

**SUBJECT:** Administrative Procedure 7400 – Travel and Conference (New)

**DATE:** January 14, 2015

## **Chapter 7 – Human Resources**

### **AP 7400 Travel and Conference**

**Reference:**

Education Code Section 87032

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 five (10 5) 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

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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.
- 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

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accommodate travel arrangements. Any special circumstances that may occur that require a longer stay must be substantiated by a written statement.

- 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.

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

- When the cost of meals is included in the registration fee, separate reimbursement for the covered meals is not 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:**

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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.



## MISSING ITEMIZED RECEIPT AFFIDAVIT

### Type of Form Missing Itemized Receipt

☐ Travel & Conference    ☐ Petty Cash    ☐ Payment Reimb. Request    ☐ Revolving Cash Expense    ☐ Procurement Card

### Receipt/Vendor Information

Transaction Date:	Total Transaction Amount:
Name of Vendor:	Contact Person:
Vendor Address:	Phone Number:

### Description of Expenses Incurred

Date	Description and Justification of Expense	Amount

Explain Method of Payment: \_\_\_\_\_

Account Code: \_\_\_\_\_

### Reason for Missing Receipt(s)

☐ Lost Receipt    ☐ Never Received    ☐ Other \_\_\_\_\_

Give a detailed description of why receipt is missing and the steps taken to obtain an original itemized receipt or replacement receipt:

### Claimant Certification

Claimant Name:	Banner ID:
Department:	Immediate Manager:

By signing below, I am certifying that the above amount is an appropriate business expense incurred by me on behalf of Mt. San Antonio College and that I have not and will not submit a duplicate expense claim. I further certify that this expense excludes any expenses for alcoholic beverages or excessive tips.

\_\_\_\_\_  
Claimant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Manager

\_\_\_\_\_  
Date

### Authorization

\_\_\_\_\_  
President/Vice President's Approval

\_\_\_\_\_  
Date

### Fiscal Services Use (only)

\_\_\_\_\_  
Assoc. V. P. of Fiscal Services or Designee

\_\_\_\_\_  
Date

## **MISSING ITEMIZED RECEIPT AFFIDAVIT INSTRUCTIONS**

The use of Missing Itemized Receipt Affidavit, 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.

1. If the original itemized receipt is missing, the claimant must contact the vendor and request a replacement receipt.
2. If the vendor does not provide an original itemized or replacement receipt, complete the Missing Itemized Receipt Affidavit.
3. Attach an alternative proof of payment to your completed form (e.g. copy of credit card statement, front and back copy of cancelled check, packing slip with price list from vendor, etc.)
4. Submit to Immediate Manager for approval.
5. Forward to President/Vice President of the area for further approval.
6. The President/Vice President will then forward to Fiscal Services to the attention of the Associate Vice President of Fiscal Services for final review and reimbursement.