

A. Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 7400 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, and student representatives.

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.

Per diem rates established by the District will be periodically reviewed and revised to determine appropriate levels based on state and federal guidelines.

B. Definition and Approval of Off-Campus Travel

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 and professional 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. Registration fees and other related expenses for these events may be paid by submitting a Purchase Requisition to the District Purchasing Department or by using an assigned Purchasing Card (P-Card).

Board of Trustees, faculty, staff, and student representatives are authorized to travel on behalf of the District and will be reimbursed for necessary expenses within budget appropriations and maximum per diem allowances.

Expenses for travel and conference incurred by professional consultants and independent contractors may be reimbursed as part of their professional or service fees, if these are provided for and expressly detailed in their contract with the District. Their contracts and the payments of their professional or service fees and any reimbursable expenses including travel, will be processed through the District's Purchasing Department.

District travel is subject to the following final approval:

- Out-of-Country Board of Trustees
- Out-of-State travel Superintendent/President or Vice President
- In-State (one or more days) Superintendent/President, Authorized Designee or Vice President
- In-State (less than one day) Appropriate Manager or Director

At the discretion of the Superintendent/President, or Vice President of Administrative 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 the employee's control.

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.

C. District Contracted Travel

The District has contracted with a travel services vendor. All flights, hotel reservations, land transportation, etc., may be booked using this vendor. An online booking system is available and the Purchasing and Risk Management Division shall be responsible for issuing users with a login access and password.

D. Division Travel Liaison Coordinator

Each division shall designate a Travel Liaison Coordinator (TLC) within their division. The TLC will be responsible for coordinating travel and assisting employees, divisions or students in completing the Travel Request and Expense Reimbursement Form. The TLC shall also be responsible for booking flights and making hotel reservations.

TLCs will be provided a login ID and password for the online booking system with contracted travel agency. TLCs are able to create profiles for division employees, book flights, reserve hotels, arrange for land transportation, etc.

E. Completion of Travel Request and Expense Reimbursement Form

The Travel Request and Expense Reimbursement Form shall be the form to be utilized as both a preliminary worksheet to plan the travel, a management approval form with signatures, a request for Expense Reimbursement and a backup documentation to be provided to Accounts Payable for processing the invoice.

The Travel Request and Expense Reimbursement Form shall enumerate all the items connected to the trip including, but not limited to:

1. Airfare
2. Hotel/Lodging
3. Meals/Per Diem
4. Registrations
5. Transportation (including personal car)
6. Incidentals
7. Miscellaneous Travel Expenses

Travel Request and Expense Reimbursement Form shall include all supporting documentation (registration form, conference brochure, hotel reservation, flight information, etc.)

F. Travel Restrictions

District employees, officers, or members are prohibited from traveling to, or approving requests, for state-funded or sponsored travel to any state that, after June 26, 2015, has

eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their families or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

G. Receipts and Supporting Documentation

Original receipts are required for all business travel expenditures such as lodging, conference registration fees, transportation (including airfare, bus, car rental, taxi cab, etc.). Receipts must be included to the Travel Request and Expense Reimbursement Form. Receipts are required for meals, tips, and other incidentals if the traveler wishes to request for reimbursement of up to the daily per diem allowance. Exceptions to providing original receipts should be documented and approved by the area Vice President. Exclusion of original receipts may result in disallowance of reimbursements.

Registration forms, event brochures, flyers, announcements, etc. pertaining to the event being attended should also be included to the Travel Request and Expense Reimbursement Form.

H. Airfare

The TLC should utilize the District approved travel agency for booking flights. A user online access login will be provided to the TLC in order to book flights. TLCs may also utilize a commercial travel booking website on the following bases:

1. To compare prices in case the prices quoted by the District approved travel agency is too expensive; or
2. The District approved travel agency does not have flights available based on travel dates, times and/or location.

I. Expenses for Hotel/Lodging

Whenever possible, all District travel should be booked at the event hosting hotel such as for conferences, training, meetings, etc. The cost of lodging shall be covered up to the cost charged by the host hotel. The District shall prepay for the room(s) but only if the cost of the room(s) is/are reimbursable if the event is canceled or event dates are moved.

If rooms are not available at the host hotel, the maximum reimbursement for lodging shall be 120% of the host hotel rate. A copy of the reservation documentation should be attached with the Travel Request and Expense Reimbursement Form. The TLC should use the District approved travel agency to reserve the hotel room(s) (user online access login will be provided to the TLC). In selecting a hotel that is not a host hotel, District travelers and TLCs should consider the distance of the hotel to the event venue and/or distance of the hotel from the nearest airport in order to minimize the cost of land transportation.

Some hotels and other lodging establishments charge a special local tax called Transient Occupancy Tax (TOT). However, most cities and municipalities who have this type of

tax allow exemptions to representatives or employees of government agencies and non-profit organizations who are on official business travel. When traveling to a city or location where this type of tax is imposed, District employees are encouraged to present a TOT Waiver/Exemption form to the hotel/motel at the time of registration or reservation.

J. Incidental Expenses

Hotels may require that guests provide a personal credit card to be placed on file for charges that may be incurred while staying at a hotel that are above and beyond the cost of the hotel room stay such as for incidental expenses (examples are room service, District related long distance phone calls, laundry, etc.). If the District traveler has a District issued P-Card, he or she may use the card for this purpose. If not, the traveler must use his or her own personal credit card and request for reimbursement using the Travel Request and Expense Reimbursement Form.

The following are unallowable expenses and may not be reimbursed: personal phone calls, entertainment charges like video rentals, alcoholic beverages, etc. (see “Non-Reimbursable Expenses” section).

K. Expenses for Meals

Employee may claim reimbursement of meals (including gratuities) up to the full amount of the per diem rates as determined by the U.S. General Administration Services (GSA) per diem rates, which shall be based on the applicable year, the state and city destination (see GSA website at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>). For international travel, the per diem rates for Los Angeles County shall be applied.

If the employee is requesting for reimbursement, he or she must itemize the meals showing whether the amount is for breakfast, lunch or dinner on the Expense Claim Section of the Travel Request and Expense Reimbursement Form.

If the employee incurs business meal expenses for others, a written explanation must be attached with separate approval by the Superintendent/President or Vice President. This explanation should include the name and affiliation of the other party and purpose of the expense.

If meals are included in the cost of a conference, convention, committee meeting, training seminar, etc., charges for additional meals or a substitute for the included meals will not be reimbursed unless the employee has provided a written explanation of the necessity to do so (special diet, medical issues, lack of choice, preference, etc.). When meals are charged to hotel room, the District will reimburse only up to the applicable per meal per diem rate.

L. 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 and Expense

Reimbursement Form. Registration should be prepaid directly to the conference by either a requisition to the Purchasing and Risk Management Division or by using a P-Card or it may be reimbursed to the employee by submission of the Expense Claim Section of the Travel Request and Expense Reimbursement Form.

M. 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 by the driver's own personal insurance policy.

Employees will be reimbursed at the Board-approved mileage rate and is subject to the following stipulations:

1. 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.
2. In computing business mileage – starting and finishing points shall be the regular work location of the employee.
3. In the event that an employee does not depart from their regular work location but proceeds from their home to the employee's first business destination at the beginning of the business day, the employee shall deduct from total mileage:
 - i. The distance from home to the first business destination; or
 - ii. The distance from home to the regular work location, whichever is less.

If the employee proceeds from their last business destination directly to their home, they shall also deduct from total mileage:

1. The distance from the last destination to home; or
2. The distance from the regular work location to home, whichever is less.

Transportation-related expenses, which are directly associated with business mileage and reasonably incurred, may be reimbursed. Allowable expenses include such costs as parking fees, bridge, highway and tunnel tolls. These should be itemized and listed separately on the Expense Claim Section of the Travel Request and Expense Reimbursement Form and adequately receipted as much as possible.

Separate claims for 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.

If two or more employees share a personal vehicle, only one employee shall be

reimbursed for mileage and transportation-related expenses.

Mileage reimbursement may not exceed the total cost of coach airfare.

Employees who incur mileage expenses for business trips outside Los Angeles County should submit a Travel Request and Expense Reimbursement Form for reimbursement of their mileage and related travel costs.

N. 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 and Expense Reimbursement Form. Claims must be supported by ticket stubs, travel itinerary, boarding passes or itemized receipts provided by the commercial carrier/ticketing agent.

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 will not be allowed unless there is no other way available to reach the required destination and prior approval for first-class air travel has been secured from the Superintendent/President. 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.

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. Use of transportation network companies (TNC) such as Uber and Lyft shall be allowed.

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 Superintendent/President or a Vice President.

Other necessary transportation-related expenses (i.e., airport shuttle, airport fees) which are directly associated with conference or meeting attendance shall be allowable expenses.

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 Superintendent/President or Vice President.

O. Miscellaneous Travel Expenses

Unanticipated or extraordinary expenses essential to the transaction of official District business may be 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 (4) nights, and telephone or electronic communication expenses incurred while conducting District business.

P. Non-Reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

1. Entertainment expense, radio or television rental and other items of similar nature.
2. Transportation to or from places of entertainment and similar facilities.
3. Conference-arranged leisure tours of personal side trip expenses.
4. Personal phone calls.
5. Individual membership dues or fees.
6. Traffic or parking citations.
7. Alcoholic beverages.

Q. Advance Payments and Direct Expenses

A cash advance and direct payments of calculated travel expenses may be authorized for District business travel under the following conditions:

If cash advance or direct payments are requested, separate vouchers for each payee must be submitted with the Travel Request and Expense Reimbursement Form and each accompanying voucher must be checked off on the Travel Request and Expense Reimbursement Form.

Vouchers for cash advance and direct payments must be submitted to the District Fiscal Services Division with the approved Travel Request and Expense Reimbursement Form at least two (2) weeks in advance of travel. Each voucher should reference the Travel Request Number and the name of the employee.

A voucher for cash advance to the employee may be allowed if the estimated out-of-pocket expense is at least \$200.00.

The employee will be personally liable to the District for the cash advance and all direct payments on his travel request, if any, until he submits his satisfactorily completed and approved travel expense claim, which is the bottom portion of the Travel Request and Expense Reimbursement Form.

Any unused cash advance must be repaid immediately to the District upon submission of the travel expense claim.

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.

R. 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 and Expense Reimbursement Form. 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/Purchase Orders.

An employee who attends an off-campus event or special activity organized by the District should submit a Travel Request and Expense Reimbursement Form if they want to request payments or claim a reimbursement of his/her registration fees, mileage, lodging, meals, and other allowable expenses when such expenses are not provided free at the event.

S. Student Travel and Off-Campus Student Activities:

Students attending field trips, excursions, classes convened off-campus and co-curricular activities are covered under this Administrative Procedure. The necessary expenses of District employees acting as staff/chaperones may be reimbursed through the submission of a Travel Request and Expense Reimbursement Form.

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(s) on the employee's Travel Request and Expense Reimbursement Form. If there is no employee acting as chaperone or advisor, the student must submit a Travel Request and Expense Reimbursement Form for the payment or reimbursement of the allowable travel expenses.

T. Group Travel

A group Travel Request and Expense Reimbursement Form must 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 separate cash advance, direct payment or expense reimbursement.
6. Only one TR will be submitted for the entire group. The group's Travel Request and Expense Reimbursement Form will have the name of the leader with the

- phrase, "ET.AL.". A separate sheet must be attached to the TR indicating the names and the student or employee ID numbers of all the members of the group.
7. If individual members of the group prefer to submit their own separate Travel Request and Expense Reimbursement Form, each Travel Request and Expense Reimbursement Form will be treated as separate and independent of each other.

A group Travel Request and Expense Reimbursement Form 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. If an official guest is unaccompanied by a District employee, or a student travels alone as a representative of the District, their travel expenses may be paid or reimbursed by the district by submitting their own Travel Request and Expense Reimbursement Form and Travel Expense Claim in accordance with these travel procedures.

The use of a group Travel Request and Expense Reimbursement Form 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.

U. Board of Trustees Reporting of Monthly Travel Expenses

Fiscal Services shall create a monthly report specifying all travel expenses incurred by the District. The monthly report must have the ability to be revised at any time based on reporting format requirements by the Board of Trustees, the campus community or any member of the public requiring transparency. The report shall be included as an attachment in the Board agenda package for each Board meeting for ratification by the Board of Trustees.

References:

Education Code Section 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations Part 200.474

El Camino College

Adopted: November 18, 2019