

**Business and Fiscal Affairs****AP 6311 TRAVEL AND CONFERENCE REIMBURSEMENT**

## References:

Education Code 87032  
Government Code 11139.8  
U.S. Department of State  
Department of Homeland Security  
Internal Revenue Service (IRS)

**Employee Travel Reimbursement**

District employees and members of the Board of Trustees are entitled to request reimbursement for travel and conferences made on the District's behalf.

All claims for reimbursement must be accompanied by original receipts. The claim shall be submitted no later than **45 days** after the date of travel.

Prior Board approval must be obtained for any travel at District expense if the total travel expense will exceed \$10,000 for any one event or purpose, without regard to the number of individuals traveling.

If the employee is issued a District credit card, the employee should use the card to pay for all expenses related to official business travel, including event registration, lodging, meals, and transportation. Meals shall not exceed the per diem rates.

Employees shall make their own travel arrangements.

It is the District's intent that no employee shall incur a personal financial gain as a result of traveling on district business.

**Prior to travel**

Prior to traveling for a district-related conference or event, the employee must complete "Section I" of the Conference Attendance Reimbursement form and submit it to his/her supervisor/budget administrator for approval regardless of the funding source. Once approved, retain the form and complete after attending the conference.

**Prepayment**

Prepayment for registration, hotel and airfare may be made through a District/personal credit card or a check request. Claims for prepayment reimbursements may be processed upon incurring the cost and prior to the conference or event. The employee

shall submit a check request for each vendor who is to receive a check for prepayment. A copy of the approved and signed conference attendance form and back-up documentation for the prepayment expenses must accompany the check request.

### **Upon completion of travel**

After the conference, complete "Section II" of the original form (including all prepaid expenses), attach all applicable original receipts, secure appropriate approval signatures, and submit the form to Accounts Payable. The reimbursement request should include all expenses (hotel, airfare, car rental, mileage etc.) for the one event. The form and documentation will be reviewed by Accounts Payable who will then issue a reimbursement check or ACH transfer.

### **Meals**

For a one day trip (less than 24 hours) that does not require an overnight stay, no meal reimbursement will be provided.

For trips that exceed 24 hours, the average of the daily California per-diem meal reimbursement rate established by the U.S. General Services Administration shall be applied. Employees are not eligible for meal reimbursement if the conference is providing the meals or if the meals are charged on a District-issued credit card. If meals are charged on a District-issued credit card, the employee will be responsible for the difference of the actual charge and the per-diem limit.

### **Rental Cars**

The standard size for automobile rental is a "compact" unless more than two employees share a single vehicle. Car rentals are allowed one day before or after the conference. There will be no reimbursement for car rentals that are beyond the conference period.

### **Airfare**

Air travel shall be by regularly scheduled airlines in coach class with standard check-in. All expenses above the regular coach class and standard check-in **will not be reimbursed** by the District. Upgrading to a more expensive class or early check-in is allowed but only at the employee's expense.

### **Hotel**

While traveling on District business, employees are encouraged to stay at moderately priced hotels. Employees are also encouraged to stay within the hotel where the conference is taking place. Expense items for the following will not be reimbursed: expenses for spouse or children, personal use items, hotel laundry, in-house movies, alcoholic beverages, telephone calls or wireless internet (other than for Conference/District business). Hotel stays are allowed one day before or no more than one day after the conference, depending on the location of the conference. Hotel stay that exceeds the conference period will be at the employee's expense.

## **Mileage**

Mileage for the use of a personal vehicle will be reimbursed at the current IRS-approved rate. The rate is intended to cover all costs associated with operation of the vehicle, including insurance, repairs, fuel, and other operating expenses. In most cases reimbursement will be based upon the distance from the District/College to the conference destination using the "Standard Mileage" list. If the destination is not identified on the "Standard Mileage" list, you may be asked to provide an internet map showing the total miles traveled. If attending a meeting or conference, a copy of the agenda or announcement with location and date must also be provided (excluding meetings at the District or colleges).

When traveling between campuses, mileage may be claimed for roundtrip travel if the employee is returning to his/her primary work location to continue the workday. If the employee travels to the sister college and ends his/her work day at that location, mileage may only be claimed one way. If an employee starts and/or ends his/her workday at a location other than the primary work location, mileage may be claimed from the primary work location to the off-site work location (not including District sites).

Mileage expenses may be allowed between the employee's residence and the common carrier or destination if the business travel originates or terminates before or after the employee's working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement purpose. Mileage for personal excursions while at a conference will not be reimbursed. If it is determined that airfare to the conference/event, plus the estimated cost of a rental car, would have been less expensive than the reimbursement for using a personal vehicle, the employee will be reimbursed at the cost of the airfare, plus the estimated cost of a rental car.

Claims for mileage reimbursements may be submitted as frequently as needed, but at least once a quarter.

The use of personal vehicles by employees on District business is at the employee's own risk. An employee's personal vehicle insurance is considered primary coverage.

## **Student Travel Reimbursement**

District funds may be used for students' travel which may involve participating in competitions; conferences; workshops; meetings; and social, educational, and cultural activities. The procedure pertains to student travel for activities that are organized and sponsored by the College including travel that is funded by the Associated Students. All funds used to pay for student travel shall comply with allowable funding source requirements (auxiliary, grant or categorical programs).

It is preferred that the District chaperone, coach, or instructor attending the event utilize their District credit card to pay for group meals and travel expenses (travel arrangement). When possible, payments for student travel shall be paid directly to the vendor.

In an event where cash advance is needed for meals, the chaperone, coach, or instructor may submit a Check Request Form to the District Finance Office to request for a check made out to the chaperone, coach or instructor (must be District employee). They are responsible for disbursing the cash to the students and ensuring they track the disbursement on a list. The student must sign the list acknowledging receipt of the cash amount. The amount may not exceed the District's per diem rate. Students are not entitled to per diem and must provide receipts for all meals. Alcohol expenses on any meal receipt shall be paid by the individual. All unspent funds shall be returned to the District Finance Office no later than three business days after the event.

Students who are seeking travel reimbursement for official college business shall complete the Travel Reimbursement Request for Non-Employee Form and a signed W-9 form. They are required to comply with the employee travel reimbursement procedure.

Reference AP 4300 for Student field trip and excursion procedure for additional guidance.

### **Foreign Guest Speaker Travel Reimbursement**

A foreign guest speaker who is invited to speak at the college may be reimbursed for travel expenses under the American Competitiveness Workforce Act of 1998 and the IRS regulations. Such amounts are excludable from the individual's income, are not reported as compensation, and are exempt from withholding and payment of employment taxes.

It is preferred that the department make the travel arrangements in advance and pay for the travel expense utilizing a district-issued credit card. Travel arrangements shall be in compliance with the Employee Travel Reimbursement procedure as it relates to airfare, hotel, and car rental.

Travel reimbursements to foreign visitors, including advances for airfare and reimbursements for travel expenses, may be restricted by the visitor's visa status or other requirements established by the Department of Homeland Security. In most cases, additional documentation must be provided by the visitor in advance of the reimbursement.

A foreign guest speaker is expected to comply with the District's Travel and Conference Reimbursement procedure. The guest speaker is not covered under the District's liability insurance and is expected to purchase his/her own insurance coverage. Non-employee meals will be reimbursed based on actual cost which shall not exceed the District's per diem rate. The reimbursement request must be supported by itemized receipts regardless of the amount. Alcohol expenses on any meal receipt shall be paid by the individual. Non-employees are not allowed meal per diem.

Prior to the arrival of the foreign guest, the requestor must complete the Travel Reimbursement Request for Student and Foreign Guest Speaker Form for the foreign guest speaker. The travel request shall be approved by the Supervisor or Department Manager and the VP of Administrative Services prior to the event. After the event, the requestor shall complete the form on behalf of the foreign guest speaker and have him/her sign as the claimant. The Supervisor or Department Manager needs to approve the reimbursement amount. Finally, the VP of Administrative Services shall approve and validate the supporting documents and ensure there are sufficient budget to cover the travel reimbursement. The completed form is submitted to the District Finance Office for final review and processing. After receipt of the form, the District Finance Office shall process the reimbursement within seven business days.

A citizen of a foreign country who wishes to enter the United States must first obtain a visa, I-94 or waiver status on their passport. Before hosting a foreign visitor, the hosting department should ensure that the foreign visitor has the proper visas. Foreign visitors are issued an I-94 (arrival/departure card) showing their travel status, which determines eligibility for reimbursement. Visitors from certain countries traveling under the VISA Waiver Program (VWP) on WB status are not issued a paper I-94, rather the WB status is indicated on their passport. There are no exceptions to visa requirements. All foreign visitors shall provide proof of proper visas prior to visiting the campus.

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**Date Approved: August 7, 2019**