

## **TRAVEL REQUEST MUST BE APPROVED PRIOR TO MAKING ANY ARRANGEMENTS**

### **TRAVEL NOT PRE-APPROVED MAY NOT BE REIMBURSED**

Use this form to request approval for all travel expenses. Provide in full, the information requested on the upper portion of this form. **Submit completed Travel Request with required signatures to the Purchasing Dept. 20 days before the departure date.**

#### **REQUIRED APPROVALS:** (Before and After Conference)

- Certificated staff are to route request through their 1) Division Chair; 2) Vice President; and 3) Superintendent/President (if required) for prior approval.
- Administrative and Classified Staff are to route request through their immediate supervisor, Vice President and Superintendent/President (if required) for prior approval.
- Travel within California must be submitted through channels and approved by a Vice President or the Superintendent/President.
- Out-of-state travel must be submitted through channels and approved by the Superintendent/President. See AR 7400 for prohibited states.
- Out-of-country travel must be approved by the Superintendent/President and the Board of Trustees.
- Travel approval is required regardless if any reimbursement claim will be filed and will include travel to the Baja Field Station and Study Abroad.
- Travel conducted before the approved request form is on file may be denied for reimbursement.
- P.O.S.T. Training Travel requests are exempt from prior approval requirements. (AR 7400)
- Travel requests must be signed twice by the appropriate division administrator; once to authorize the travel, and once to approve actual expenditures at the trip's conclusion.
- If your claim exceeds the estimate, the authorized amount should be changed to reflect the increase and initialed by the manager.

#### **ESTIMATED EXPENDITURES:**

Cost of meals, lodging, transportation (air fare, taxi), registration fees, and telephone/fax/internet charges are considered proper expenditures. Lodging expenses will not be reimbursed for travel within 50 miles round trip of home or College or for additional expenses for guests. Expenses shall be authenticated by valid receipts. Actual charges for registration must be verified by registration receipt or bona fide registration application form. In all cases charges should be reasonable for the time and place where the convention or meeting is held.

#### **TRANSPORTATION**

All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. When an employee chooses a method of transportation that is more costly (for example, driving a personal vehicle instead of flying), reimbursement will be made at the lower amount. Some other allowable transportation related expenses are: parking fees; highway tolls; shuttles and taxi cabs. These expenses shall be authenticated by valid receipts.

Reimbursable transportation expenses include all necessary official travel on airplanes, railroads, buses, private vehicles and other usual means of conveyance. Rental cars will be reimbursed at compact rates. Claims for reimbursement must be supported by original ticket stubs or receipts provided by the commercial carrier.

#### **MILEAGE**

Local business mileage from the use of a personal vehicle shall be reimbursed at the prevailing IRS standard rate. If the employee travels directly to the conference from his/her residence or returns directly to his/her residence from the conference, the distance of the employee's regular commute will be subtracted from the total miles driven. (See AR 7400 Travel Expense Policy)

#### **MEALS**

Payments for meals, including gratuities, shall be reimbursed at no more than the subsistence rate of fifty (\$50) dollars per day except where reimbursement from another agency exceeds this limit. Education Code Section 32435 prohibits reimbursement for alcoholic beverages. If the employee does not provide receipts for his/her meals, reimbursement will be limited to \$6 for breakfast, \$10 for lunch, and \$18 for dinner. When the cost of a meal is included in a registration fee of a conference, no other allowance for that meal will be reimbursed.

#### **CASH ADVANCE**

A cash advance payment of no less than \$150 for estimated travel expenses is authorized for board members and employees on official business of the District under the following conditions:

1. Advances will be allowed for transportation (excluding mileage), lodging and registration fees only.
2. Persons requesting advance payment shall complete the appropriate request form, not less than 10 days prior to the need of advance.
3. Failure to finalize your claim within 30 days of your travel will preclude further cash advances.

Employees will be notified when the advance check is ready. The check may be picked up in the Accounting Department.

#### **REIMBURSEMENT:**

**SUBMIT ORIGINAL CONFERENCE/TRAVEL REQUEST and ALL ORIGINAL RECEIPTS for reimbursement within 20 days after returning from the conference.**

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. Costs for travel the day before conferences will only be reimbursed when it is not feasible.

- Include only actual and necessary expenses. (Education Code, section 87032). In all cases, charges should be reasonable for the time and place where the conference or meeting is held. Unreasonable requests for reimbursement will not be refunded.
- TIPS: Effective July 1, 2019, all tips will be reimbursed at a maximum of 10% for service, including tips for Uber, Lyft or any other transportation. Receipts or proof of expense are required for reimbursement. Alcoholic beverages are not reimbursed per Ed Code 32435.
- If accompanied by another person, obtain hotel receipts for a "single" room. If you share a room with another employee, only one should claim the reimbursement.
- Do not average costs. If high costs are incurred on one or more days, list them.
- Reimbursement for telephone calls will be allowed if incurred while conducting College business, as well as brief calls to your residence to inform of a safe arrival at your destination.
- Individual membership dues are considered personal expenses not reimbursable by the District.
- Claims must be submitted for reimbursement by July 10<sup>th</sup> for the previous fiscal year.