

Coast Community College District
ADMINISTRATIVE PROCEDURE
Chapter 7 Human Resources

AP 7400 Travel

References:

California Education Code Sections 72423 and 87032
IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses
BP 2735 Board Member Travel
BP/AP 4300 Field Trips and Excursions
General Services Administration (GSA) Per Diem

General Information

This provision applies to all travel-related payment requests.

It is the responsibility of the person traveling on District business to arrange approval by the Chancellor or College President (as applicable), or the Board of Trustees in accordance with policy and procedure. Request for Board of Trustees, Chancellor, College President or designee approval is submitted via Chrome River Travel approval request and must include:

- Travel (Report) Name
- Business Purpose of Trip
- Travel dates and dates of meetings, conferences, or conventions
- 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

Arrangements for the conference, hotel, and travel should be made prior to submission of travel reimbursement paperwork, which is then submitted to Accounting-Travel after Board approval (use Purchase Order Form #708) for pre-travel item payments.

Do not submit the purchase order request form electronically through the Banner system, as the Banner system is unable to route the travel reimbursement purchase order request form to Accounting-Travel. The District requires employees to use the hard copy of Purchase Order Form #708 for all travel needs.

Business Travel Expenses

IRS Publication 463 defines travel expenses as expenses that are ordinary and necessary expenses of traveling away from home for **substantially longer than an ordinary day's work, and one needs to get sleep or rest to meet the demands of one's work while away**. An employee will not be reimbursed for expenses that are lavish or extravagant, or that are for personal purposes.

Reimbursements treated as paid under non-accountable plans are reported as salary and wages and are taxable to the employee. To ensure that travel reimbursements are not

taxable income and to keep reimbursements off employee's W-2, the District utilizes an accountable plan for reimbursement purposes. Reimbursements treated as paid under an accountable plan are not reported as pay.

To be an accountable plan, the District must include all of the following rules:

1. Expenses must have a business connection; that is, the employee must have paid or incurred expenses while performing services on behalf of the District.
2. The employee must adequately account to the District for these expenses within a reasonable period of time.
3. The employee must return any excess reimbursement or allowance within a reasonable period of time.

VENDOR PAYMENTS (advanced payment of registration and conference fees by District)

Conference Registration

Purchase Order Form #708 shall be submitted to Accounting-Travel at the time of, or after registration, but prior to submission of payment.

The following information must be provided on the purchase order request:

- Vendor Identification:
- Name and address of organization to which the conference registration is mailed.
- State specifically to whom check is payable to (include vendor number if available).

Description of event:

- Name of employee attending conference
- Name of conference
- Location of conference
- Date of conference
- Chrome River Control number (listed on Conference Authorization Request Form provided by the Board Office following ratification or approval by the Board of Trustees)
- Employee Identification Number
- Payment deadline for registration
- Approval date by the Board of Trustees or administration

Include supporting documentation (e.g. registration form, conference brochure, etc.).

Payment will not be issued without proper supporting documentation. Two sets of supporting documents shall be submitted per person, per control number.

Accounting-Travel will process the properly completed Purchase Order Request Form #708 within ten business days of receipt.

Air Travel Procedure and Purchase Order Request

The Purchase Order Form #708 is submitted to Accounting-Travel, requesting direct payment to the District-approved travel vendor.

Employees traveling outside of the five contiguous Southern California counties (Orange, Los

Angeles, San Bernardino, Riverside, San Diego) shall use **coach class** (or each airline's **lowest possible** fare category) for travel.

Exceptions to the mode of transportation may be granted on a case-by-case basis by the Chancellor, College President and/or Chief Business Officer at the college.

The following information must be provided on the Purchase Order Form #708:

1. Name of Travel Vendor arranging reservations.

- The agent's name making the arrangements
- Agent's telephone number
- Copy of travel itinerary

2. In the description area of the Form:

- Employee name and identification number
- Dates of departure and return
- To/from destination
- Board or Administrative approval date
- Control number provided by the Board Office

Submit the travel agency invoice with Purchase Order Form #708 to Accounting-Travel prior to commencement of travel.

Accounting-Travel will process properly documented purchase order requests within ten business days, and mail the issued payment to the vendor.

Allowable Airfare Expenses/Mode of Travel

Employees are expected to use the most economical mode of transportation that is in the best interest of the District.

The expense of traveling by commercial airline carrier will be allowed on the basis of actual cost. Claims for airplane travel shall be allowed in conformity with the latest published airplane tariffs.

Air travel is limited to flights on scheduled commercial airlines. Air travel expenses paid by an employee or trustee's personal credit card will not be reimbursed until the conclusion of the travel event and only upon submission of detailed, original receipts. Employees may book airfare through District-approved travel vendor in lieu of using personal credit card.

The District will pay for the first checked bag on airline travel.

International Travel

All employees shall purchase the most economical (refundable or nonrefundable) fare class for air travel which provides for reasonable travel schedule and safe routes. Change fees to existing flight reservations are reimbursable claims if business justification is provided – including proof of work-related schedule or itinerary changes.

The District will pay for the first checked bag on airline travel and excess baggage fees if work-related.

Time of Arrival

Persons attending conventions or conferences are expected to arrive as near to time conference is scheduled to start, as transportation schedule will permit. The District shall not pay for expenses incurred for periods of time not related to District business.

International Travel

The employee is allowed to arrive up to 36 hours prior to a scheduled event, conference, or meeting if travel time to destination exceeds more than eight hours. If travel time to destination is less than eight hours, traveler is allowed to arrive up to 24 hours prior to a scheduled event or meeting. Expenses for arrival time, including overnight layovers and early hotel check in fees, are a reimbursable claim. Cost incurred due to flight cancellations or travel delays while in transit (not including initial embarkation) such as hotel/lodging, air travel, ground transportation, and meals and incidentals, is a reimbursable claim.

Time of Departure

Persons attending conventions or conferences should depart for home upon the first available transportation following the last session, except, if such departure would be a hardship because of timing. The District shall not pay for expenses incurred for periods of time not related to District business.

International Travel

Employee is allowed to depart up to 24 hours after a scheduled event, conference, or meeting. Expenses incurred during this grace period, including overnight layovers and late hotel check fees, are a reimbursable claim. Cost incurred due to flight cancellations or travel delays while in transit such as hotel/lodging, air travel, ground transportation, and meals and incidentals is a reimbursable claim.

Hotel/Motel Reservations

Submit the Purchase Order Form #708 to Accounting-Travel with the following information:

1. Suggested vendor's name, address, and phone number of hotel/motel and the name of the reservation clerk if known.

2. In the description area of the Form:

- Employee name and identification number
- Dates of arrival and departure
- Name of conference
- Deadline date for deposit to be received
- Board or administrative approval date
- Control number provided by the Board Office
- Hotel reservation with the confirmation number and related charges

Accounting-Travel may prepay one night's lodging as a deposit. The requestor must pay any additional cost of lodging and request reimbursement by submitting the **Chrome River Expense Claim for the approved travel.**

Lodging expenses are reimbursed for the actual dates of the approved conference (the night before or the night the conference ends may be reimbursed if supported by a written statement explaining the necessity).

Lodging expenses may be reimbursed for travel within 50 miles of the employee's or trustee's home or the District, with written explanation from the employee or trustee as to the necessity of lodging. However, due to IRS regulations related to non-accountable reimbursements, this is taxable income to the employee and will be reported on the employee's W-2 as income.

An original itemized receipt and guest folio from the hotel which states the name of the employee or trustee, number of guests, dates of stay, room rate, and any associated taxes and fees for lodging expenses must be submitted with a reimbursement claim to be allowable. This information must also be submitted even if lodging expenses are prepaid by the District.

Provisions for Advance of Funds

Personal advance can be paid in lieu of first night's lodging.

Conference Advance

Contact District Accounting-Travel to request an advance of funds. This is not available for non-District funded events.

The Board of Trustees' Letter of Authorization indicates the daily rates and instructions for an advance of funds.

An advance of funds may be made available ten days prior to the commencement of travel, subject to proper documentation and Board approval.

International Travel

District Accounting may provide full advance based on prevailing per-diem reimbursement rate for lodging established by the federal General Services Administration per city of conference or meeting if traveler is not issued a District credit card.

District Accounting may provide full advance based on prevailing per-diem reimbursement rate for meals and incidentals established by the federal General Services Administration per city of conference or meeting, including travelers who are issued a District credit card as cash advances on the District credit card are not allowed. Advance may be used to pay for any reimbursement expenses related to international travel.

REQUESTING REIMBURSEMENT OF CONFERENCE/TRAVEL EXPENSES

Each person authorized to attend a conference using District funds will receive a letter of authorization from the Board Office. The Chrome River Travel Expense Reimbursement Claim should be completed within ten days, 14 days for international travel, after completion of the conference/travel regardless of whether out-of-pocket expenses are expended. The

Form must be submitted to close the file.

All claims for travel shall be itemized on a Chrome River Travel Expense Reimbursement Claim.

Claims for Reimbursement

The Chrome River Travel Expense Reimbursement Claim must be completed in its entirety. Those expenses for which reimbursement was pre-approved shall be the only items listed. The claimant **cannot** be reimbursed for the following:

- Tips (unless printed on the bill)
- Personal phone calls
- Extra hotel amenities (fees for movie rentals, gym usage, etc.)
- Membership fees
- Portage
- Expenses incurred for spouse or other family members
- Leisure tours or personal side trips
- Laundry
- Any items not covered by Chancellor, College President or designee or Board approval

Claims for reimbursement for international travel may include:

- Printing fees for District related collateral or travel documents
- Laundry and dry cleaning for every six days of travel
- Premium Internet or Wi-Fi 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
- Currency exchange fees

Attach original paid receipts or documentation which indicate proof of purchase.

Meals – Reimbursement for meals will be paid upon submission of original itemized receipts. If the receipt covers more than one person, the items consumed by the employee or trustee must be listed separately (rates and instructions are listed on the Claim for Reimbursement).

If itemized receipts are not provided for meals, reimbursement shall be paid at the Per-Diem rate established by the GSA for the area of travel. If receipts are provided meal expenses shall not exceed \$64 per day.

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, etc.)

When meals are charged to hotel room, the original itemized receipt for the meal must be

provided; a line-item charge on the hotel bill is not sufficient documentation.

International Travel

Reimbursement for meals will be paid upon submission of original itemized receipts if charged on the District credit card. If the receipt covers more than one person, the items consumed by the employee or trustee must be listed separately (rates and instructions are listed on the Claim for Reimbursement).

If itemized receipts are not provided for meals, reimbursement shall not exceed the prevailing per-diem rate established by the federal Department of State at www.state.gov/trave/ per city of travel.

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, etc.).

Mileage

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. Travel allowances will be limited to Education Code requirements, contractual agreements, necessity of travel, and this administrative procedure.

The Headquarters for claiming travel allowances is the location assigned by the immediate supervisor. The assigned headquarters is 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 (IRS) mileage rate, as approved by the Board of Trustees.

Travel by personal automobile must be specifically authorized and reimbursement will be made based on exact mileage, which shall **not** exceed the coach class airfare equivalent amount. It is the claimant's responsibility to submit a price quote from an outside source (such as a travel agency, Internet, etc.) for the coach airfare equivalent, as determined by District Accounting-Travel, indicating the exact same dates the passenger would have flown.

When more than one individual attends the same event and private transportation is used, carpooling is strongly encouraged. If two or more employees or trustees share a personal vehicle, only one employee or trustee shall be reimbursed for mileage expenses.

The District will reimburse telephone calls that are work related and are clearly listed on the hotel portfolio.

Reasonable taxi/shuttle/limousine fees -transportation reimbursement shall include mileage to and from the airport when air travel is involved. Reimbursement for taxi/shuttle /train/ Bart will be paid upon submission of original itemized receipts.

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.

Automobile Travel

In cases where authorized travel is by District-owned automobile, actual and necessary travel expense will not include mileage expense.

Travel reimbursement will be made for travel to/from the job location and headquarters when an employee uses his/her own vehicle for official District business in the performance of regularly 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 only be authorized for the additional mileage beyond the normal commute distance.

The use of the most economical vehicle will be required, whenever available. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The District's insurance policy is secondary for purposes of physical loss of, or damage to, rental vehicles.

Employees are required to secure short-term, full-coverage automobile insurance from the vehicle rental agency at the time of rental. Employees shall be reimbursed for the nominal insurance coverage fee, provided that such fee is included in the expense reimbursement request.

International Travel

All employees shall use the most economical mode of ground transportation in the best interest of District which provides for reasonable travel schedule and safe routes. This may include a personal driver, hotel car, rental car, ride share, bus, subway, train, bullet train, etc. Any expense of traveling by public or private carrier will be allowed on the basis of actual cost substantiated by written receipt.

Employees returning from an international trip where flight time exceeds eight hours may book an executive airport shuttle if home residence is more than 20 miles from the airport of disembarkation.

Public Carrier Travel

The expense of traveling by public carrier (rail, bus, airplane, etc.) will be allowed on the basis of 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 only reimburse at the most economical travel rate, as determined by District Accounting-Travel. Direct expense and the employee's time will be considered in the choice of method of transportation.

Lodging

Reasonable and necessary lodging will be reimbursed as supported by receipts. All lodging must be in the geographical area of the conference or meeting and must be approved in writing in advance by the Chief Business Officer or designee(s).

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. Except in extenuating circumstances, as described above, lodging will not be paid when the conference or meeting is within commuting distance - 50 miles radius of the employee's or trustee's home or the District office. The District traveler should always request the government/ conference/most economical rate and request that the Transient Occupancy Tax be waived at the time of the reservation and/or check-in.

Overnight lodging for employees living within the geographical area of the conference meeting may be approved with written explanation from the employee as to the necessity of lodging.

International Travel

Hotel/lodging cost must stay within the prevailing per-diem reimbursement rate for lodging as established by the federal General Services Administration per city of travel. If hotel/lodging cost is over the prevailing per-diem reimbursement, then justification must be provided when submitting conference reimbursement form.

If hotel/lodging is included in the registration cost for an event, conference or meeting, the employee must stay at the hotel/lodging provided.

Meals (including reasonable/customary gratuities and applicable local tax). Any expenses in excess of the maximum daily rate will not be reimbursed by the District.

International Travel

Meals, excluding alcohol, for educational partners, agents, or counselors that is economical and in the best interest of the District is a reimbursable claim.

Miscellaneous Expenses Certain miscellaneous expenses related to official District business will be allowed if identified, such as transportation, parking fees, internet access, taxi service, reasonable/customary gratuities, and telephone calls. Receipts will be obtained when reasonably possible. Expenses must be individually itemized and supported by documentation in order to be eligible for reimbursement.

Non-Reimbursable Items The District will not provide reimbursement for parking or traffic violations, personal services, valet, auto repairs when using personal automobile, entertainment, trip insurance, or any expenses considered to be excessive. The District

traveler will not be reimbursed for non-District travelers' expenses (spouse/partner, members of a family, friends, other conference participants, etc.).

International Travel

The District is to provide full and comprehensive travel insurance for employees travelling internationally.

Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten business days for domestic travel and 14 business day for international travel of the original dates of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purpose as a loan to such employee.

Also see BP 2735 titled Board Member Travel.

Ratified December 2, 2013

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