

Business Services

1 **AP 6900 TRAVEL**

2 **References:**

- 3 Education Code, Sections 72423 and 87032;
- 4 Government Code Section 11139.8;
- 5 2 Code of Federal Regulations Part 200.474

6 The Board of Trustees authorizes District employees and trustees to participate in off-
7 campus conferences, meetings, and similar activities which will be beneficial to the
8 enhancement of Cerritos College programs and services.

9 Necessary expenses for attendance at conferences, workshops, meetings, and college
10 or site visitations include expenses incurred for lodging, portorage fees, meals, gratuities,
11 registration fees, mileage, taxi, bus, baggage transfer, bus or airport lockers, business
12 telephone, instructional materials, car rentals, and parking fees.

13 An employee's request for conference attendance may not be approved if it interferes
14 with the service of the District. A request may also be denied if such request is deemed
15 fiscally imprudent or the President/Superintendent is of the opinion that the absence of
16 the employee from duty would materially interfere with the operation of the District.

17 Conference and Travel Request forms must be completed and submitted to Fiscal
18 Services 30 days prior to any travel. Any forms submitted less than 30 days prior to travel
19 will require approval by the appropriate area Vice President or President/Superintendent.
20 There are two primary reasons for this requirement: (1) the provisions in the District's
21 workers' compensation policy, and (2) the availability of funds in the appropriate budget
22 account. Travel conducted before the approved request form is on file may be denied for
23 reimbursement.

24 The travel procedures that follow pertain to all funds and programs of the District
25 regardless of funding source.

26 **Authorized Expenses and Reimbursement**

27 The employee or trustee shall certify by signing the Conference and Travel Claim form
28 that all amounts claimed were actual and necessary, that the expenses were for the
29 benefit of the employee or trustee only, and only allowable expenses are included. The
30 District will not make travel arrangements for spouses, family members, or non-district
31 employees. Forms must be filed within thirty (30) calendar days after return from travel.
32 Forms submitted to Fiscal Services after 30 calendar days, or forms that are incomplete
33 and do not include the necessary detailed receipts, may be denied for reimbursement.

34 Acceptable itemized receipts can be original, copy, or digital. Reimbursement for
35 expenses will be denied if the employee or trustee failed to attend the intended event.

36 The District will reimburse employees or trustees for expenses incurred during their travel,
37 as applicable, for the following:

38 A. Mileage

- 39 • Mileage by private automobile shall be at the current IRS mileage rate.
- 40 • All employees driving on district business shall take the most direct route
41 possible.
- 42 • When more than one individual attends the same event and private
43 transportation is used, carpooling is strongly encouraged. If two or more
44 employees or trustees share a personal vehicle, only one employee or
45 trustee shall be reimbursed for mileage expenses.
- 46 • Mileage shall be calculated as the distance from the employee's regular
47 work location to his/her/their off-campus business destination and return to
48 regular work location.
- 49 • If the employee does not both leave and return to his/her/their regular work
50 location, the total miles driven less regular commute miles shall be
51 reimbursed.

52 Example: Home to work 10 miles (commuter miles)

53 Work to event 15 miles (business miles)

54 Difference 5 miles (to be reimbursed)

55 If business miles are less than commuter miles, no reimbursement is
56 allowed

- 57 • Reimbursement for mileage may not exceed the total cost of coach airfare
58 and other transportation costs to the same destination.
- 59 • Reimbursement for mileage can be claimed by completing the Mileage
60 Expense Report Form and submitting the claim to Fiscal Services; if
61 mileage is associated with a trip, it can be included on the Conference and
62 Travel Claim form.

63 B. Transportation

- 64 • Transportation related expenses which are directly associated with
65 business mileage and are reasonable and necessary shall be reimbursed.
66 Allowable expenses include parking fees, bridge, and highway and tunnel
67 tolls. All claimed transportation related expenses shall be authenticated by
68 submission of itemized valid receipts.
- 69 • All employees and trustees driving either their own, leased, or District-
70 owned vehicles for District related activities must possess a valid California
71 Driver License.
- 72 • The expense of traveling by commercial airline carrier will be allowed on the
73 basis of actual cost. Claims for airplane travel shall be allowed in conformity

74 with the latest published airplane tariffs. When more than one class of air
75 travel is available, the district will pay for coach class only. Air travel is
76 limited to flights on scheduled commercial airlines. Air travel expenses paid
77 by an employee or trustee's personal credit card will not be reimbursed until
78 the conclusion of the travel event and only upon submission of detailed
79 receipts.

- 80 • All employees and trustees are expected to use the most economical mode
81 of transportation that is in the best interest of the District. If an employee or
82 trustee chooses to travel via private vehicle, reimbursement for mileage will
83 not exceed the total cost of coach airfare and other transportation costs.
- 84 • Reimbursable transportation expenses for necessary official travel via
85 airplane, private vehicle, railroad, bus, shuttle, and taxi while on approved
86 travel must be properly itemized on the Conference and Travel Claim form
87 with the applicable receipts or invoices.
- 88 • The District will pay for the first checked bag on airline travel.
- 89 • Parking charges while on approved travel must be properly itemized on the
90 Conference and Travel Claim form with the applicable receipts or invoices.

91 C. Registration Fees

92 Registration fees in connection with approved attendance of conferences,
93 conventions, committee meetings, training seminars, etc. will be paid upon
94 submission of registration forms, invoices, or receipts.

95 D. Lodging

- 96 • Normally, lodging expenses are reimbursed for the actual dates of the
97 approved conference. The night before or the night the conference ends
98 may be reimbursed if supported by a written statement explaining the
99 necessity. Special circumstances which result in significant monetary
100 savings, such as a Saturday night stay, may be reimbursed if supported by
101 a written statement.
- 102 • The cost of a single room accommodation for the night(s) required will be
103 paid by the District. When an employee or trustee shares lodging facilities
104 with a non-district individual (e.g., spouse, children, etc.) reimbursement to
105 the employee or trustee is limited to the single occupancy rate.
- 106 • An itemized receipt and guest folio from the hotel which states the name of
107 the employee or trustee, number of guests, dates of stay, room rate, and
108 any associated taxes and fees for lodging expenses must be submitted on
109 a Conference and Travel Claim form. This information must also be
110 submitted even if lodging expenses are prepaid by the District.
- 111 • Lodging expenses will not be reimbursed for travel within 50 miles of the
112 employee's or trustee's home or the District. Any special circumstances will
113 require approval by the appropriate area Vice President,
114 President/Superintendent, or designee before the travel event takes place.

115 E. Meals

- 116 • The cost of necessary business meals will be reimbursed based on the facts
- 117 and circumstances leading to the expenditure. Reasonable care must be
- 118 taken at all times to ensure that public funds, including federal and state
- 119 grant funds, are not misused and are expended in a judicious manner.
- 120 • Travelers will receive a meal reimbursement only when the District provides
- 121 lodging or reimburses, based on receipts for the actual cost of lodging or
- 122 pays the hotel, motel, etc. directly for lodging.
- 123 • When the cost of meals is included in the registration fee of a conference,
- 124 workshop, convention, committee meeting, training seminar, etc., the cost
- 125 for additional meals or a substitute for the included meals will not be
- 126 reimbursed. The standard meal allowance is for a full 24-hour day of travel.
- 127 If you travel for a part of a day, such as on the days you depart and return,
- 128 you must prorate the full-day meal rate.

129 For Example:

130	When travel is:	Your allowance is:
131	24 hours or more on: Departure Day	75% of the applicable meal rate
132	Full day of travel	100% of the applicable meal rate
133	Last day of travel	75% of the applicable meal rate

134 Source: IRS Pub 463, Travel, Gift and Car Expenses and US GSA, Per
135 Diem Rates, M&IE Breakdown

- 136 • Payment for meals, including gratuities, shall be reimbursed at no more than
- 137 the subsistence rate of eighty (\$80.00) dollars per day except where
- 138 reimbursement from another agency exceeds this limit. Any special
- 139 circumstances will require approval by the President/Superintendent or
- 140 designee. The Conference and Travel Claim form must be itemized by date
- 141 and show a breakdown of the type of meals (breakfast, lunch, and dinner)
- 142 claimed. Education Code Section 32435 prohibits reimbursement for
- 143 alcoholic beverages.
- 144 • Reimbursement for meals will be paid upon submission of itemized receipts.
- 145 If the receipt covers more than one person, the items consumed by the
- 146 employee or trustee must be listed separately.
- 147 • If an employee or trustee does not provide receipts for his/her/their meals,
- 148 reimbursement will be limited to \$17 for breakfast, \$18 for lunch, and \$34
- 149 for dinner.
- 150 • When meals are charged to an employee or trustee’s hotel room, the
- 151 itemized receipt for the meal must be provided – a line-item charge on the
- 152 hotel bill will not be sufficient documentation.
- 153 • Credit card receipts and statements which do not itemize the contents of
- 154 meals purchased will not be reimbursed.

155 F. Miscellaneous

- 156 • Incidental expenses such as telephone charges, facsimile machine use,
157 internet access, or equipment rental will be reimbursed when used as part
158 of a conference.
- 159 • Other business-related expenses incurred while on approved travel may be
160 reimbursed, depending upon the facts and circumstances related to the
161 necessity of the expense. The expenses must be directly related to the
162 travel event and must be properly itemized on the Conference and Travel
163 Claim form with applicable itemized receipts.

164 **Unallowable Travel Expenses**

165 Certain travel expenses are considered personal expenses and not essential to District
166 business. Such non-reimbursable expenditures include entertainment expenses, leisure
167 tours or personal side trips, personal telephone calls, laundry, car washes, fuel for
168 personal vehicles, traffic or parking citations except for those related to malfunctioning
169 equipment on District owned/leased vehicles, individual membership dues or fees,
170 alcoholic beverages, or any other expenses determined by the District to be
171 unreasonable, excessive, non-business related, or a misuse of public funds.

172 No reimbursement for lodging or subsistence shall be paid to an employee for extra travel
173 time incurred if he/she/they travels to a destination for his/her/their own convenience in
174 advance of the necessary time of arrival, nor shall he/she/they be paid for extra travel
175 time if he/she/they remains at the destination following an official meeting or work
176 assignment whenever it is for his/her/their own convenience. Travel claims for travelling
177 the day before conferences will only be reimbursed when it is not feasible, due to the
178 starting hour of the conference, to travel the same day.

179 All travel expenses for family members or other individuals who accompany an employee
180 or trustee shall not be reimbursed.

181 **Travel with Expenses Exceeding \$1,000**

182 Requests for travel with expenses exceeding \$1,000 will require approval by the area
183 Vice President, the President/Superintendent, or designee before the travel event takes
184 place. The request must be accompanied by a complete explanation of the college
185 business purpose to be served.

186 **Out-Of-State Travel**

187 Requests for travel outside of the State of California, and beyond 500 miles from primary
188 work site, require that a Conference and Travel Request form be completed and approved
189 by an appropriate area Vice President and by the President/Superintendent or designee
190 before the travel event takes place.

191 **Travel Outside the United States**

192 All travel outside the United States will require approval by the Board of Trustees before
193 the travel event takes place. The request must be accompanied by a complete
194 explanation of the college business purpose to be served.

195 **Reimbursement to the District**

196 If an employee or trustee does not complete travel paid for by the District, he/she/they
197 shall be responsible for reimbursing the District for the expense. Reimbursement shall
198 not be required if it is determined by the Board of Trustees that the individual was ill or
199 had an emergency.

200 Office of Primary Responsibility: Vice President, Business Services

Date Approved: June 8, 2011

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(Replaces former Cerritos CCD Policy 8008)