

Chapter 7 – Human Resources

AP 7400 Conference and Travel

References:

Education Code Section 87032; **2 Code of Federal Regulations Part 200.474**; Missing Itemized Receipt Affidavit; **Senate Bill 447: BRIDGE Act**

When funding is available, the College encourages members of the faculty, administration, classified **and confidential** staff, and governing board to participate in off-campus conferences, meetings, and similar activities which **that** will enhance the programs of the College. **Nothing in this procedure shall be interpreted to require a College employee to travel to a state or states that have enacted a law that would discriminate on the basis of sex, sexual orientation, gender identity, or gender expression, or that has the effect of prohibiting conduct or activities otherwise protected under the laws of this state.**

Authorization to Attend

All travel and conference requests must have **receive** prior approval of at least ten working **business** days by the appropriate vice president **Vice President or President/CEO** or **and** manager on the College-approved Travel and Conference Request form. **Approval of a funding source does not guarantee travel approval until signed by the immediate manager and appropriate Vice President or President/CEO.** 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~~ **outlining the purpose of the trip must be submitted and approved exclusively through the College-approved system, even if the travel results in no cost.**

Authorization to approve travel and conference requests, within budget, has been delegated by the Board of Trustees to the President/CEO or designee.

Out of State Travel

~~In AB 1887, the California Legislature determined that “California must take action to avoid supporting or financing discrimination against lesbian, gay, bisexual, and transgender people.” (Government Code Section 11139.8, subdivision (a)(5)).~~

The list of banned states can be found at: [California Office of the Attorney General](#) and currently includes: ~~Alabama, Arkansas, Florida, Idaho, Iowa, Kansas, Kentucky, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, and West Virginia (as identified by the California Office of the Attorney General, per AB 1887).~~

State or College funded out-of-state travel will not be allowed to the list of banned states unless one of the following conditions is met:

- ~~1. Enforcement of California law, including auditing and revenue collection.~~
- ~~2. Litigation.~~
- ~~3. To meet contractual obligations incurred before January 1, 2017.~~
- ~~4. To comply with requests by the federal government to appear before committees.~~
- ~~5. To participate in meetings or training required by a grant or required to maintain grant funding.~~
- ~~6. To complete job required training necessary to maintain licensure or similar standards required for holding a position in the event that comparable training cannot be obtained in California or a different state not affected by AB 1887.~~
- ~~7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.~~
- ~~8. Approval of the appropriate Vice President/Provost.~~

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 itemized ticket stubs, 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~~ **based on** 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. **Exceptions may be made with manager approval.**
- 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 **agencies**. 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. Exceptions may be made with manager approval. Other transportation-related expenses, ~~which~~ **that** 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 **claims for** transportation-related expenses ~~claimed~~ shall be authenticated by 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 **their** off-campus business destination and return to the regular work location.

- If the employee does not both leave and return to his/her **their** 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 expenses.
- An employee using his/her **their** personal vehicle on authorized College business is required to have personal automobile insurance, and it **which** 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 a 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.~~
Lodging will be reimbursed at a reasonable cost not to exceed \$250 per night before taxes/fees, or at the documented conference rate. Requests for exceptions must be reviewed and approved by the appropriate Vice President or President/CEO in advance of the travel date. For conference travel, lodging is typically arranged by the conference organizers, and the conference rate is what will be reimbursed unless the employee selects a lower-rate hotel or if the appropriate Vice President or President/CEO has preapproved an exception for a higher rate. An itemized receipt for lodging expenses 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.~~ **Employees shall not share a room with another employee unless authorized by the appropriate Vice President or President/CEO.**
- 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~~ **lowest rate regardless of occupancy or room type**. All reimbursement claims for such instances must show the rate for single **or double** 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 **from the employee and authorized by the appropriate Vice President or President/CEO.**

- Given adequate notice, the lodging/hotel costs may be paid directly to the vendor by submitting a Request for Payment/Reimbursement and an invoice from the hotel. Pre-payment of hotel costs requires approval by the appropriate Vice President.
- Use of ~~AirBNB~~ **Airbnb** or other similar **third-party** booking sites for conference and travel accommodations is not considered a reimbursable expense ~~by the Board of Trustees~~.

Reimbursement for meal expenses will be made on a per diem, per meal basis, unless otherwise authorized. **The per diem rates are reviewed by President's Cabinet and approved by the President/CEO.**

- Employees can may 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) **travel** within **the District travel service area**. Per diem will be paid based on the following rates: ~~\$10 for breakfast, \$15 for lunch, \$25 for dinner, and \$5 for miscellaneous expenses~~ **published on the current Conference and Travel Request Form.** Per diem rates may be adjusted annually based on IRS guidelines. Upon approval from the manager exceptions can be made for the employee to submit itemized receipts for reimbursement in lieu of the per diem rate. If an itemized receipt is not provided, the per diem rates will be paid.
- When a meal is included as part of the conference or as part of the registration fee, **per diem** reimbursement requests for those meals will only be allowed with manager approval for special circumstances, such as dietary restrictions.
- Reimbursement for alcoholic beverages is never allowed.

Miscellaneous travel expenses necessary ~~to~~ **for** the transaction of official College business are reimbursable to the employee when reasonably incurred and evidenced by **the** 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 **and voluntarily** attend a conference/meeting will continue to receive regular pay during the conference/meeting. Overtime pay and compensation is **are** not authorized for travel over and above the normal work day or days. **Conferences, retreats, and travel that occur over the weekend and/or holidays are not subject to overtime pay unless prior approval from the appropriate Vice President or President/CEO. Employees who travel and attend conferences and retreats shall abide by Mt. SAC's**

Board Policies, Administrative Procedures, and applicable collective bargaining and/or Meet-and-Confer agreements.

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~~ **their** own convenience in advance of the necessary time of arrival; or if ~~he/she~~ **they** 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.

Reimbursement for penalties incurred due to trip cancellation (e.g., nonrefundable fees) requires approval by the appropriate Vice President or President/CEO.

Missing Itemized Receipts:

In the event that employees are unable to provide 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 itemized receipt or replacement receipt. In addition, an alternative proof of payment must be submitted (e.g., **a** copy of **a** credit card statement, **a** front and back copy of **a** ~~cancelled~~ **canceled** check, **a** packing slip with **a** price list from **the** vendor, **a** copy of **the** vendor invoice; etc.).

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

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

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