



ADMINISTRATIVE

PROCEDURE

7400

DESERT COMMUNITY COLLEGE DISTRICT

TRAVEL

The Desert Community College District (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. Employees shall fill out the Travel Approval – Reimbursement digital use form. The form must be approved by the departments designated Dean or Director and Vice President prior to requested activity. See Travel User Guide for travel details on the College of the Desert Website/Faculty Staff/Fiscal Services/Travel website ([Travel \(collegeofthedesert.edu\)](http://Travel.collegeofthedesert.edu)).
- 2) All travel outside the District must be prior approved, regardless of claiming District reimbursement costs or not, and must have the signature of the employee, immediate report to Dean/Director 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. Exception may be granted when travel is requested by Superintendent/President.
- 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. shall not be included for reimbursement. If an employee of the District is erroneously granted a reimbursement for the purchase of alcoholic beverages in violation of Education Code 32432, the employee is required to refund the District.

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.

Each employee of the District must submit a Travel Approval Form and District Vehicle Request Form. Group claiming is only allowed when an employee is paying for students. In which case a list of students, student ID numbers, and signatures should be provided as documentation. The reimbursement shall not exceed the rates set forth under the U.S. General Services Administration Guidelines (<https://www.gsa.gov>). Failure to follow procedures may result in reimbursement claim being denied.

(B) Additional provisions and restrictions

Conferences and Travel

When funding is available, the District 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 the District in particular and higher education in general. In order to ensure the funds are being proportionally expended, conferences must be attended on a rotational basis.

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 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. Exception may be granted when travel is requested by Superintendent/President.

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 District 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.

Requests for reimbursement shall require the submission of original receipts within 30 days after the last day of travel or July 15th, whichever comes first and such other documentation as may be required by the District.

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 Supervisor, 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 their business destination(s) and **return to his/her regular work location**.
- If the employee does not arrive at their regular work location prior to their business trip in any one day, they shall deduct from total accrued mileage:
 - The distance from their home to the first business destination **OR**
 - The distance from their home to the regular work location, whichever is less.
- If the employee proceeds from their last business destination directly to home, they shall **deduct from total accrued mileage**:
 - The distance from their last destination to their home **OR**
 - The distance from their regular work location to their home, whichever is less.
- If an employee is assigned to perform work on an emergency 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, shuttle, or Taxi/Uber/Lyft, etc., reimbursement shall be at actual cost; or if by airline, flight fees, baggage (1) and early check-in fees 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.
- District 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 their 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;
 - 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 or primary residence 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 and based on the rates set forth under the IRS Regulation (overnight or not) (access rates and cities at College of the Desert Website/Faculty Staff/Fiscal Services/Travel website ([Travel \(collegeofthedesert.edu\)](http://Travel.collegeofthedesert.edu))).
 - Lodging for conferences within 50 miles of the College site is not allowable unless specifically approved in advance by the Superintendent/President or Vice Presidents with documentation of the business necessity.
- When the cost of meals is included in a registration fee of a meeting, conference or convention, those amounts will not 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 access rates and cities at College of the Desert Website/Faculty Staff/Fiscal Services/Travel website ([Travel \(collegeofthedesert.edu\)](http://Travel.collegeofthedesert.edu)). 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 – Incidental Expenses

Incidental travel expenses essential to the transaction of official District business are reimbursable to the employee when reasonably incurred. Allowable expenses include:

- Minor supplies, postage and reproduction costs.
- Reimbursement for landline telephone expenses will be allowed only if incurred in conducting 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 landline 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, toll roads, or parking citations while using a private or College vehicle Personnel Considerations.

Requests for reimbursement shall require the submission of original receipts within 30 days after the last day of travel or July 15th, whichever comes first and such other documentation as may be required by the District.

Travel during Leave of Absence

District related travel shall not occur during a leave of absence unless approved by the Superintendent/President. 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 they travel to a destination for their 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 their own convenience.

Athletic Team Travel

The party shall include players, coaches, athletic trainers, and athletic directors.

Meal Allowance - Reimbursement for meals for the party shall be per person per the IRS Regulation. Extensive mileage requires prior approval in advance by the Superintendent/President or designated Supervisor. It is understood multi-day tournaments require additional meals.

Lodging

Lodging shall be planned to allow up to four (4) persons to a room; each person shall be assigned to an individual bed.

Participants in post conference competition whose college is more than 150 miles (one way) from the competition site shall be allowed one night’s lodging for each day of participation. They may also be

allowed an additional night for travel. A night of lodging is allowable with prior approval by a designated authority (Dean/Director) if the college is less than 150 miles from the competition site if unusual circumstances justify staying overnight; i.e., a college 140 miles from site has the late game and then has to compete early the next day.

Permission from the President/Superintendent, Vice President, Dean or Director is needed 48 hours prior to the activity if a college plans to exceed the limits of item C above.

Requests for reimbursement shall require the submission of original receipts within 30 days after the last day of travel or July 15th, whichever comes first and such other documentation as may be required by the District.

Applicant Travel Expense

Individuals traveling for employment are expected to pay their own travel expenses for the first-level interview for any given position. The President/Superintendent or designee may make exceptions to this procedure based on extenuating circumstances.

At the District's invitation for subsequent interviews for the same position, the District will reimburse the candidate for transportation expenses, from their home to District location and return to home, at the lowest-cost air transportation or mileage reimbursement at the then-current rate, whichever is lower. In addition, candidates will be reimbursed for actual expenses for single-room accommodations for the night(s) required, meals, parking and taxi fare, upon submission of appropriate itemized receipts. No reimbursements shall be paid to an individual for extra travel time incurred if they travel in advance of the necessary time of arrival, nor if they remain for extra time/days at the destination following an official meeting/interview.

• Reimbursement Eligibility, Maximums, and Restrictions

- To be eligible for travel expense reimbursement, an applicant must travel more than a 200-mile radius to a District location. The 200-mile radius will be calculated from the applicant's home address to the District interview location.
- To the extent funding is available, the District will reimburse the travel expenses of eligible applicants invited to a subsequent interview for positions, up to the limits allowed.
- The maximum reimbursement amount per position for any candidate for all allowable expenses shall not exceed eight hundred dollars (\$800). The total reimbursement for any candidate, regardless of the number of interviews, shall not exceed one thousand five hundred dollars (\$1,500). The President/Superintendent or designee may make exceptions to this maximum limit based on extenuating circumstances.
- Reimbursement for travel by privately owned automobile is authorized at the rate based on prevailing Internal Revenue Service (IRS) regulations. Travel must be for more than a 200-mile radius. The 200-mile radius will be calculated from the applicant's home address to the District interview location.
- Reimbursement may be claimed for local rental car expense, shuttle fares, taxi

- fares, and parking fees.
- No reimbursement will be made for noncommercial lodging (i.e. private dwelling).
- **Procedure for Reimbursement**
 - All travel expenses shall be paid by the candidate and submitted for reimbursement through the Superintendent/President or designee.
 - Requests for reimbursement shall require the submission of original receipts within 30 days after the last day of travel or July 15th, whichever comes first and such other documentation as may be required by the District.
 - Exceptions to the maximum reimbursement limits may be authorized by the Superintendent/President for an allowable expense with the understanding that the exception must satisfy the requirement that the amount of the expense was actual, necessary, and reasonable under the circumstances.

Reference: Education Code Section 87032; 2 Code of Federal Regulations Part 200.474

Administrator: VP Administrative Services

Executive Cabinet Review/Approval: November 14, 2023

Budget Subcommittee Review/Approval, 1st Reading: December 7, 2023

Budget Subcommittee, Review/Approval, 2nd Reading: February 12, 2024

Executive Cabinet Review/Approval: February 27, 2024

College Planning Council Review/Approval, 1st Reading: March 8, 2024

College Planning Council, Review/Approval, 2nd Reading: March 22, 2024

Board Meeting/Information Item: April 19, 2024

Next Review: May 2031