

## AP 7400 Travel

- Reference: *Educational Code Section 87032, Code of Federal Regulations Part 200.474*

Members of the Board of Trustees and District employees shall be reimbursed for approved travel and conference expenses in accordance with the procedures in this section. These procedures do not pertain to students or independent contractors who seek similar reimbursement.

### General Travel Guidelines and Allowable Expenditures:

Prior to travel, all employees must obtain written approval by submitting appropriate travel form(s), to their immediate supervisors. Required conference registration, airfare, mileage, car rental, and lodging information (if applicable) must be noted on the appropriate travel form.

Foreign and out of state travel requires approval of the College President/Superintendent.

The reimbursement for international travel will be based on the U.S. Department of State travel guidelines, which can be found at its website:

[https://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](https://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

#### *A. Registration & Conference Fees*

Registration fees for an event or conference at which attendance has been approved should be paid for with a District Cal-Card when possible. Registration fees paid directly by an employee will be reimbursed after the conference is completed and proof of attendance is submitted.

#### *B. Lodging*

While traveling on District business, employees are encouraged to stay at good hotels. Premium accommodations should be avoided unless no other suitable arrangements are available or special circumstances justify their use. Hotel arrangements should only be sought when staying overnight and the hotel is outside a 50-mile radius from the District.

#### *C. Meals*

The District reimbursement for meals is based on the Federal government meals expense rate. The meal cost, periodically adjusted for inflation, is \$70, and shall be paid per the following schedule:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
<b>Total:</b>	<b>\$70.00</b>

#### For the first day of travel if the trip begins:

- At/before 6 a.m. Breakfast may be claimed
- At/before 11 a.m. Lunch may be claimed
- At/before 5 p.m. Dinner may be claimed

#### For the end of a trip of more than 24 hours, if the trip ends:

- At/after 8 a.m. Breakfast may be claimed
- At/after 1 p.m. Lunch may be claimed
- At/after 7 p.m. Dinner may be claimed

#### *D. Mileage*

If a personal vehicle is used, the employee is eligible for mileage reimbursement, which recognizes the cost of gas, oil, normal wear and tear, and insurance. The District reimburses actual mileage and shall be paid at the Internal Revenue Service (IRS) rate in effect at the time of the travel. Generally mileage is computed between the employee's working base and approved travel destination. However, if an employee travels from home directly to a conference destination on a workday, he/she will be reimbursed for mileage between working base and destination or between home and destination, whichever is shorter. For travel on a non-workday, the employee may be reimbursed for mileage between home and destination.

Damage to a privately owned vehicle used for district business is covered by the individuals' private insurance, cost for which is also included in the mileage reimbursement.

#### *E. Intercampus Travel*

Work related travel between Fremont and Newark Campuses for full-time employees is reimbursable at the rate 7.45 miles one-way and 14.9 miles round-trip.

Reimbursement for inter-campus travel for part-time faculty is determined by the Bargaining Agreement.

#### *F. Automobile Rental*

The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use is impractical as determined by the direct supervisor. The use of the most economical vehicle will be required, if available and otherwise appropriate. Employees are encouraged to carpool in rented vehicles when possible. The District insurance does not cover physical loss of, or damage to, rental vehicles. Rental agencies normally provide full coverage insurance for a nominal fee and may be purchased and included in the expense reimbursement. Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates. Mileage cannot be claimed when/if a rental vehicle is utilized, but cost of gas is reimbursable to the employee.

#### *G. Use of District Vehicle*

The use of District owned vehicles needs to be approved by an authorized District manager and may only be used for District purposes. Personnel operating District owned vehicles shall not permit persons other than District employees or persons required to be involved in the performance of duty or as otherwise authorized to ride as a passenger in their vehicle.

- All use of District vehicles must be authorized by a Department Supervisor.
- Drivers of District vehicles must be at least 18 years old and have a valid driver's license.
- Drivers of District vehicles must observe all state and local laws.
- Drivers of District vehicles who receive a traffic citation or parking ticket while on official District business will be personally responsible for the citation or ticket.
- An employee of the District may not drive a District vehicle while under the influence of intoxicating liquor or illegal drugs nor may he/she use any tobacco products while in the vehicle.

## ***H. Air Transportation Cost***

District employees can use air transportation only with written pre-approval from the Division Vice President. Employees are strongly encouraged to book well in advance of travel to secure the lowest fares. Employees should ensure plans are confirmed prior to purchasing tickets with flight restrictions or no-refund clauses.

## ***I. Other Transportation***

Some other allowable transportation related expenses are: parking fees; highway tolls; shuttles; taxi cabs, gas for rental car, or other transportation services (Uber, Lyft, etc.).

## ***J. Receipts***

All claims for reimbursement must be accompanied by "original" itemized receipts. In certain instances (toll, taxi, etc.); when receipts are not furnished, the reimbursement request must clearly explain the nature of the charge and why a receipt was not provided.

## ***K. Submitting Travel Expense Report***

Within 30 days after completion of the travel, employees shall submit the appropriate travel form(s) and supporting documentation with receipts to Accounts Payable. Accounts Payable will verify documentation and required signatures.

## ***L. Non-reimbursable Expenses***

Certain travel expenses are considered personal expenses and not essential to District business. Some examples of non-reimbursable expenses include entertainment expense, leisure tours or personal side trips, personal telephone calls, traffic or parking citations, individual membership dues or fees, toiletries, and alcoholic beverages.

## ***M. Exceptions***

Any exceptions to the stated District Travel Guidelines will need to be approved by the College President/Superintendent.

**See Board Policy #7400, Travel.**

*Adopted: September 2018*