

# *San Diego Community College District*

Procedure 8960.2

July 1, 2000

## **DISTRICT TRAVEL PROCEDURES**

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- I. SCOPE
  - A. To specify the general procedures and methods for implementing a Travel Program for District faculty, staff, board members and student representatives.
  - B. To establish legitimate categories of travel expense and limitations relative to each.
  
- II. POLICY BASIS
  - A. This Procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.
  - B. All travel activities addressed by this Procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.
  - C. Per diem rates established by the District will be periodically revised to determine appropriate levels based on state and federal guidelines.
  
- III. DEFINITION AND APPROVAL OF OFF-CAMPUS TRAVEL
  - A. For purposes of this Procedure, off-campus travel shall be defined as including international, regional, state or sectional meetings whose principal business includes institutional, professional and/or instructional activities. It also includes attendance at seminars, workshops and training sessions conducted by other agencies for the personal development of employees for which the training sessions will also benefit the District. It also includes business mileage incurred in connection with attendance at these meetings and workshops.
  - B. Not included in this definition are meetings that pay a salary or honorarium to participants and meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
  - C. Board of Trustees, faculty, staff, and student representatives of the District are authorized to travel on behalf of the District and will be reimbursed for necessary expenses within budget appropriations and maximum per diem allowances. District travel is subject to the following final approval:
    - 4. Out-of-Country                      Chancellor
    - 5. Out-of-State travel                  President or Assistant Chancellor
    - 6. In State (one or more days)      President, Authorized Designee or Assistant Chancellor
    - 7. In State (less than one day)      Appropriate Manager
  
- IV. SUBMISSION OF TRAVEL REQUESTS AND PAYMENT OF TRAVEL EXPENSES
  - . The District Business Services Department will monitor all approved Travel Requests with or without expenses and will process all payments of travel expenses regardless whether these expenses are paid in advance or reimbursed to the employee.
  - A. All campuses and District Office departments must have a designated campus travel liaison officer(s), who will assist the District Business Services Department in monitoring all travel requests submitted from their respective campuses or departments. The travel liaison officer(s) will also assist the employees or department in completing the required travel and expense forms, and must review all travel requests and payment forms for

accuracy, completeness and approval signatures before being submitted to the District Business Services.

- B. Employees who order airline tickets from any District approved travel agency must fax or send a copy of their approved Travel Request to the District Travel Agency.
- C. At the time the Travel Request is filed, the employee must furnish in full all the information requested on the Travel Request Form (upper portion of the form).
- D. All approved Travel Requests With Expenses must be submitted to the District Business Services no later than two weeks in advance of required deadlines for hotel, registration, etc. Approved Travel Request Without Expenses must be submitted before the actual departure date.
- E. All Travel Expense Claims (lower portion of the Travel Request form) must be finalized and submitted to the District Business Services Department not later than ten (10) days after the last day of travel. A Travel Expense Claim must be submitted even if the employee did not incur any out-of-pocket expense or the trip was cancelled.
- F. Original receipts are required for all business travel expenditures such as lodging, conference and registration fees, transportation (including airfare, bus, car rental, taxi cab, etc.). Receipts are not required for meals, tips, and other incidentals since these come out of the daily per diem allowance. Exceptions to providing original receipts should be documented and approved by the campus President, Assistant Chancellor or the Chancellor. Exclusion of original receipts may result in disallowance of reimbursements.
- G. When an employee has been authorized to travel off campus to attend meetings called by an agency of the State of California or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed when requesting travel approval. The site/department will be responsible for billing that agency for reimbursement of expenses and a copy of the bill should be submitted with the travel expense claim. The employee will be reimbursed by the District for all allowable expenses. All third party agency reimbursements must be deposited in the appropriate District account.
- H. At the discretion of the Chancellor, or Assistant Chancellor, Business Services, employees may be reimbursed for actual and necessary expenses incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond employee control.

V. EXPENSES FOR LODGING, MEALS AND INCIDENTALS

- . The cost of lodging shall be reimbursed up to the cost charged by the host hotel. If rooms are not available at the host hotel, the maximum reimbursement for lodging will be 120% of the host hotel rate. Payment for lodging will be made directly to lodging when feasible. The original copy of the actual itemized receipt for lodging expense must be submitted with the reimbursement claim. 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 unless the lodging facilities do not have single occupancy rates.
- A. If the employee is on full-day travel status, they may claim the reimbursement of actual meals up to the full amount of the per diem rate with limitations for local travel and the time of departure and arrival in San Diego County. The employee may have the option of reporting only the total amount of meals being claimed for the whole day as one line item on the Travel Expense Claim section of the Travel Request without itemizing amounts claimed for breakfast, lunch, dinner or other incidental expenses.
- B. If the employee is on a partial-day travel status, they must itemize the meals showing whether the amount is for breakfast, lunch or dinner on the Travel Expense Claim Section of the Travel Request. The actual cost of meals allowed for partial day of travel should not exceed \$10.00 for breakfast, \$15.00 for lunch and \$21.00 for dinner, which includes tax, tips and other incidental expenses.
- C. If the employee travels on a multiple day trip and departs after 8:00 AM they are considered to be on partial-day travel status for their first day of travel. On the employee's return, if they arrive in San Diego before 5:00 PM, they are considered to be on partial-day status on their last day of travel.

- D. If the employee travels on a multiple day trip and leaves before 8:00 AM, they are considered to be on full-day travel status on their first day of travel. On the employee's return, if they arrive in San Diego after 5:00 PM of that day, they are considered on a full-day travel status on their last day of travel.
- E. Reimbursement for the cost of meals for travel within San Diego is also allowed if the travel falls on a weekend or on a District holiday.
- F. Actual cost of meals, including tax, tips and other incidental expenses up to the maximum allowable per diem of \$46.00 per day, shall be allowed and may be reimbursed, upon submission of the completed Travel Expense Form.
- G. Lodging should be prepaid directly to the hotel by way of a voucher submitted with the Travel Request, or it may be reimbursed to the employee by submission of the Travel Expense Claim after completion of travel. Payment of cash advance to the employee for lodging is not allowed.
- H. If business telephone calls are included in the hotel bills, these should be identified and marked as such and reported separately on the Travel Expense Claim.
- I. Unallowable expenses included in the hotel bills, such as personal phone calls, entertainment charges like video rentals, alcoholic beverages, etc., should be identified and marked as such and fully deducted from the total amount for reimbursement.
- J. Food charges included in the hotel bills must be deducted and claimed separately up to the extent of the per diem allowance.
- K. Receipts are not required for cost of meals including tax, tips and other incidental expenses up to the District approved rate of \$46.00 per day.
- L. Meal and lodging expenses that exceed the District guidelines can only be approved by the Chancellor. For variances, a written explanation must be attached to the expense report and the actual cost must be fully supported by an original copy of the itemized receipts.
- M. Reimbursement for cost of meals for travels within San Diego County is not allowed unless it is included in the registration fee or when the time spent for meals is an integral part of the conference or meeting sessions and was pre-approved by the Chancellor, President or Assistant Chancellor.
- N. If the employee incurs business meal expenses for others, a written explanation must be attached. This explanation should include the name and affiliation of the other party and purpose of the expense.

#### VI. REGISTRATION COSTS

- . Registration fees charged in connection with approved attendance at conferences, convention committee meetings, in-service training, seminars and so forth, are allowable at actual cost. Actual charges must be verified by a bona fide registration application form. Employees must submit a brochure, flyer, registration form or other announcements about the conference with the Travel Request. Registration should be prepaid directly to the conference by way of a voucher submitted with the Travel Request, or it may be reimbursed to the employee by submission of the Travel Expense Claim after completion of travel. Payment of cash advance to the employee for registration fees is not allowed.

#### VII. TRAVEL WITH PERSONAL CAR

- . Persons authorized to travel with expenses who wish to drive their own car for personal reasons may do so if absence from the job is not greater than that required by public transportation. The personal vehicle and the driver must be licensed, registered and covered with adequate insurance.

- A. Employees will be reimbursed at the Board-approved mileage rate and is subject to the following stipulations.
- B. Mileage shall be calculated as the distance from the employee's regular work location to the business travel destination(s) and return to their regular work location.
- C. In computing business mileage – Starting and finishing points shall be the regular work location of the employee. If the employee does not depart from their regular work location at the beginning of the business day, or return to that work location at the end of the day, they shall deduct from total mileage:
  - 1. The distance from home to the first business destination; or
  - 2. The distance from home to the regular work location, whichever is less.
- D. Transportation-related expenses, which are directly associated with business mileage and reasonably incurred, shall be reimbursed. Allowable expenses include such costs as parking fees, bridge, highway and tunnel tolls. These should be itemized and listed separately on the travel expense report and adequately receipted.
- E. Other expenses incurred in the use of a personal car, such as gasoline and oil, repairs, registration, licensing, insurance premiums, traffic and parking violations, and any damage to personal vehicles brought by third parties arising from accidents in which the employee may be involved, unless such is specifically authorized by board action, will not be allowed.
- F. If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage and transportation-related expenses.
- G. Mileage reimbursement may not exceed the total cost of coach airfare.
- H. Employees who incur mileage expenses for business trips outside San Diego County should submit a Travel Request form for reimbursement of their mileage and related travel costs.
- I. For business mileage incurred in the regular conduct of business within San Diego County, please refer to Procedure 8960.1.

VIII. OTHER TRANSPORTATION EXPENSES

- . Transportation expenses include all necessary official travel on railroads, airlines, ships, buses, and public conveyance. The method of travel must be indicated on the Travel Request Form. Claims must be supported by ticket stubs, travel itinerary, boarding passes or receipts provided by the commercial carrier/ticketing agent.
- A. The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. First class air travel rates will not be allowed unless there is no other rate available to reach the required destination and prior approval for first-class air travel has been secured from the Office of Chancellor. Any increases in fare resulting from stopovers not required for the conduct of official business will be at the employee's expense. Airline tickets must indicate whether these are purchased and paid by the employee and will be reimbursed to the employee or these are purchased by a District-approved airline agency and will be paid directly to that agency.
- B. Transportation to and from the commercial carrier terminal at the conference site, or from one meeting location to another, or to and from a hotel, by van, bus, or taxi, or whatever is most practical under the circumstances, shall be allowable expenses.
- C. 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 by the Chancellor, President or Assistant Chancellor.
- D. Other necessary transportation-related expenses (i.e., airport shuttle, airport fees) which are directly associated with conference or meeting attendance shall be allowable expenses.
- E. Incidental travel expenses such as tips of any kind, postage, baggage transfer and other business expenses for which receipts are not issued, may be allowed however it must be part of the daily per diem allowance. All travel expenses being claimed for which receipts are required but no receipts are submitted by the employee will likewise be considered

part of the per diem allowance unless explained in writing and separately approved by the campus President, Assistant Chancellor or the Chancellor.

IX. MISCELLANEOUS TRAVEL EXPENSES

Unanticipated or extraordinary expenses essential to the transaction of official District business are reimbursable to the employee when reasonably incurred, approved, evidenced by valid receipts, and itemized. Allowable expenses include items such as minor supplies, postage, reproduction costs, laundry and valet services for trips in excess of four nights, and telephone or electronic communication expenses incurred while conducting District business.

X. 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.
- A. Transportation to or from places of entertainment and similar facilities.
- B. Conference-arranged leisure tours of personal side trip expenses.
- C. Personal phone calls.
- D. Individual membership dues or fees.
- E. Traffic or parking citations.
- F. Alcoholic Beverages.

XI. ADVANCE PAYMENTS AND DIRECT EXPENSES

- . A cash advance payment of calculated travel expenses is authorized for official business of the District under the following conditions:
  - A. If cash advance or direct payments are requested, separate vouchers for each payee must be submitted with the Travel Request and each voucher must be noted on the Travel Request form. Conference registration fees, lodging or air transportation should be paid directly to the vendors by way of a separate voucher for each vendor submitted with the Travel Request. If airline tickets are purchased through the District Travel Agency, a separate voucher is not necessary. The District will pay the tickets directly to the travel agency by using the Ticket Billing copy of the Travel Request.
  - B. Vouchers for cash advance and direct payments must be submitted to the District Business Services with the approved Travel Request at least two (2) weeks in advance of travel. Each voucher should reference the Travel Request.
  - C. Voucher for cash advance to the employee is allowed if the estimated out-of-pocket expense is at least \$200.00.
  - D. Direct payments to Vendors are allowed for registration fees, lodging and transportation. If the airline ticket is to be directly paid by the District, it should be noted on the Travel Request and the approved Travel Request must be faxed to the travel agency for reference when ordering the airline tickets.
  - E. The employee will be personally liable to the District for the cash advance and all direct payments, if any, until they submit their satisfactorily completed and approved Travel Expense Claim, which is the bottom portion of the Travel Request form.
  - F. Any unused cash advance must be repaid immediately to the District upon submission of the Travel Expense Claim.
  - G. Cash advances and direct payments for subsequent travel requests will not be allowed if the employee has an outstanding travel request, which is already overdue for liquidation.

XII. DISTRICT ORGANIZED EVENTS AND SPECIAL ACTIVITIES:

- . Expenses incurred by the District for organizing off-campus events and special activities such as staff development retreats, meetings, and workshops are not reportable on a Travel Request. Expenses for these events such as rentals for the use of facilities, group lodging and catering, bus charter or group transportation, rental of equipment, professional fees, etc. shall be processed through Purchase Requisitions or Purchase Orders.

- A. An employee who attends an off-campus event or special activity organized by the District should submit a Travel Request for the payment or reimbursement of registration fees, mileage, lodging, meals, etc., other allowable expenses when such expenses are not provided free at the event.

XIII. STUDENT TRAVEL AND OFF-CAMPUS STUDENT ACTIVITIES:

- . Students attending field trips, excursions, classes convened off-campus and co-curricular activities are covered under District Policy/Procedures 3120 and 3125.
- A. The necessary expenses of District employees acting as staff/chaperones may be reimbursed through the submission of a Travel Request.
- B. Students who attend meetings and conferences to represent the District may be accompanied by a District employee acting as chaperone or advisor. The District employee acting as chaperone or advisor will report and account for all the allowable travel expenses of the student on the employee's Travel Request. If there is no employee acting as chaperone or advisor, the student must submit a Travel Request for the payment or reimbursement of the allowable travel expenses.

XIV. GROUP TRAVEL

- . A group Travel Request may be submitted for a group of employees under the following circumstances:
  1. They must travel together to the same destination as a group.
  2. All members of the group must belong to the same department.
  3. Air travel is not involved.
  4. A leader, who is responsible for reporting and claiming all travel expenses, must be designated by the group.
  5. All expenses being claimed must be incurred as a group and the other members of the group are not claiming any expenses reimbursement.
  6. The group's Travel Request will have the name of the leader with the phrase, "ET.AL.". A separate sheet must be attached to the Travel Request indicating the names and social security numbers of all the members of the group.
- B. A group Travel Request may also be used for one or more persons where one of them is a District employee hosting or accompanying an official guest, or acting as the advisor and chaperone of a District student to a conference, meeting, or workshop. All allowable travel expenses must be reported and accounted for by the employee. Where the official guest or student travels alone as representative of the District, they must submit their own separate Travel Requests.
- C. The use of a group Travel Request must be restricted to travels where the priority of need over internal control may be justified as being in the best interest of the District.

IV. PERSONNEL CONSIDERATIONS

- B. Salary Status During Travel
  1. A contract 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 from his/her normal work assignment.
- C. Leave-of-Absence During Travel
  1. When leave-of-absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be documented via memo and attached to the travel request reimbursement claim. No expense of any kind will be allowed for time in a leave-of-absence status.
- D. All employees may be requested to submit a report and share the knowledge they gained from their travels with other District employees who have the same interests.

V. TRAVEL SERVICES

- . The District shall maintain a current and active business relationship with one or more travel agencies. Through an open and competitive process, travel services shall be arranged to serve individual travelers with reservations and ticketing capability. The quality of service will be reviewed annually.
- A. District travel liaison will utilize the District approved list for agencies. See [Appendix A](#).

APPROVED \_\_\_\_\_  
Augustine P. Gallego, Chancellor

OFFICE OF PRIMARY RESPONSIBILITY  
Business Services

SUPERSEDES: 8060.2  
Date: July 16, 1976; March 1, 2000