting locations, shall be reimbursed.
- 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. The cost of the car rental, which shall be the most economical

available, including the daily charge for collision damage waiver, shall be reimbursed.

- College staff shall not pilot or charter personal aircraft when traveling within the scope of their employment.
- Reimbursement for travel by vehicle shall not exceed the lowest commercial airfare. If two or more employees share a personal vehicle, only one employee shall be reimbursed at the established business mileage rate.
- Other transportation-related expenses, which are directly associated with conference or meeting attendance and reasonably incurred, shall be reimbursed (parking fees, highway tolls and shuttles).

### **Expense Reimbursement – Registration**

Registration fees charged in connection with approved attendance at conferences, conventions, and committee meetings, in-service training seminars and so forth, are allowable up to actual cost.

### **Expense Reimbursement – Lodging/Meals**

- Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.
- If lodging is shared with another employee, each may be reimbursed only for his/her share of the charges.
- When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate.

When lodging expense is not incurred, reimbursement for subsistence only will be allowed up to actual cost, not to exceed the established subsistence rates.

- Reimbursement shall not be allowed:
  - When an employee will not incur expenses for lodging because it is furnished by other means; **AND/OR**
  - When an employee will not incur expenses for meals because they will be furnished by other means.
  - For meal expenses within 30 miles of the employee's work site unless the meeting is a business meeting and conducted within the responsibility of the employee. Proof will be required as to the necessity of a business meal.
  - For lodging expenses within 30 miles of the employee's primary residence.

- When the cost of meals is included in a registration fee of a meeting, conference or convention, those amounts will be reimbursed up to their stated costs.
- Payments for meals, including tips, shall be reimbursed at no greater than the Standard Meal Allowance established by the Internal Revenue Service (see [www.gsa.gov](http://www.gsa.gov)). All authorized meal expenses actually incurred shall be paid for each completed 24 hours of travel, beginning with the employee's time of departure. For fractional parts of the day, which do not require overnight travel, the appropriate meal expense may be reimbursed. Such reimbursement shall consider the time of the employee's departure and return.
- Reimbursement for the cost of alcoholic beverages as a meal expense or as any other type of expense is expressly prohibited.

### **Expense Reimbursement – Miscellaneous Expenses**

Miscellaneous travel expenses essential to the transaction of official College/district business are reimbursable to the employee when reasonably incurred. Allowable expenses include:

- Minor supplies, postage and reproduction costs.
- Laundry and valet expenses may be allowable when an employee's absence from regular service extends beyond five (5) nights.
- Porter service, maid service or incidentals will be allowed at no more than \$5 per day.
- Reimbursement for telephone expenses will be allowed only if incurred in conducting College/District business. A "safe-on-arrival" call is also allowed.

### **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 or personal side-trip expenses.
- Personal telephone calls, with the exception of a "safe-on-arrival" call, which is allowed.
- Individual membership dues or fees.
- The cost of alcoholic beverages.
- Traffic or parking citations while using a private or College vehicle.

## **Personnel Considerations**

### **Salary Status during Travel**

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence for his/her normal work assignment. At no time shall overtime be permitted for off-campus travel unless such overtime has been expressly authorized in advance by the Superintendent/President or designated representative.

### **Leave of Absence during Travel**

No expense of any kind will be allowed for time in a leave-of-absence status.

### **Travel for Convenience of Employee**

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience.

### **Reference:**

*Education Code Section 87032*

College Council Approved: March 27, 2015  
Updated: 2/26/15  
Next Review: March 2020

Administrator: VP Administrative Services