

# Chapter 7 – Human Resources

## AP 7400 Conference and Travel

### Reference:

Education Code Section 87032; Missing Itemized Receipt Affidavit

When funding is available, the College 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 College.

### Authorization to Attend

All travel and conference requests must have prior approval of at least ten (10) working days by the appropriate vice president or manager on the College-approved Travel and Conference Request form. Approval by the President/CEO, or designated Vice President, is required for out-of-state/country travel. A Travel and Conference Request form is required, even if there is no cost to the College or costs are paid or reimbursed by a third party.

Authorization to approve travel and conference requests, within budget, has been delegated by the Board of Trustees to the President/CEO or designee. The President will provide quarterly reports to the Board of Trustees on all professional travel and conference.

### Travel and Conference Expenses Allowed

Reimbursable transportation expenses include all necessary official travel on railroads, airlines, buses, private vehicles, and other usual means of conveyance. All claims for reimbursement must be supported by original itemized ticket stubs, original itemized receipts, or e-mail receipts provided by the commercial carrier.

- 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 College.
- When attending a conference to which the employee has traveled by common carrier, the employee may rent an automobile for local transportation. The cost of the car rental shall be the most economical available. Employees should not add the additional insurance coverage offered by car rental agency. Collision and liability are covered by the College's insurance carrier.
- Reimbursement for travel by private vehicle shall not exceed the lowest comparable commercial airfare. Other transportation-related expenses, which are directly associated with the conference or meeting attendance and are reasonably incurred, shall be reimbursed. Allowable expenses include fees such as: parking, toll, ferries, buses, taxis, and subways. All transportation-related expenses claimed shall be authenticated by original itemized receipts.

- Mileage reimbursement for business travel shall be at the prevailing IRS standard rate. Mileage shall be calculated as the distance from the employee's regular work location to his/her off-campus business destination and return to the regular work location.
- If the employee does not both leave and return to his/her regular work location, the total miles driven less the regular work commute miles shall be reimbursed.
- Mileage to and from an airport or train station in excess of the regular commute miles shall be reimbursed.
- If two or more employees share a personal vehicle, only one employee shall be reimbursed for mileage expense.
- An employee using his/her personal vehicle on authorized College business is required to have personal automobile insurance; and it shall be primary and the College's coverage is secondary. Traffic and/or parking citations received while driving on College business are the responsibility of the employee driving the vehicle.

Registration fees charged in connection with approved attendance at conferences are allowable at actual cost.

- The registration expense will be reimbursed to the employee, if verified by an original registration receipt.
- Given adequate notice, the registration fee may be paid directly to the vendor by submitting a Request for Payment/Reimbursement and a copy of the official conference application form.

Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. A credit card receipt is not acceptable.

- If lodging is shared with another employee, each will be reimbursed only for his/her share of the charges.
- When an employee shares lodging facilities with a non-college employee (i.e., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate. All reimbursement claims for such instances must show the rate for single occupancy.
- Normally, lodging expenses are reimbursed for the actual dates of the approved conference. The night before and/or the night the conference ends may be reimbursed to accommodate travel arrangements. Any special circumstances that may occur that require a longer stay must be substantiated by a written statement.
- Given adequate notice, the lodging/hotel costs may be paid directly to the vendor by submitting a Request for Payment/Reimbursement and an original invoice from the hotel. Pre-payment of hotel costs require approval by the appropriate Vice President.
- **Use of AirBNB or other similar booking sites for conference and travel accommodations is not considered a reimbursable expense by the Board of Trustees.**

~~Reimbursement will be made for actual, necessary, and reasonable meal expenses. Requested reimbursements above \$30.00 per day requires submittal of itemized receipts.~~

- **Employees can submit to receive per diem for meals during multi-day travel. Per diem will not be paid for (1) single day trips (excludes trips with students), or (2) within District travel. Per diem will be paid based on the following rates: \$10 for breakfast, \$15 for lunch, and \$25 for dinner.**
- ~~When the cost of meals is included in the registration fee, separate reimbursement for the covered meals is not allowed.~~
- **When a meal is included as part of the conference or as part of the registration fee, per diem requests for those meals will not be allowed.**
- Reimbursement for alcoholic beverages is never allowed.

Miscellaneous travel expenses necessary to the transaction of official College business are reimbursable to the employee when reasonably incurred and evidenced by submission of valid itemized receipts.

- Allowable expenses incurred in conducting College business are: minor office supplies, postage, reproduction costs, telephone, and electronic communication expenses.

#### Travel and Conference Expenses Not Allowed

Certain travel expenses are considered personal expenses and not essential to College business. Such non-reimbursable expenditures include: entertainment expenses, movies, leisure tours or personal side trips, personal telephone calls, traffic or parking citations (except for those related to malfunctioning equipment on College owned/leased vehicles), individual membership dues or fees, and alcoholic beverages.

#### Work Day

Employees authorized to attend a conference/meeting will continue to receive regular pay during the conference/meeting. Overtime pay and compensation is not authorized for travel over and above the normal work day or days.

#### Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

#### Reimbursement

Reimbursement claims must be submitted to the employee's immediate manager within 30 calendar days of incurring the expense. All reimbursement claims require approval by the employee's immediate manager.

Missing Original Itemized Receipts:

In the event that employees are unable to provide original itemized receipts, the "Missing Itemized Receipt Affidavit" form must be completed. The use of this form, in lieu of receipts, should be rare and should only be used after every reasonable attempt to obtain an original or replacement receipt has been made.

The affidavit should include the description of the expense incurred, justification of the expense, reason for missing the receipt, and detailed description of steps taken to obtain an original itemized receipt or replacement receipt. In addition, an alternative proof of payment must be submitted (e.g. copy of credit card statement, front and back copy of cancelled check, packing slip with price list from vendor, copy of vendor invoice, etc.).

The affidavit must include claimant signature and must be approved by the immediate manager, President/Vice President of the area, and Associate Vice President, Fiscal Services or designee.

Once all approvals have been obtained and proof of expense has been substantiated, the reimbursement will be processed.

Approved: March 25, 2015

Reviewed: August 17, 2016

Reviewed: October 2017