

IMPERIAL COMMUNITY COLLEGE DISTRICT AP 7400 Travel

Reference:

Education Code Section 87032;
Government Code Section 11139.8;
2 Code of Federal Regulations Part 200.474

Members of faculty, administration, staff, and governing board, are encouraged to participate in off-campus activities for institutional, professional, and educational purposes that enhance the programs and services of the District.

The District may direct any employee of the District to attend any convention, conference, event or meeting of interest to the District.

The District shall provide for the payment of the actual, necessary and approved travel expenses of any employee of the District, as described within this AP, that is incurred in the course of performing services for the District, whether within or outside the District.

Employees are expected to exercise prudent judgment and be as cost-conscious as possible in incurring travel expenses for official District business. Only necessary expenses will be approved and reimbursed.

Given sufficient advance arrangements, travel prepayments are available for direct payment to hotel, conference, registration, air and other travel arrangements only.

If a check is needed for registration and/or hotel, submit a purchase order for each one.

If a credit card is accepted for registration and/or hotel, the employee can charge it using a District-issued credit card.

If a personal credit card is used, reimbursement may be requested after the trip, along with other allowable out-of-pocket expenses incurred such as car rental and gasoline, or mileage for use of a personal vehicle, meals, parking, etc.

All travel requests must be approved in advance by the appropriate supervisor/dean, appropriate vice president, and, if different, a designated budget administrator.

All travel outside the State of California (with the exception of travel to Yuma, Arizona) shall be approved in advance by the Board of Trustees.

The following states are currently subject to California's ban on state-funded and state-sponsored travel:

1. Alabama
2. Iowa
3. Kansas
4. Kentucky
5. Mississippi
6. North Carolina
7. Oklahoma
8. South Carolina
9. South Dakota
10. Tennessee
11. Texas

Exceptions

The Legislature created exceptions in AB 1887 that allow travel to banned states in certain circumstances. (Gov. Code, § 11139.8, subd. (c).) Exceptions only apply if travel to a subject state is "required." (Ibid.)

Specifically, AB 1887 does not apply to state travel that is required for any of the following purposes:

1. Enforcement of California law, including auditing and revenue collection.
2. Litigation.
3. To meet contractual obligations incurred before January 1, 2017.
4. To comply with requests by the federal government to appear before committees.
5. To participate in meetings or training required by a grant or required to maintain grant funding.
6. To complete job-required training necessary to maintain licensure or similar standards required for holding a position, in the event that comparable training cannot be obtained in California or a different state not subject to the travel prohibition.
7. For the protection of public health, welfare, or safety, as determined by the affected agency, department, board, authority, or commission, or by the affected legislative office.

(Gov. Code, § 11139.8, subd. (c).)

All travel outside the United States (with the exception of travel to Mexicali, Baja California, and San Luis, Sonora, Mexico) must be approved by the Board.

Required Documentation

The Travel Request and Expense Statement Form authorizes an employee to travel and provides a cost estimate for the entire trip. A travel form is required for all travel even travel that is no expense to the District.

The Travel Request form must be signed by the requestor with signatures of approval, in advance, by the appropriate supervisor/ dean, and, if different, a designated budget administrator. The president's signature is also required for out-of-state and out-of-county travel, except for Yuma, Arizona and Mexicali, Baja California, Mexico.

The following documentation must be attached to the Travel Request form before it is routed for signatures:

- Flyer, brochure or email describing conference, workshop, seminar, training, etc.
- Applicable documentation to support estimated travel expenses:
 - air travel (preliminary airline itinerary)
 - lodging (preliminary hotel reservation; refer to conference brochure)
 - mileage (use Google Maps to find mileage distances; mileage will be reimbursed at the current IRS rate)
 - meals (include meals not provided for in registration cost; refer to conference brochure)
 - registration (refer to conference brochure)
 - rental vehicle
 - parking (refer to conference brochure)
 - other

After travel is approved, the Travel Request will be returned so that the traveler or appropriate department support staff can make final arrangements for travel (air/ground travel, lodging, registration, parking, other). Attach all original receipts for expenses (excluding mileage and meals) to the Travel Request form.

Expense Reimbursement

Request reimbursement after the trip by submitting the original signed Travel Request form with original receipts attached to appropriate department support staff who will process a purchase order. The purchase order must be submitted to the Business Office by the weekly purchase order deadline (Wednesday by noon) in order for a check to be made available by Thursday of the following week.

Lodging:

Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.

If lodging is shared with another employee, each may be reimbursed only for his/her share of the charges.

When an employee shares lodging facilities with a non-District person (e.g., spouse, children, etc.), reimbursement to the employee is limited to the single occupancy rate.

Meals:

Employee reimbursement for meals will be on a per diem basis of \$60.00 (breakfast \$15.00, lunch \$20.00, and dinner \$25.00). To claim meals, a traveler must:

- Depart prior to 7:30 a.m. to claim breakfast
- Depart prior to 12:00 noon to claim lunch
- Depart prior to 6:00 p.m. to claim dinner
- Arrive past 7:30 a.m. to claim breakfast
- Arrive past 12:00 noon to claim lunch
- Arrive past 6:00 p.m. to claim dinner

No reimbursement for alcohol is allowed. Receipts for meals are not required except when charged to a District-issued credit card.

Gratuities

A maximum of 15% gratuity will be reimbursed for ground travel (e.g., taxi, Lyft, Uber, shuttles) with receipts. For other miscellaneous gratuities, which do not involve meals, such as gratuities for checked bags, a maximum of \$10 per travel will be reimbursed based on actual expenses.

Cancellations and refunds are the responsibility of the employee. Return the canceled Travel Request form to the office of the supervisor/dean.

Vehicle/Mileage

A rental car or District-owned vehicle can be requested through the college Purchasing Department. To request a vehicle, submit a copy of the signed Travel Request form to the purchasing coordinator. A District-issued credit card for gasoline for a rental car or District-owned vehicle can also be requested from the Purchasing Department. If a

personal credit card is used, reimbursement for gasoline will only be made for fueling rental vehicles or District-owned vehicles. A loss damage waiver shall be added to all rented vehicles.

If a personal vehicle is used, reimbursement for mileage only will be at the IRS mileage rate currently in effect.

Mileage for authorized in-county travel shall be documented on a Mileage Expense Claim form and approved by the immediate supervisor, and appropriate administrator. Mileage will be reimbursed at the Internal Revenue Service maximum tax-exempt reimbursement rate in effect at the time travel occurs. In-county travel includes travel for which mileage is the only claimed expense. Travel is for the purpose of attending in-county meetings, workshops, training, and instruction at off-campus site (i.e., high schools, Centinela and Calipatria state prisons).

Salary Status during Travel

An employee who is authorized to travel off campus to attend conferences, conventions, committee meetings, in-service training seminars and so forth, shall be considered to be in regular salary status for the duration of the absence for his/her normal work assignment. Non-exempt employees will receive overtime for travel time that exceeds the employee's eight (8) hour day or forty (40) hour work week and the travel is required and approved by the District.

Travel During a Leave of Absence

No expense of any kind will be allowed for time in a leave-of-absence status.

Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. If regularly scheduled work hours are missed, then employee shall utilize available applicable leave to cover for extra travel time incurred for the convenience of employee.