

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURES MANUAL**

Title: DISTRICT TRAVEL	Number: AP 2.19
Legal Authority: California Education Code Section 87032	

1. **Applicability:** This administrative procedure applies to all Academic and Classified employees and to the Board of Trustees. Provided however that faculty travel paid by the Academic Senate Faculty Travel Fund will be approved pursuant to “The Faculty Travel Document.

This Administrative Procedure does not apply to;

1. Students and student employees: Students shall follow separate procedures developed for student travel.
 2. Consultants and contractors: Travel expenses incurred by a consultant or contractor are not reimbursable unless 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.
2. **Approval Processing Requirements:** Prior approval is required on the district’s official “Travel Request Form 2.19.” Travel by employees must be approved by a direct supervisor. Budget availability for funding shall be verified prior to the approval requirements listed below.
 1. The Board of Trustees approves travel requests for the Board of Trustees for international and out of state travel, the Chancellor’s requests shall be approved by the Board President. Travel requests that require Board of Trustees approval must be submitted at least one week prior to the Board Meeting. If a trip is required that could not have been anticipated in time for advance approval by the Board of Trustees, the Chancellor will act for the Board for approval purposes, after consulting with the Board President.
 2. In-state travel for all other employees, except for faculty travel paid by the Academic Senate Faculty Travel Fund, is approved by the Chancellor or the appropriate Vice-Chancellor, depending upon which administrator manages the employee requesting travel.
 3. Travel requests shall clearly state the purpose of the travel.
 3. **Travel Reimbursement:** An original, dated and itemized receipt must accompany all reimbursement requests. In general, each claim must be self-explanatory. Written correspondence is required if explanation is needed to clarify the expense. Electronic proof of purchase may be submitted in place of paper receipts.

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If the expense reimbursement is for attendance at a professional conference, an agenda from the conference shall be attached to the expense reimbursement claim. Reimbursement will not be made for employees who choose to use personal travel points and/or miles to make purchases related to District travel.

Reimbursement of travel expenses shall be approved by a direct supervisor.

According to IRS regulation 1542, any reimbursement (excluding taxes) for lodging, meals, and incidentals at a rate greater than the “Per Diem Rate” are subject to income tax

1. **Meal Expenses.** Meal expenses will be reimbursed only when an employee has received prior approval to attend an activity on behalf of the District, and the number and type of meals are stipulated on the expense claim. Reimbursement will be made for the meal expense when the employees is assigned to be at other than a District location during a regular meal period subject to the following maximums:

Meal	Maximum with Receipt	Maximum without Receipt
Breakfast	\$ 18.00	\$ 9.50
Lunch	20.00	12.50
Dinner	40.00	20.00

If actual meal costs including gratuities are less than the maximum, only the actual cost can be claimed. If the receipt is not itemized, the reimbursement will be subject to the maximum without a receipt. No reimbursement will be made for meals included as part of a conference fee or for alcoholic beverages.

2. **Mileage Expenses.** Reimbursement shall be at the Internal Revenue Service (IRS) standard mileage rate for business use. Reimbursement for the use of a personal automobile is subject to the following conditions:
 - a. When an employee has been authorized to attend an activity on behalf of the District at a destination other than the regular work location.
 - b. When a classified employee who is exempt from overtime pay provisions is required by the employee’s supervisor to return to work after the employee’s regular workday or workweek.
 - c. When an employee is required to travel from the employee’s residence directly to a destination other than the regular work location or is required to return

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- d. Porterage, parking, taxi, and bridge tolls.
 - e. Registration fee.
 - f. Gratuities in accordance with local custom. The amount shall be included in the applicable expense item.
5. **Procedure for Claiming Expense Reimbursement.** Reimbursement for expenses shall be claimed on the Expense Claim, as follows:
- a. Claims should be submitted promptly within 30 days after the expenses are incurred.
 - b. One copy of each claim is to be forwarded to the District Accounting Office.
 - c. Each claim must be itemized by date, nature of expense and the amount for which reimbursement is claimed. Claims must be for “actual and necessary” expense.
 - d. Itemized receipts or valid invoices must be submitted to substantiate expenditures for lodging, public carrier fees and for meals when claiming an amount greater than the without receipt amounts. All small receipts must be attached to an 8x11 sheet of paper in date order to prevent the receipts from being lost. Electronic proof of purchases may be submitted in place of paper receipts.
 - e. When travel is by personal automobile in lieu of public carrier, the reimbursement claim must so specify. If two employees travel together to a meeting in one car, only one claim shall be submitted for transportation.
 - f. The expense claim must list all expenses in connection with the authorized attendance. A separate section is provided to report direct payment made by the District for transportation or direct prepayments for such expenses as registration, banquets fee, etc.
6. **Non-reimbursable expenses** .Expenses are not reimbursable for the following activities:
- a.Meetings that directly pay salary or expenses for participation.
 - b.Meetings that 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.

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- d. Special interest meetings outside the scope of the employee's normal work assignment.
- e. Personal entertainment or recreational expenses.
- f. Additional lodging and/or meals for additional days for personal activities and alcoholic beverages.
- g. Travel changes , unless approved by a supervisor

7. Procedure for Direct Payment of Expenses. Employees may arrange for direct payment of expenses as follows:

- a. Direct billing of commercial transportation costs (air fare, train fare, and car rental costs when authorized). All billing will be paid through a voucher payment request. A notation of transportation costs billed direct should also be made on the employee's expense claim form.
- b. Prepayments. Check will be issued and sent directly to the payee in advance for preregistration or other flat rate conference or meetings fees and lodging when necessary. Request for direct payments should be made through a voucher payment request with the required supporting documentation attached. A notation of these prepayments should also be made on the employee's expense form.

Charges for parking, bridge tolls, taxi, airport limousine, conference fees, portering, service and business-related telephone calls must be specified in the column labeled "Other". Do not list gratuities as a separate item.

- 8. Conferences:** If the conference destination is within the boundaries of the San Francisco Community College District (SFCCD), the only conference expense eligible for reimbursement is the payment of a registration /participation fee and parking or transit.
- 9. Other Conferences Locations:** All other conferences locations are subject to maximum daily allowance, which varies depending upon the city, for the total of lodging (excluding taxes), meals, and incidentals. The lowest documented discounted conference rate for the hotel(s) selected by a conference sponsor may be used as the lodging reimbursement rate rather than the GSA federal rate provided that the conference sponsor documentation is provided. If lodging is not available at the conference location, lodging may be approved at

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a higher rate at an alternate hotel in the vicinity if a rate comparable to the conference rate is unavailable.

10. **Administrative Responsibility:** The Vice-Chancellor for Finance and Administration shall establish forms and instructions to implement this administrative procedure.

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