

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

34 reimbursement. Reimbursement for expenses will be denied if the employee or trustee  
35 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 off-campus business destination and return to  
48 regular work location.
- 49 • If the employee does not both leave and return to his/her regular work  
50 location, the total miles driven less regular commute miles shall be  
51 reimbursed.

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53 Example: Home to work 10 miles (commuter miles)  
54 Work to event 15 miles (business miles)  
55 Difference 5 miles (to be reimbursed)  
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57 If business miles are less than commuter miles, no reimbursement is  
58 allowed  
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- 60 • Reimbursement for mileage may not exceed the total cost of coach airfare  
61 and other transportation costs to the same destination.
- 62 • Reimbursement for mileage can be claimed by completing the Mileage  
63 Expense Report Form and submitting the claim to Fiscal Services; if  
64 mileage is associated with a trip, it can be included on the Conference and  
65 Travel Claim form.

66 B. Transportation

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

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

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

#### 94 C. Registration Fees

95 Registration fees in connection with approved attendance of conferences,  
96 conventions, committee meetings, training seminars, etc. will be paid upon  
97 submission of registration forms, original invoices or receipts.

#### 98 D. Lodging

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

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E. Meals

- The cost of necessary business meals will be reimbursed based on the facts and circumstances leading to the expenditure. Reasonable care must be taken at all times to ensure that public funds, including federal and state grant funds, are not misused and are expended in a judicious manner.
- Payment for meals, including gratuities, shall be reimbursed at no more than the subsistence rate of sixty (\$60) dollars per day except where reimbursement from another agency exceeds this limit. Any special circumstances will require approval by the President/Superintendent or designee. The Conference and Travel Claim form must be itemized by date and show a breakdown of the type of meals (breakfast, lunch and dinner) claimed. Education Code Section 32435 prohibits reimbursement for alcoholic beverages.
- 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.
- If an employee or trustee does not provide receipts for his/her meals, reimbursement will be limited to \$6 for breakfast, \$10 for lunch and \$18 for dinner.
- 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.
- When meals are charged to an employee or trustee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient documentation.
- Credit card receipts and statements which do not itemize the contents of meals purchased will not be reimbursed.

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F. Miscellaneous

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

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**Unallowable Travel Expenses**

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

162 No reimbursement for lodging or subsistence shall be paid to an employee for extra travel  
163 time incurred if he/she travels to a destination for his/her own convenience in advance of  
164 the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she  
165 remains at the destination following an official meeting or work assignment whenever it is  
166 for his/her own convenience. Travel claims for travel the day before conferences will only  
167 be reimbursed when it is not feasible, due to starting hour of conference to travel the  
168 same day.

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

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

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

176 **Out-Of-State Travel**

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

181 No travel outside of the State of California can be to any state identified on the California  
182 Attorney General's restricted travel list. The Attorney General's travel prohibition can be  
183 found at <https://oag.ca.gov/ab1887>. A number of exceptions to the restricted travel list are  
184 identified in [Government Code Section 11139.8\(c\)](#). Regardless of funding source,  
185 reimbursements of travel expenses from any restricted state must meet one of the  
186 exceptions.

187 **Travel Outside the United States**

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

191 **Reimbursement to the District**

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

196 Office of Primary Responsibility: Vice President, Business Services

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**Date Approved: June 8, 2011**

**Dates Revised: February 11, 2013; March 11, 2019**

**Date Reviewed: March 20, 2019**

*(Replaces former Cerritos CCD Policy 8008)*