



AP 7400 Travel

References: Reference: Education Code Section 72423, 72233, 72640, 87032

Approved: October 2015

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1. Approval and Authorization:

- A. The "Travel Request and Authorization" claim form should be used to secure advance authorization and subsequent reimbursement. Requests for travel must be authorized in advance by the appropriate designee. Authorization must be secured if the individual is traveling on District business even at his/her own expense. Failure to secure advance approval will be treated as unauthorized travel, and the individual will be responsible for his/her own expenses and liability.
- B. Approval of travel is delegated to the Superintendent/President or designee. In addition to the approval of the appropriate dean, director or vice-president, the Chief Business Officer or designee has the responsibility to (1) determine if funds are available before approving the request, and (2) determine if expenditures were legitimate under the authorization before approving reimbursement.
- C. Out of state travel within the contiguous 48 states requires vice president approval. Travel to Alaska and Hawaii requires approval of the Superintendent/President. CA Assembly Bill AB1887 prohibits travel to certain states with discriminatory laws. See link for the current list of prohibited states and additional information.
<https://oag.ca.gov/ab1887>
The Superintendent/President will review each proposal and determine approval for international student recruitment activities. All other requests for international travel will be presented to the Board for approval based on the recommendation of the Superintendent/President.
- D. Board Member travel expenses are described in AP 2735 – Board Member Travel.
- E. Student travel expenses and employee expenses incurred while travelling with students are described in AP 4300 – Field Trips and Excursions and in section 13 of this procedure.

2. **General Reimbursement:** Travel expenditures will be reimbursed on an actual and reasonable basis, as authorized in advance by the Superintendent/President or designee and in accordance with this procedure. Lodging, airfare, and other costs such as parking and tolls will be reimbursed with receipts. Meals will be reimbursed on the per diem rate discussed below. Mileage by personal automobile will be reimbursed at the federal IRS rate. The District will not reimburse for expenses that have been paid to the individual by another agency.

3. **Spouse/Friend Travel Expenses:** The District will pay travel expenses for District employees who have followed approved policies and procedures. Any added cost of meals, room, or other expenses incurred by a spouse or friend must be paid directly by the individual at the time of purchase. In no case will the District pay more in order to allow a spouse or friend to accompany the employee.
4. **Extended Travel:** Travel expenses and liability for extending travel beyond business purposes for personal reasons will be borne by the employee.
5. **Method of Transportation:** Generally, if a staff member is entitled to reimbursement, it will be at the cost of the least expensive form of transportation regardless of which mode is used. The least expensive mode of transportation should consider air travel and personal car. Other modes of transportation may be utilized by the employee if they provide the least expensive form of transportation.
 - A. Air Travel: Accommodations are normally Economy airfare and should be made through a district approved travel agent (currently available online through Concur and CAL Travelstore). Travelers flying on Southwest Airlines should book "Wanna Get Away" fares as these are the least expensive. Exceptions to use the district approved travel services may be made when travel is not available through the approved service or an alternate source would create a lower cost. Exceptions require appropriate justification and approval by the appropriate vice-president or Superintendent/President and Chief Business Officer or designee. If air travel is approved and arrangements are made with the least expensive air transportation provider and the selected airline does also offer a "Frequent Flyer" program of bonus points for miles traveled, the employee may accrue such bonus points for her or his personal use. Any additional costs (early boarding, excess luggage, upgraded seating, etc.) must be approved in advance by the appropriate vice president or Superintendent/President.
 - B. Automobile Travel by Personal Car: Use of personal car will be reimbursed at the IRS standard rate. In instances where an individual drives a personal car but air travel would be less expensive, the individual will be reimbursed the estimated total cost of the lowest air fare, roundtrip mileage to the airport, parking fees at the economy lot, and shuttle to/from the airport at the destination. Additional mileage costs may be reimbursed if individual is carpooling with another employee(s). Round trip mileage traveled by an employee between home and the initial work place is not reimbursed. Travel from home to two or more locations, then back home, will be reimbursed for actual miles less regular commute miles. Individuals must certify that they have a valid drivers license and liability insurance on the "Travel Request and Authorization" claim form. The District liability insurance will only be used after the individual's policy limits have been exceeded. The District does not cover, nor is it responsible for comprehensive and collision coverage of the individual's vehicle. The mileage reimbursement paid by the District covers all operating expenses on the personal car including, but not limited to, insurance, gas, oil, maintenance, etc.

For mileage driven on District business to a location other than the employee's regular work place, the employee will be reimbursed for the lesser of actual miles driven or the campus-to- worksite miles. An itemized mileage report for use of a private car should be submitted for approval to the supervisor and the Business Office for payment each month.

The following are the standard accepted mileage roundtrip totals. Claims should not exceed these amounts.

Main Campus to and from:		Chico Center to and from:	
Chico Center	24	Main Campus	24
Glenn Center	70	Glenn Center	50
Sacramento Airport	160	Sacramento Airport	164
Downtown Sacramento	165	Downtown Sacramento	170

Mileage to locations other than those noted in the chart should be substantiated by the employee with an online mapping printout attached to the claim form.

- C. Travel to Air Terminals: For transportation to air terminals, employees are reimbursed at the IRS standard rate per mile for use of their personal automobiles. Use of airport shuttles is encouraged if such use is cost effective.
 - D. Automobile Rentals: Approval of automobile rental is obtained on the "Travel Request and Authorization" claim form prior to employee's departure. Rentals should be made through the district approved travel agent (currently available online through CAL Travelstore) where we have secured a statewide rate through Enterprise. Automobile rental may be approved after the fact on the reimbursement claim or an attachment to it, only with a detailed explanation of the reason for the rental and the approval signature of those who originally authorized the trip. The automobile rental is to be used for District business only.
 - E. Miscellaneous Transportation Charges (streetcar, ferry, taxi, bus fares, bridge tolls, parking): Such charges incurred while on official business may be claimed when itemized and documented with receipt(s).
 - F. Accidents: Accidents must be reported at the earliest possible time to the appropriate supervisor and College Police if there is personal injury or extensive property damage.
6. **Hotel Accommodation**: Employees traveling to locations outside of Butte and Glenn counties may request the use of overnight accommodations. Lodging expenses will be reimbursed or may be paid in advance when reservations are made. When available, lodging will not exceed the single conference rate. If a conference rate is not available, employee should request a government rate from the hotel. An itemized receipt showing final payment is required for reimbursement. Personal phone calls will not be reimbursed. If the phone call(s) are for business, this must be indicated on the receipt and may be reimbursed. Excess costs incurred for hotel accommodations, when reservations were made for the employee but were subsequently not used and not canceled by the employee, will be charged back to the employee. Other incurred costs beyond the control of the employee may be covered by the District at the discretion of the Chief Business Officer or designee.

Unless it is the established single conference rate, lodging expenses in excess of \$250 per night excluding taxes and other charges require additional substantiation. Employees must document reason(s) for the use of a higher lodging rate. These reasons may include 1) employee required to stay at lodging site, 2) employee requires "reasonable accommodation", 3) business will be conducted in late night meetings, 4) cost of transportation to alternative lodging equals cost of requested lodging, 5) lack of transportation to alternative lodging, 6) no alternative lodging available, 7) emergency travel, and 8) other. The employee must explain the reason above. If the employee is not able to meet the conditions above, the employee must document a "Good Faith" effort to obtain lodging from 3 vendors at or below the \$250 per night rate. This documentation

must be attached to the "Travel Request and Authorization" claim form submitted at the time travel approval is requested.

7. **Meals:** A standard meal allowance is available for those trips that require an overnight stay. The IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses states that in order for the reimbursement of meals and incidental expenses to be excludable from a traveler's taxable income "it is necessary for you to stop for substantial sleep or rest to properly perform your duties while traveling away from home on business." Merely working overtime or at a great distance from the employee's residence does not create excludable reimbursements for travel expenses if the employee returns home without spending the night or stopping for substantial sleep or rest.

Charges up to \$61.00 per day (breakfast - \$16; lunch - \$17; dinner - \$28) may be claimed without providing receipts. Travel for partial days when you depart and return must be prorated. Meals included in transportation fare and conference registration fees will not be further reimbursed. Meals will not be reimbursed for trips within Butte and Glenn counties.

Trip	Breakfast	Lunch	Dinner
One-day trip	Not reimbursed	Not reimbursed	Not reimbursed
Multi-day trips - first day	Yes, if departure is prior to 7:00 am	Yes, if departure is before 12:00 pm	Yes, if departure is prior to 6:00 pm
During multi-day trip	Yes	Yes	Yes
Multi-day trip - final day	Yes, if return is after 8:00 am	Yes, if return is after 1:00 pm	Yes, if return is after 7:00 pm

8. **Incidental Travel Expenses:** Travel that includes an overnight stay may include reimbursement for incidental travel expenses of \$5.00 per 24 hours of travel. Incidental travel expenses are intended to cover costs associated with travel such as baggage handling, laundry, sundries, and other miscellaneous travel expenses. These expenses may be claimed without providing receipts.
9. **Travel Between Home and Workplace:** Round trip mileage traveled by an employee between home and the employee's regular workplace is not considered business mileage and is not reimbursed, even if such mileage is traveled during normal time off (e.g. after hours, weekends).
10. **Advance Travel Funds:** Advance travel funds will be provided only if the "Travel Request and Authorization" claim form is completed with an advance requested and submitted to the Business Office in sufficient time to allow review, approval, and check processing. Prepayments for registration, lodging and airfare will be made to the applicable organizations with sufficient documentation. Cash advances for meals may be made based on the per diem rates and times of departure and return. Other advances of cash are discouraged and require the approval of the Chief Business Officer or designee. In cases where a cash advance is approved, the cash becomes and remains the personal liability of the requester until the advance is cleared with the Business Office. Any unspent portion of the cash advance travel funds will accompany the claim for reimbursement. An employee who is delinquent in submitting the claim for reimbursement may not receive further cash advances.
11. **Reporting Business Travel Expenses:** The reimbursement claim portion of the "Travel Request and Authorization" claim form will be submitted to the Business Office within five

(5) working days of return from a business trip. Every effort should be made to document entries on the expense report with receipts, other than meals and incidentals, that clearly indicate that payment has been made. Detailed receipts for airfare, lodging, parking and other expenditures must be attached to the employee expense report. For lost receipts (other than airfare, lodging, or automobile rental receipts) reimbursement may be authorized by signature approval of the Chief Business Officer or designee. The Chief Business Officer or designee is authorized to request an employee furnish receipts to support entries deemed unacceptable and to withhold reimbursement until receipts are presented.

12. **Grants and Other Restricted Funds:** Grants and other restricted funds may have additional limitations on expenditures not covered in this procedure.
13. **Insurance for Travelers:** District employees eligible for benefits are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment and other accidents and incidents while on an official business trip. District provided medical insurance covers the employee while on international travel. Check with Human Resources for an update of available benefits. Employees will not be reimbursed for the purchase of any additional travel or medical insurance.
14. **Athletic Trip Expenditures and Reporting:** See BP/AP 4300 Field Trips and Excursions. Expenditures for meals, rooms, travel, and travel related events are authorized by the "Team

Travel Request" form submitted via the Athletic Director to the Business Office at least three weeks prior to the event if an advance is required. Meals for athletes may be reimbursed up to a maximum of \$20 per day (breakfast \$4; lunch \$6; dinner \$10). The Athletic Department guidelines are to be used to determine the necessity of overnight or partial day meal money.

Expenditures will be documented by receipts and should be submitted to the Business Office via the Athletic Director within five days after returning from the trip. Any unspent funds should be returned with the "Team Travel Request" form.

Transportation staff accompanying an athletic team or field trip excursion may use the per diem method of reimbursement if the trip includes an overnight stay. Meals for transportation staff travel where an overnight stay is not required may be reimbursed using the actual expense method with documented receipts. No reimbursements will be paid on a trip where an overnight stay is not required, and original documentation is not provided. Charges up to \$16 for breakfast, \$17 for lunch, and \$28 for dinner may be claimed when original documentation is provided. These reimbursements will be paid for activities while the athletic or field trip excursion is being conducted. No reimbursements will be paid for activities before the trip begins or after returning.

15. **International Travel:** Entrance visas and departure/exit fees are required by some countries and are issued for a specific time period. Visa fees and departure/exit fees are reimbursable by the District. Staff members will be reimbursed a reasonable amount for photographs required for visa applications. Staff members must submit original receipts for reimbursement.

Passport issuance fees will be reimbursed by the District for staff members that are required to travel internationally on District business.

Laundry expenses may be reimbursed for international travel in excess of five days.

Foreign exchange rates must be documented with the "Travel Request and Authorization" claim form when submitted for reimbursement.