

<b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b>	<b>DATE: 10/3/95 REVISED: 6/5/2014</b>
<b>TRAVEL EXPENSE</b>	<b>TR1</b>

**OVERVIEW:**

This procedure identifies authorized reimbursable expenses and delineates procedures for travel expense reimbursement.

**FORMS USED**

- Mileage Expense Claim Employee's Car, form TR1-F1
- Travel Expense Claim, form TR1-F2
- Request for Attendance at Off-Campus Activity, form TR3-F1
- Travel Quick Reference, attachment TR1.A1

**CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE**

- California Education Code, 71040, 71049, 85230, 87032
- Governing Board Policy 016, *Travel Expense*
- Governing Board Policy 116, *Field Trips and Excursions*
- Governing Board Policy 116.1, *International Study-Travel Programs*
- Governing Board Policy 315, *Mileage Reimbursement Rate*
- Governing Board Policy 612, *Travel Insurance*
- District Operating Procedure TR3, *Off-Campus Activity Request*

**PRIMARY STAKEHOLDER:** Vice Chancellor-Business Services

**COMMENTS**

Members of the faculty, administration, classified staff, governing board, and selected student representatives are encouraged to participate in off-campus activities for institutional, professional, and educational purposes that enhance the programs and services of the Grossmont-Cuyamaca Community College District. The Governing Board has delegated to the Chancellor, Vice Chancellors, and Presidents authority to approve employee travel off campus within the United States, Mexico, and Canada to attend educational conferences and meetings. All other international travel requests must be approved in advance by the Governing Board. Authorized travel may be reimbursed for actual and necessary expenses, provided the costs to the college or district are within budget appropriations.

*For procedures and definitions concerning use of the Request for Off Campus Activity form, refer to District Operating Procedure TR3, Off-Campus Activity Request.*

Approved:                     Omero Suarez                     Issued:                     6/03/05

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## **GUIDELINES AND DEFINITIONS**

### **I. General**

- A. **Non-qualifying Activities or Events:** Reimbursement will not be authorized for meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment. Activities or events outside the scope of the employee's normal work assignment include labor union or meet and confer activities. Activities or events such as representing a union/meet and confer member during a grievance, mediation, arbitration or meeting, are not reimbursable regardless if such activity or event took place during working hours or after working hours. All collective bargaining activities in which an employee is representing a union or meet and confer work group are also non-reimbursable for travel expenses. Meetings where participants receive college credit, or meetings that pay a salary or honorarium covering full expenses incurred to participants is also not authorized for reimbursement.
- B. **Activities or Events reimbursed by outside agency:** Occasionally, an employee is authorized to attend meetings called by an agency of the State of California or other agency and the travel expenses are to be reimbursed by that agency. When it is required that the District initially pay the travel expenses, the employee shall note the agency to be billed and provide authorizing documents when requesting travel approval. The District shall be responsible for billing the agency for reimbursement of expenses after the employee provides the necessary receipts and completed forms.
- C. **Non-attendance:** If an employee, because of business reasons, cannot attend a previously approved conference or event, and the non-attendance is approved by the Chancellor or his/her designee, then unavoidable prepaid expenses that cannot be recovered will be paid by the District. If the non-attendance is not approved, then the employee must reimburse the District for applicable prepaid expenses. If the employee fails to cancel guaranteed reservations or other arrangements that result in charges that could have been eliminated had the employee acted, the employee is responsible for those costs.

### **II. Transportation**

- A. Reimbursable expenses include all necessary official travel on railroads, airlines, buses, and other usual means of conveyance, including trolleys, shuttles, ferries, and subways.
- B. All employees are expected to use the most economical mode of transportation where practical.

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- C. Mileage reimbursement for out-of-town travel will not exceed the lowest commercial unrestricted airfare.
- D. Transportation to and from residences to the commercial carrier terminal, if by private vehicle, is reimbursed at the established business mileage rate. If by commercial carrier, reimbursement is at actual cost.
- E. Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by shuttle, bus, taxi, or whatever is most practical under the circumstances, is reimbursable.
- F. Automobile rental for the purpose of ground transportation is reimbursable when attending a conference or meeting to which the employee has traveled by commercial carrier. The cost of a standard car rental, including the daily charge for collision damage waiver, is reimbursable. Larger groups may rent a larger car or van if necessary.
- G. Piloting or chartering a private or personal aircraft when traveling within the scope of District business is not authorized.
- H. Local travel is defined as within San Diego County.

III. Mileage Reimbursement

Any employee who is required to travel from his/her assigned work site in the performance of assigned duties is authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use. Business mileage is defined as mileage that an employee incurs on college business that is in excess of the employee's usual commuting miles on a regularly scheduled business day. This includes faculty travel to teach at remote, off-campus sites, provided that the distance to the teaching site exceeds their normal commute to the college. The round trip mileage established for reimbursement between Grossmont/District Services and Cuyamaca is 22 miles round trip. Reimbursement for business mileage is subject to the following stipulations:

- A. On a regularly scheduled business day, "business mileage" is simply the mileage in excess of an employee's normal commuting mileage. For example, if the employee's normal commute is 50 miles, and he/she drove 30 miles to and from a workshop from his home, there would be no reimbursement; if he drove 70 miles between his home and the workshop, he would be reimbursed for 20 miles.
- B. On a non-regularly scheduled business day, "business mileage" is all the mileage driven on approved District business. If the employee's regular workweek was

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Monday through Friday, and if he/she drove the 70 miles to and from a workshop held on Saturday, then the business mileage would be the full 70 miles.

- C. Miles are eligible for reimbursement only if they are non-discretionary. If an employee decides to come into the office on the weekend to work on a project, the miles are not reimbursable. If the work was scheduled by the supervisor, or if the additional miles are due to an event or meeting that the employee can be reasonably expected to attend as a component of his or her assignment, the miles are reimbursable. For example, miles driven by a student services administrator to a student rally, sports event, or fundraiser would be reimbursable.
- D. If an employee receives an automobile allowance, then mileage must be outside San Diego County to be reimbursable above the automobile allowance.

IV. Registration Fees

Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable up to actual cost. Registration expense may be reimbursed to the employee or may be paid directly to the vendor.

V. Lodging

- A. Actual lodging costs, not to exceed charges at the single occupancy rate, are allowed. Expenses must be verified by hotel billing. Original, detailed hotel receipts are required. Credit card receipts are not acceptable.
- B. The Cost of Lodging may be paid in advance directly to the hotel/motel based upon a confirmation document showing reservation and rates. You must send itemized lodging receipts to the Accounting Department within two weeks after travel is complete. Attach a brief note stating the receipts are for Prepaid Travel. You may attach the receipts to your Travel Expense Claim or send separately to the Accounting Department.
- C. Employees are expected to obtain the best possible rates for an acceptable standard room, even if a categorical funding source would pay for an upgrade. Conference and convention group rates and government employee rates should be maximized. Hotel rates that may appear to be abnormal should be explained with a short note.
- D. If lodging is shared with another employee, one may pay and be reimbursed for the expenses of the other employee(s). Appropriate documentation proving the payment must be included in the travel claim.

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- E. When an employee shares lodging facilities with a non-district person (e.g., spouse, children, etc.), reimbursement is limited to single occupancy rate. All reimbursement claims for such instances must include the rate for single occupancy in addition to the original hotel receipt.
- F. When an employee shares lodging facilities with a non-district person who will be reimbursed by his/her own employer, reimbursement will be 50 percent of the double occupancy rate.

VI. Meals

- A. Reimbursement for meals not covered by conference fees will be for an employee's actual meal expense up to \$55 per day. This is not a blanket stipend of \$55 per day; reimbursement will be for reasonable expenses only and receipts are required. In the rare circumstance when it is not possible to obtain a receipt, attach a written explanation.
- B. A District employee may not be reimbursed for the purchase of an alcoholic beverage.
- C. District employees are authorized to pay for the meals of other employees. A receipt for these meals is required. The names of the other employees must be listed on the travel expense claim, and budget accounts to be charged identified. The other employees will not be reimbursed for the same meal (the cost of the meal will be deducted from their daily allowance).
- D. District employees are authorized to pay for an occasional meal of a non-District employee above the \$55 per day limit if the meal is closely related to District business. An explanation must be attached that includes:
  - 1. Name of non-employee
  - 2. Event
  - 3. Relationship to District business.

VII. Miscellaneous Expenses

- A. Reimbursable business-related miscellaneous travel expenses essential to the transaction of official college business are reimbursable to the employee, when reasonably incurred. Such expenses include:
  - 1. Minor supplies, postage, and reproduction costs
  - 2. Porter service or incidentals up to \$15 per day

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3. Telephone, including computer on-line charges, and FAX charges incurred in conducting college/District business.
- B. Reimbursable personal expenses — some expenses which are usually considered personal may be reimbursed when the expenses are incurred solely due to the business travel. For example, reasonable personal phone calls to family or significant others may be reimbursed because the calls would not have been necessary if the employee were not traveling. There is not a set limit on the cost per call, or per day, but any personal calls costing over \$10 should be noted to the approving administrator.
- C. Non-reimbursable expenses include:
1. Entertainment expense, radio or television rental, in-room movie rentals and other items of similar nature; transportation to or from places of entertainment and similar facilities
  2. Conference arranged leisure tours or personal side trip expenses
  3. Personal telephone calls, except as noted in VII, B.
  4. Individual membership dues or fees
  5. Traffic or parking citations while using a private, college or rental vehicle
  6. Lodging or subsistence for extra travel time incurred if employee travels to a destination for his/her own convenience in advance of the necessary time of arrival. He/she shall not be paid for extra time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience

VIII. Receipts

- A. Detailed receipts are required for meals, lodging, conference registration, car storage or parking (in excess of \$5) and method of travel (e.g. plane, train).
- B. Receipts are not required for miscellaneous expenses up to \$15 per day, or for taxi, ferry, and telephone calls.
- C. Receipts must be submitted for meals if a District employee pays for the meal of another employee in order to be reimbursed for the amount of expenditure. The names of the other employee(s) must be listed on the claim.

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IX. Salary Status During Travel

- A. A regular employee who is authorized to attend an approved event is in regular salary status for the duration of the absence from his/her normal work assignment. Additional compensation may be allowed for off-campus travel only if a classified non-exempt employee is directed by his/her supervisor to travel beyond the normal workweek.
- B. Temporary or hourly employees may be compensated for time spent on district assignments authorized prior to the event.

X. Credit Card Payment of Motor Vehicle Expenses

Oil company credit cards may be checked out to employees or board members for the purchase of petroleum products for use in district vehicles only. For each trip only one credit card will be issued to each district employee or Board member responsible for a district vehicle. Only district employees or board members may sign for district purchases. District credit cards may not be used to charge fuel or other items for privately owned vehicles.

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<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Traveler	<p><b>Advance Preparation</b> Review travel expense guidelines and definitions. Determine optimal travel mode. Make arrangements for substitute staffing if necessary.</p>
2	Traveler	<p><b>Make Travel Arrangements</b> If necessary, contact Campus Business Office or District Business Office for correct procedure for air transportation reservations or car rental. Obtaining estimated cost figures is necessary prior to filling out the Activity Request Form.</p>
3	Traveler	<p><b>Submit Activity Attendance Request</b> Obtain Request for Attendance at Off-Campus Activity, form TR3-F1, from the site Business Office. Submit to Dean/Director/Supervisor prior to the date of the activity for local non-routine events and all out-of-town Travel (form TR3-F1 is not required for routine, calendared, local, or official activities.) For further information, refer to District Operating Procedure TR3, <i>Off-Campus Activity Request</i>.</p> <p>The Request for Attendance at Off-Campus Activity form TR3.f1 is not required for the Governing Board and the Chancellor.</p> <p>If the travel will be reimbursed by an outside agency, note the agency to be billed on the Request for Attendance at Off-Campus Activity form.</p>
4	Supervisor/Dean/Director	<p><b>Initial Review</b> Review request and if approved, route to the President, Vice Chancellor or Chancellor as appropriate. It may be determined that additional approvals are required for categorical program requests.</p>



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- 5      President/Vice Chancellor/Chancellor      **Approval Determination**  
Review request and if approved, sign, and route to appropriate Site Business Office for processing.
  
- 6      Site Business Office      **Perform Pre-travel Processing**  
File approved Activity Attendance Request. If the only anticipated travel expense is mileage on a personal vehicle, return blank Mileage Expense Claim Employee's Car to the Traveler. If other expenses are expected, return a Travel Expense Claim to the Traveler along with their copy of the activity request.
  
- 7      Traveler      **Prepare Mileage or Travel Expense Claim**  
Fill out applicable form and submit to Supervisor/Dean/Director as appropriate. Attach original receipts as necessary.  
  
If lodging prepayments were made, see V. Lodging, section B above for receipt requirements.
  
- 8      Supervisor/Dean/Director      **Review Expense Claim**  
Review claim and if approved route to the site Business Officer for processing.
  
- 9      Site Business Officer      **Sign Travel Expense Claim**  
Review and verify budget. If appropriate, sign and process Expense Claim. Forward to Accounting for check processing.
  
- 10     Accounting      **Cut Reimbursement Check**  
Process request and deliver warrant to district employee, or route to the Site Business Office for distribution.  
  
If travel expenses will be paid by an outside agency or project, bill the agency for reimbursement of expenses.
  
- 11     Site Business Office      **Deliver Reimbursement Check**  
Record warrant number and send notice to the employee that the check is available.

