

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 7
Human Resources

AP 7400 Travel

References:

Education Code Sections 72423 and 87032;
BP 4300 and AP 4300 Field Trips and Excursions

General Information

Business Travel Expenses

The District will pay travel expenses for approved travel that are reasonable and practical. An employee will not be reimbursed for expenses that are unreasonably lavish or extravagant, or that are for personal purposes.

Travel Requests and Vendor Payments

Requests for travel must be submitted electronically utilizing the Conference Authorization Request ("CAR") form which may be obtained from the District Accounting or the College Business Offices. This form must include, at minimum, the following information:

- Employee Name
- Travel/Conference Name
- Business Purpose of Trip
- Travel dates
- Dates of meetings, conferences, or events
- Estimate for each class of reimbursable expenditure such as airfare, hotel, registration, car rental, etc.
- Calculated total reimbursement amount
- Budget account number used for reimbursement

Cost should not be incurred prior to approval of the CAR.

Employees issued a Procurement Card are authorized to make travel arrangements in accordance with the terms of use in the Procurement Card Agreement.

Public Carrier Travel

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed based on actual cost. All employees shall use the most economical mode of transportation where practical and in the best interest of the District. If the requestor uses a more expensive

mode of transportation, the District will reimburse only at the most economical travel rate, as determined by District Accounting. Direct expense, any reasonable accommodations, and the employee's time will be considered in the choice of method of transportation.

Allowable Airfare Expenses/Mode of Travel

The expense of travel by commercial airline carrier will be allowed based on actual cost and demonstrated need.

The District shall not pay for expenses incurred for periods of time not related to District business.

The District will pay for the first checked bag on airline travel. Excess baggage fees may be approved for international travel based upon the length of stay.

Change fees to existing flight reservations for both domestic and international travel are reimbursable expenses if business justification is provided, including proof of work-related schedule or itinerary changes.

Reporting Expenses and Requesting Reimbursement of Travel Expenses

The Reimbursement/Expenses form is required to be submitted regardless of whether the employee will receive a reimbursement.

Pre-approved expenses shall be the only items listed. The District shall not pay and the employee will not be reimbursed for the following:

- Tips (unless written on the bill)
- Personal phone calls
- Personal services
- Membership fees
- Portage
- Valet
- Expenses incurred for spouse or other family members
- Entertainment, leisure tours, or personal side trips
- Auto repairs for personal automobiles
- Laundry
- Parking or traffic violations
- Travel insurance (other than rental car insurance)
- Alcohol

International travel expenses may include:

- Printing fees for District-related collateral or travel documents
- Laundry and dry cleaning for every six days of travel
- Premium Internet or Wifi access
- Sim cards or mobile phone rental
- Work-related local and long-distance calls
- Passport, passport photos, and visa entry fees

- Vaccinations required for travel to certain regions (to the extent not covered by the District health insurance)
- Currency exchange fees
- Travel insurance

Original paid receipts or documentation which indicate proof of purchase must be provided.

Meal Reimbursements

If meals are included in the cost of a conference, meeting, or event, charges for additional meals or a substitute for the included meals will not be reimbursed unless the employee provides a written explanation of the necessity to do so (e.g., special diet, medical issues) to their supervisor.

For domestic travel, reimbursement for meals will be paid at the current General Services Administration per diem rate for Orange County, CA. Itemized receipts are not required.

For international travel, itemized receipts are not required, and reimbursement shall not exceed the prevailing per-diem rate established by the General Services Administration for the city of travel. Meals, excluding alcohol, for educational partners, recruitment agents, or recruitment counselors that are economical and in the best interest of the District are a reimbursable expense.

Mileage Reimbursements

District employees performing District services, regardless of funding sources, will be reimbursed, as provided by Education Code Section 87032, for authorized actual and necessary expenses incurred.

For claiming travel allowances, "headquarters" is defined as follows:

- The location to and from which mileage reimbursement is authorized.
- For employees who spend more than fifty percent of their assigned days at one location, that location will be designated the headquarters location.
- For employees with less than fifty percent of their assigned days in one location, a centralized location in the most predominantly traveled area will be designated the headquarters location.

Mileage by private automobile shall be at the current Internal Revenue Service mileage rate.

When the cost of traveling by personal automobile is more expensive than the cost of the economy class airfare equivalent, then the travel by personal automobile must be specifically authorized by the appropriate Vice President, College President, Vice Chancellor, or Chancellor, and reimbursement will be made based on exact mileage, which shall not exceed the economy class airfare equivalent amount. It is the employee's responsibility to submit a price quote from an outside source (such as a travel agency,

Internet, etc.) for the economy airfare equivalent, as determined by District Accounting-Travel, indicating the exact same dates the passenger would have flown.

District employees who receive a monthly travel stipend may claim mileage reimbursement only for travel outside of Orange County, with mileage calculations beginning upon exit from Orange County and terminating upon return into Orange County.

Mileage reimbursement will be made for travel to/from headquarters to a destination when an employee uses their own vehicle for official District business in the performance of assigned duties. If an employee is directed to begin or end their work day at a work site that is not their normal work location, reimbursement would be authorized only for the additional mileage beyond the normal commute distance. When submitting a claim for reimbursement, the employee must submit evidence of the normal commute distance in addition to evidence of the commute to the alternate work site.

Lodging Reimbursements

Reasonable and necessary lodging will be reimbursed. All lodging must be in the geographical area of the conference or meeting. When an employee shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), reimbursement to the employee is limited to the rates for the District traveler only.

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