

**ADMINISTRATIVE PROCEDURE 7400****TRAVEL AUTHORIZATION**

The Chancellor directs that the following travel authorization regulations apply to the Peralta Community College District.

- I. **Travel Purposes:** The District recognizes the following purposes of travel, each of which requires authorization and documentation of participation before processing and/or reimbursement can occur.
  - A. **Institutional Travel:** The objective of institutional travel is to attend meetings with Federal, State, or local agencies; to meet with elected officials; to consult with colleagues at other institutions for such purposes as curriculum planning, administrative practices, student services, and community college funding; and to serve on an accreditation team.
  - B. **Professional Travel:** The objective of professional travel is to permit participation in activities of organizations whose primary purpose is advancing the legitimate and constructive cause of community college education in the State of California. Such organizations include, but are not limited to:
    - Academic Senate of the California Community Colleges
    - American Association of Community and Junior Colleges
    - California Association of School Business Officials
    - California Community College Trustees
    - California School Boards Association
    - National Association of Colleges
    - Other Community Colleges/Districts
  - C. **Instructional Travel:** The objective of instructional travel is to encourage faculty and staff to keep abreast of new knowledge and new techniques in their areas of responsibility.
    1. **International Education.** International travel is appropriate in order to develop or implement an international education program. Tax revenue shall not provide the funding for such travel.
    2. **Recruitment of Out of State or International Students.** Out of state or international travel is appropriate in order to recruit out of state or international students to attend Peralta Community College District. The funding for such travel is to be provided by revenue generated by out of state or foreign student tuition.
- II. **Applicability:** This regulation applies to all Academic and Classified employees of the District. Members of the Board of Trustees are considered employees of the District for purposes of this regulation. This regulation does not apply to:
  1. **Students or student employees.** Students shall follow procedures developed for student travel.
  2. **Consultants and contractors.** Travel expenses incurred by a consultant or contractor are reimbursable only if such expense is specified as part of the consultant/contractor's contract with the District and submitted to the District via an invoice as a contractual expense.

- III. **Authorized Activities:** For purposes of this regulation, off-campus travel is defined as attendance and participation at meetings, conferences, conventions, commissions, in-service training, and other groups whose principal business includes community college instruction and/or support functions or the advancement of the discipline or professional area in which the employee normally teaches or works. Off-campus travel does not include:
- A. Meetings that pay a salary, expenses, or honorarium to the employee as a participant.
  - B. Meetings which are lobbying or legislative in nature without the prior approval of the Chancellor.
  - C. Meetings of professional or other organizations whose interest are outside the scope of the employee's normal work assignment.
  - D. Special interest meetings outside the scope of the employee's normal work assignment.
- IV. **Travel Categories:** The District may authorize and reimburse travel for Peralta Community College District business-related expenses incurred as follows:
- A. **Mileage, Tolls and Parking Reimbursement:** Employees authorized to use a personal vehicle in the performance of their assigned workday duties are eligible for reimbursement for mileage and parking fees incurred while on District business. All expense claims requested for reimbursement shall be substantiated and submitted on the District's approved form. Employees receiving a monthly travel stipend shall not be eligible for mileage, tolls, and parking reimbursement of travel expenses for distances up to 30 miles one way or 60 miles round-trip.
    - 1. **Multiple Work Locations:** Work related travel between two or more district locations in a single day is reimbursable.
    - 2. **Direct Surface Route:** Mileage is reimbursable on the basis of a commonly-used direct surface route, e.g. "Google Maps". The district cannot reimburse for extra miles logged due to a "roundabout" or other preferred route.
    - 3. **Parking and Toll Fees:** Parking, Toll and other related fees are reimbursable when the expense is substantiated.
    - 4. **Call-Back Mileage:** In the event an employee is off-duty and called back to work by a supervisor, the employee may be paid for all mileage traveled in connection with that event or as specified in an applicable collective bargaining agreement.
    - 5. **Not Reimbursable:** Employees shall not receive reimbursement for the following:
      - a. Miles to and from the work location to their personal residence. If, at the start or end of the work day, the employee is required to travel on district business to a destination that is farther from the work location than the normal commute, only the excess miles are reimbursable.
      - b. Gas purchases are not reimbursable because the reimbursement rate includes fuel expenses.
      - c. Damage or theft to an employee's vehicle or items kept within the vehicle. A portion of the reimbursement rate is intended to defray the individual's insurance costs.
  - B. **Conference Attendance:** Trips requiring overnight absences, payment of a participant fee, and/or reimbursement for employee incurred actual and necessary expenses shall be requested prior to the employee's attendance and participation. All conference attendance must be requested and approved prior to the employee's participation using the District's approved Form 7400A. All expense claims requested for reimbursement shall be on the District's approved Form 7400B.
- V. **Conference Attendance**
- A. **Approval Processing Requirements:** When requesting off-campus travel, prior approval is required on the district's official "Travel Request Form" to ensure the activity is related to District business, adequate funding is budgeted in an appropriate line-item, and minimal interruption to District

programs and operations occur. When appropriate, substitutes may be arranged. Since employees are expected to "shop" well in advance for reasonable prices, an approver may withhold full reimbursement if prices are found to be above the norm. An approver may also withhold full reimbursement in order to conserve limited budget funds. Signatures are required as follows:

1. The employee's President or Vice-Chancellor must approve all travel requests as confirmation the trip and related expenditures are appropriate for District business prior to the trip.
  2. The administrator overseeing the charge account must approve the expenditure of funds and the Business Officer must confirm that the funds are available. Additional signatures are required as follows:
    - a. The Chancellor's approval is also required in advance of the trip. The Board of Trustees approval is required for the Chancellor's or Board of Trustee's travel in advance if possible. If the Board member or the Chancellor did not know of the trip in time for advance approval, then Board ratification is permitted.
    - b. Travel must be approved or ratified by the Board of Trustees before an advance payment or reimbursement of expenses can be made.
    - c. No travel advance funds or reimbursements can be processed without all the required approvals listed above.
- B. **Conference Location Reimbursement Limitation:** If a conference destination is within the boundaries of Peralta Community College District, the only conference expenses eligible for reimbursement are mileage and the payment of a registration/participant fee. Employees receiving a monthly travel stipend are not eligible for mileage or parking reimbursement of less than 30 miles one way or 60 miles round-trip.
- C. **Internal Revenue Services (IRS) Regulations:** Employers are required to track the amount of expense reimbursement allowances paid to employees. Amounts employers pay employees to reimburse for substantiated business expenses are not generally subject to income tax or employment tax. Reimbursements can be subject to such taxes if the employer pays an amount in excess of the federal per diem rate and the employee does not return unsubstantiated expenses covered by the per diem rate to the employer. (IRS Publication 1542). It is district policy not to reimburse at a rate that would require the payment of income taxes.
- D. **Advance Payment.** An employee may request the Finance Office to pay 80% of approved estimated expenses (less the registration fee) in advance if an approved Conference Request (Form 7400) and required documentation is submitted to the Finance Office in time for Board of Trustees authorization. If, upon submitting a final expenses claim, actual expenses are less than the 80% advanced, the employee must repay to the district the part of the advance in excess of expenses. No new travel requests will be approved if there is an outstanding balance. If an employee does not respond to a Finance Office request for repayment within 30 calendar days, no future advances to the employee will be made.
- E. **Per Diem Rates** are the maximum daily allowances for lodging (excluding taxes), meals, and incidentals paid to employees attending activities under the District's conference attendance. Per Diem shall reflect those items and rates adopted by the United State General Services Administration ([www.gsa.gov](http://www.gsa.gov)) or the Department of State. Expenses must be substantiated through receipts or other conference documentation (except for up to \$25/day for incidentals) with the dates, prices and location. Table AP 7400-1, Per Diem Allowance Requirements, summarizes the per diem concept.
- F. **Other than Per Diem Expenses:** Expenses classified as other than per diem expenses are reimbursed after the conclusion of travel upon the submission of the required District form 7400B and must be validated with receipts before reimbursement can be processed.

**TABLE AP 7400-1  
PER DIEM ALLOWANCE REQUIREMENTS <sup>1</sup>**

The per diem allowance (also referred to as subsistence allowance) is a daily payment instead of for actual expenses up to the limit established by the federal government for lodging, meals, and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges and services, including any service charges where applicable. Lodging taxes in the United States are excluded from the per diem allowance and are reimbursed as a miscellaneous expense. In foreign locations, lodging taxes are part of the per diem allowance and are not a miscellaneous expense. The per diem allowance covers the following:

- (a) **Lodging.** Includes expenses, except lodging taxes in the United States, for overnight sleeping facilities, baths, personal use of the room during daytime, telephone access fee, and service charges for fans, air conditioners, heaters and fireplace fires furnished in the room when such charges are not included in the room rate.
- (b) **Meals.** Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
- (c) **Incidental Expenses (Miscellaneous Expenses).** All expenses for tips, travel/parking for restaurants, public transit fees, business-related communication and computer-use charges (phone, fax, copying, email, etc.), service charges, and vending machine purchases are covered through the per diem rate.

**Place of public accommodation**—Any inn, hotel, or other establishment within a State that provides lodging to transient guests, excluding:

- (a) An establishment owned by the government;
- (b) An establishment treated as an apartment building by State or local law or regulation; or
- (c) An establishment containing not more than 5 rooms for rent or hire that is also occupied as a residence by the proprietor of that establishment.

<sup>1</sup> Based on United States General Services Administration Federal Travel Regulation 300-3.1 available from [www.gsa.gov](http://www.gsa.gov)

G. **District Implementation:** When implementing Per Diem Allowances and Non Per Diem Reimbursement, the following shall apply:

1. **Registration Fees** (*Non Per Diem Pre-Paid Expense*)

- a. Registration fees charged in connection with approved attendance at conferences, conventions, seminars, and training sessions may be processed as a direct payment to the conference sponsor.
- b. The registration fee may include a daily stipend for meals and/or other expenses which should not be separately claimed as a per diem expense. The conference program listing the provided meals should be submitted.
- c. A copy of the event's brochure or announcement showing sponsor, event purpose, dates and times, event location, and applicable fees may be used to substantiate the event's purpose and employee's attendance.

**2. Lodging** (*Per Diem Allowance*)

- a. Allow lodging as an allowable per diem expense when the nature of the travel requires the employee to be absent overnight from his/her established residence and the destination is outside the District boundaries
- b. Calculate lodging separately for each employee when employee's share lodging.
- c. Limit the Per Diem allowance to the single occupancy rate when the employee shares lodging facilities with a non-District person.
- d. Reimburse for lodging taxes whenever such taxes increase lodging costs to an amount greater than the per diem lodging rate.
- e. Lodging expenses are substantiated via a copy of the "hotel" bill.
- f. Full per diem rates are allowed for up to one day before the conference and one day after the conference, if warranted by a early start or late finish schedule of the conference. The conference dates should be requested to be consistent with the required travel dates to attend all conference activities.

**3. Meals** (*Per Diem Allowance*)

- a. Allow the Per Diem allowance only for employees when the meal is associated with an approved conference attendance. Social events unrelated to the functions of the District are not reimbursable. Alcohol is not reimbursable.
- b. When applicable, use the meal amount stated in the registration fee of a meeting, conference, or other activity as part of the per diem allowance.
- c. Include tips in the Per Diem allowance.
- d. Meals are to be substantiated by a receipt. If a meal or tip is not substantiated by a receipt, it may be claimed as a portion of the \$25/day undocumented allowance under incidental expenses.

**4. Incidentals** (*Per Diem Allowance*)

- a. Reimburse employees for reasonable expenses incidental to travel and/or miscellaneous expenses essential to District business. Receipts and/or other documentation are not required for incidental expenses of less than \$25/day.
- b. Include the expenses enumerated below as part of the Per Diem allowance which do not need to be documented provided they do not exceed \$25/day:
  - Telephone, fax, internet access, email, etc.
  - Minor supplies, postage, and reproduction costs.
  - Porter service where charged as a specified fee.
  - Tips.
  - Laundry and valet expenses when employee's absence from regular service extends beyond five (5) nights.
  - Other miscellaneous items directly related to District business.

5. **Transportation** (*Non Per Diem Direct Pay Expense and/or Reimbursable Expense*)

- a. **Air / Rail Travel:** The employee purchases their tickets directly and submits for reimbursement as an expense claim. Fares must be at the lowest possible rate, e.g., economy, coach, etc. Upgrades are not reimbursable. If an employee wishes to upgrade, it is done at the employee's expense. Baggage charges may be reimbursed subsequent to the trip with the submission of receipts. Employees are expected to "shop" well in advance and be sensitive to pricing. Travel agent fees are not reimbursable unless it can be demonstrated that the travel agent's total cost is less than available through normal internet booking capabilities. Management may withhold approval of full reimbursement if air travel prices are above the norm due to late booking.
- b. **Personal Airplane Use:** In the event an employee desires to use his/her personal airplane, Chancellor approval is required. Reimbursement shall not exceed the economy/coach rate for public carriers.
- c. **Personal Vehicle:** A personal vehicle is approved for travel. The lesser of mileage or air fare is reimbursed regardless of what mode of transportation is used.
- d. **Taxi and Shuttle Services:** When an employee is on an approved conference, taxi, bus, rail, and shuttle services are the preferred transportation mode to and from the airport. A receipt is required for reimbursement unless claimed as an incidental expense. Employees should also explore the use of public transit, such as by bus, train, or BART.
- e. **Rental Cars:** Employees on approved conferences outside of Alameda County may be authorized to rent a car when the cost of transportation is greater than the cost of other transportation modes, e.g., taxi, airport limousine, shuttle, multiple employees traveling together, etc.
  - 1) Employees are to rent the car in their name, not the District's name.
  - 2) Reimbursable rental charges are limited to a compact or standard size car. If the employee wishes an upgrade, he/she may do so at his/her own expense.
  - 3) Rental charges should be at the best promotional rate and/or net of any discounts.
  - 4) Gasoline for rental car use is reimbursable with proper documentation, e.g., rental agreement requirement and receipt(s).
  - 5) Peralta Community College District has insurance for vehicles rented for district business. Therefore, there is no reimbursement for insurance purchases as part of a car rental contract.
  - 6) Employees are encouraged to use the district van for group travel rather than using a rented vehicle.
- f. **Parking and Related Fees**
  - 1) Metered or any other parking fee, or a toll fee, is reimbursable when receipts are provided as a part of a conference claim. If receipts are not available, these fees could be considered covered as part of the incidentals allowance.
  - 2) **Airport / Rail Station Parking:** Parking fees for leaving an employee's personal vehicle at the airport / train station is reimbursable at the shuttle/long term parking lot rate. If the

travel is for an extended period of time, an airport shuttle to/from the employee's home is reimbursable if the shuttle cost is less than parking cost.

- 3) **Related Fees:** Toll, bridge, and other related fees are reimbursable if a receipt is provided. If a receipt is not provided, the expense would be considered part of undocumented incidental expenses.

6. Table AP 7400-2, Allowable Conference Expenses, below, identifies expenses allowable and not allowable.

## VI. Personnel Considerations

- A. **Leave of Absence:** When a leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time in a leave of absence status.
- B. **Salary-Status:** An employee authorized to attend a conference, is considered to be in regular status for the duration of the conference.
- C. Disregard for District travel policy, regulations, and procedures and/or altering receipts can result in disciplinary action.
- D. **Overtime:** Overtime is not permitted unless expressly authorized in advance by the Chancellor.

## VII. Operating Procedures

The Vice-Chancellor for Finance shall establish the Form 7400 and instructions to implement this administrative procedure. Approved travel requests in excess of \$1,000 will be included in the "Background Materials" as part of the Board of Trustees Meeting agenda.

**Approved by the Chancellor: November 21, 2011**

<b>TABLE AP 7400-2 ALLOWABLE CONFERENCE EXPENSES</b>		
<b>PER DIEM<sup>1</sup></b> <i>(Allowance Rate)</i>	<b>OTHER THAN PER DIEM<sup>2</sup></b> <i>Receipts required:(Reimbursable)</i>	<b>NOT ALLOWED</b> <i>(Not Reimbursable)</i>
Lodging	Lodging taxes to the extent such taxes increase lodging cost to an amount greater than the per diem lodging rate.	<ul style="list-style-type: none"> <li>• Additional lodging costs resulting from additional travel time for the employee’s convenience.</li> <li>• Lodging furnished by non-commercial or other means, e.g., staying with family/friends living in the conference area.</li> <li>• Mini-bar charges</li> </ul>
Meals		<ul style="list-style-type: none"> <li>• Meals consumed while enroute to / from the conference.</li> <li>• Alcoholic beverages and/or other intoxicating spirits.</li> <li>• Cost of meals furnished by non-commercial or other means, e.g., family and/or friends.</li> </ul>
<b><i>Incidental Expenses</i></b>	<b><i>Miscellaneous Expenses</i></b>	<b><i>Other Not Reimbursable Expenses</i></b>
<ul style="list-style-type: none"> <li>• Telephone, fax, and/or other electronic communication methods.</li> <li>• Minor supplies, postage, and reproduction costs</li> <li>• Porter service where charged as a specified fee</li> <li>• Laundry and valet expenses when employee’s absence from regular service extends beyond five (5) nights unless necessitated by an accident during the event.</li> <li>• Other miscellaneous items directly related to District business for which no receipt is available: i.e. metered parking, bridge fees, bus fare, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Personal vehicle mileage.</li> <li>• Air, rail, or bus fare to conference destination if receipted.</li> <li>• Airport parking.</li> <li>• Vehicle rental / gas.</li> <li>• Taxi and shuttle service including tip.</li> <li>• Registration fee.</li> <li>• Training fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Gasoline purchases associated with personal vehicle use.</li> <li>• Avoidable “no-show” charges for hotel or car service.</li> <li>• Upgrade fees.</li> <li>• Excess baggage fees.</li> <li>• Lost baggage.</li> <li>• Transportation to / from places of entertainment and similar facilities.</li> <li>• Conference-arranged leisure tours or personal side-trip expenses.</li> <li>• Traffic or parking citation while using a district or private vehicle</li> <li>• Entertainment expenses, radio or television rental, and other items of a similar nature.</li> <li>• Individual membership dues or fees, e.g., airline clubs, gyms, etc.</li> <li>• Personal telephone calls and other expenses of a personal nature.</li> <li>• Loss / theft of personal property</li> <li>• Gifts.</li> </ul>
<p><sup>1</sup> Per diem rates combine lodging, meals, and incidental expenses for primary destinations. Receipts for less than \$25/day are not required.</p> <p><sup>2</sup> Expenses may not exceed amount authorized on Form 7400A, Travel Request .</p>		