



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Administrative Procedure

Chapter 7 – Human Resources

AP 7400 Travel

Office(s) of Primary Responsibility:

Executive Business Officer
Vice Presidents of Administrative Services

Purpose/Scope

The purpose of this procedure is to implement provisions of Board Policy 6310 Travel, and to specify the general procedures and methods for implementing a travel program for District faculty, staff, board members, student representatives, and other District-affiliated persons.

This procedure is established consistent with the District Travel Policy of the Board of Trustees and applicable guidelines and regulations issued by the state and federal governments, including laws hereinafter enacted.

All travel activities addressed by this procedure will be consistent with and appropriate to the needs of the programs, purposes, and/or personnel of the District.

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Travel Authorizations

A Travel Authorization (TA) serves as the business travel request form on behalf of the San Diego Community College District.

Travel Authorizations are created and submitted in PeopleSoft Financials. After submission, TAs will go through an approval flow that includes budget review by the department budget manager and review for completeness and accuracy by the campus or department travel liaison, designated department staff and final review and approval by the employee's supervisor, manager, Vice Chancellor or President. Travel Authorizations cannot be self-approved.

Travel Authorizations must be submitted in PeopleSoft at least two (2) weeks in advance of the travel and must be approved before pre-payment requests for lodging, conference registration fees and/or airfare are submitted.

Travel Authorizations may be sent back or withheld by designated approvers if corrections need to be made or if there is reason to believe that the expenditures are out of compliance with San Diego Community College District policy, state, and/or federal laws.

When an employee has been authorized to travel off-campus to attend meetings called by an agency of the State of California, or any other public agency in which the travel expenses are to be reimbursed by that agency, the employee shall note the agency to be billed in their Travel Authorization. Allowable travel expenses shall be paid directly to the vendor(s) via pre-payment request or reimbursed to the employee in accordance with these travel procedures subject to the availability of budgeted funds approved for that specific travel.

The campus or District department shall be responsible for the billing and collection of funds from the State of California or public agency. When requesting reimbursement, the third party should remit funds to the San Diego Community College District and provide a copy of the invoice or bill with the payment. The funds must be deposited in the appropriate District account.

At the discretion of the Chancellor or Executive Business Officer, travelers may be reimbursed for actual and necessary expenses incurred for off-campus conferences or meetings they were unable to attend, provided the circumstances preventing such attendance were beyond the employee's control.

Invoices and documentation related to the travel to include agendas, fliers, announcements, registration and reservation confirmation should be combined into one PDF file and attached to the Travel Authorization before submitting for approval.

Expense Reports

Expense Reports (ERs) are travel expense reimbursement requests. For travel expense reimbursement requests, all receipts for actual expenses are required and should be combined into one PDF document and attached to the ER before it is submitted. This excludes meals, tips, and incidentals because they are included as part of the daily per diem allowance.

Exceptions to providing original receipts should be documented and approved by the campus president, Vice Chancellor or the Chancellor and included as an attachment in the Expense Report. Exclusion of original receipts and/or approved justification for the exclusion of receipts may result in disallowance of reimbursements. Expense Reports cannot be self-

approved, and must be approved by the employee's supervisor or supervisor's authorized designee.

Expense Reports for travel expense reimbursements must be finalized and submitted via PeopleSoft no later than ten (10) days after the last day of travel.

Note: The distance calculation for mileage only reimbursements should be from the employee's primary work location to one of the San Diego Community College District campuses or to the meeting location. The return mileage calculation must be from the campus or meeting location to the employee's primary work location.

Expense reports are also used for mileage-only reimbursement requests in instances when no prior Travel Authorization was necessary.

Allowable Travel Expenses

Lodging

Pre-payment for lodging is allowed if the Travel Authorization is approved.

The District will pay for lodging for:

- All nights during the conference or event (all time zones) in attendance

Within the Pacific Time Zone:

- The night before the conference or event when the start time is before noon on the following day
- The final day of the conference or event ends providing the end time is after 2 p.m.

Outside the Pacific Time Zone:

- The night before the conference or event irrespective of event start time
- The night the conference or event ends irrespective of end time

Exceptions to the above should be documented and approved by the campus president, Vice Chancellor or Chancellor.

Payment for lodging will be made directly to the vendor if a pre-payment is requested. Lodging may be reimbursed to the employee by submission of an Expense Report after completion of travel. The cost of lodging shall be reimbursed for lodging facilities identified by the conference or event as recommended due to proximity, group rates, etc. When no lodging facility is identified in connection with travel, reimbursement for lodging will be the lower of the actual cost or the rates provided by the [U.S General Service Administration \(GSA\)](#), which vary and are established by location of conference.

If an employee pays lodging fees on behalf of other employees or students with their personal funds, the employee who is paying should record the total lodging cost as one-line item (including their own lodging fee) in their Travel Authorization and attach a document that lists the names, Employee Identification numbers (EID), and the individual Travel Authorization numbers of the employees and students.

Unallowable expenses included in the hotel bills, such as personal phone calls, entertainment charges like video rentals, alcoholic beverages, etc., should be identified and deducted from the lodging reimbursement amount.

Cash Advances for lodging are prohibited, and reimbursement for lodging fees paid by the employee will not be reimbursed until after the travel is complete.

Note: Receipts for actual lodging expense must be submitted in the Expense Report.

Transient Occupancy Tax

Some hotels and other lodging establishments charge a special local tax called Transient Occupancy Tax (TOT). However, most cities and municipalities who have this type of tax allow exemptions to representatives or employees of government agencies and non-profit organizations who are on official business travel. When traveling to a city or location where this type of tax is imposed, District travelers are encouraged to present a [Transient Occupancy Tax Waiver](#) form to the hotel/motel at the time of registration or reservation.

Conference Registration

Pre-payment for registration is allowed if the Travel Authorization is approved.

Registration fees for conferences, convention committee meetings, in-service training, seminars and so forth, are allowable at actual cost. Travelers must attach a brochure, flyer, registration confirmation or other announcements about the conference in the Travel Authorization.

If a pre-payment for registration fees is requested, a payment will be sent directly to the vendor via check. Registration fees paid by the employee may be reimbursed to the employee by submission of an Expense Report after completion of travel.

If an employee pays registration fees on behalf of other employees or students with their personal funds, the employee who is paying should record the total registration cost as one line item (including their own registration fee) in their Travel Authorization and attach a document that lists the names, Employee Identification numbers (EID), and the individual Travel Authorization numbers of the employees and students.

Cash Advances for registration fees are prohibited and reimbursement for registration fees paid by the employee will not be reimbursed until after the travel is complete.

Note: Receipts for actual registration expense must be submitted in the Expense Report.

Airfare

Pre-payment for airfare is allowed if the Travel Authorization is approved.

Employees are encouraged to purchase airline tickets from a District-approved travel agency. Airline tickets purchased through the approved travel agency does not require a pre-payment request. The employee may request a quote for flights from a travel agent via email and attach the quote to their Travel Authorization. Once the Travel Authorization is approved, the employee will email the approved Travel Authorization number to the travel agent so the flights are booked. The travel agent will send an official flight itinerary that includes the ticket number and can be used as the actual expense receipt in the Expense Report.

Employees are expected to use the most economical mode of transportation where practical and in the best interest of the District. Therefore, first-class flights will not be allowed unless there is no other way to reach the destination or prior approval for first-class air travel has been secured from the Chancellor. Upgrades of flight seats will not be reimbursed. Airfare purchased outside of the District-approved travel agency and paid for by an employee will be reimbursed up to the actual cost of the flight.

Cash Advances for airfare is prohibited and reimbursement for airfare paid by the employee will not be reimbursed until after the travel is complete. At the discretion of the Chancellor or Executive Business Officer, travelers may be reimbursed for airfare that was cancelled or unused, provided the circumstances preventing such attendance were beyond the traveler's control.

Note: Itinerary, boarding pass or ticket stub for actual airfare expense must be submitted in the Expense Report.

Meals and Incidentals

A daily meal and incidental allowance (per diem) is provided for travel outside of San Diego County calculated as 40 miles from the traveler's home or workplace, whichever is closer to destination. Meal and incidental per diem rates are established per the [US General Services Administration \(USGA\)](#). Note, the first and last calendar day of travel is at seventy-five (75) percent of the daily meal per diem as per the USGA's M&IE rates.

Receipts are not required for meals or incidentals.

Meals provided as part of the conference fee or during a meeting must be deducted from the traveler's daily per diem as per the USGA's M&IE rates.

Meal and lodging expenses that exceed the District guidelines can only be approved by the Chancellor. For variances, a written explanation must be attached to the expense report and the actual cost must be fully supported by submitting a copy of the itemized receipts.

Reimbursement for the cost of meals for travel within San Diego County is not allowed unless it is included in the registration fee, or when the time spent for meals is an integral part of the conference or meeting sessions and was pre-approved by the Chancellor, President or Vice Chancellor.

If the traveler incurs business meal expenses for others, a written explanation must be attached with separate approval by the Chancellor, President or Vice Chancellor. This explanation should include the name and affiliation of the other party and purpose of the expense.

Reimbursement for the cost of meals and lodging for travel within San Diego County may be allowed if the travel falls on a weekend or on a District holiday. Other justifications must be separately submitted in writing and approved by the Chancellor, President, or Vice Chancellor.

Incidental travel expenses for which receipts are not issued, may be allowed; however, they must be part of the daily per diem allowance. All travel expenses being claimed, for which receipts are required, but no receipts are submitted by the employee, will likewise be considered part of the per diem allowance unless explained in writing, and separately approved by the campus President, Vice Chancellor or the Chancellor.

Examples of incidental travel expenses per the U.S. General Services Administration are as follows: Fees and tips given to porters, baggage carriers, hotel staff and staff on ships.

Mileage

Authorized travelers with expenses who wish to drive their own car for personal reasons may do so if absence from the job is not greater than that required by public transportation. The personal vehicle and the driver must be licensed, registered and insured. When public transportation is less expensive than mileage reimbursement, but the individual(s) involved prefer(s) to use a private vehicle, the approved travel allowance will be the cost of the public conveyance in lieu of mileage. Subject to exceptions due to the Americans with Disabilities Act.

Mileage reimbursement for the use of personal automobile shall be paid at the current [Internal Revenue Service \(IRS\)](#) rate.

Mileage shall be calculated as the distance from the employee's regular work location to the business travel destination(s) and return to their regular work location.

In the event that an employee does not depart from their regular work location but proceeds from their home to the employee's first business destination at the beginning of the business day, the employee shall deduct from total mileage:

The distance from home to the first business destination; or

The distance from home to the regular work location, whichever is less.

If the traveler proceeds from their last business destination directly to their home, they shall also deduct from total mileage:

The distance from the last destination to home; or

The distance from the regular work location to home, whichever is less.

If two or more travelers share a personal vehicle, only one employee shall be reimbursed for mileage and transportation-related expenses.

Travelers who incur mileage expenses for business trips outside San Diego County exceeding 40 miles should submit a Travel Request and an Expense Report form for reimbursement of their mileage and related travel costs.

Other Transportation Expenses

Transportation expenses include all necessary official travel on airplanes, railroads, ships, buses, and public conveyance. The method of travel must be indicated on the Travel Authorization. When attending a conference or meeting to which the employee has traveled by commercial carrier, the cost to rent an automobile at the carrier terminal for local transportation is reimbursable. Reimbursable expenses must be supported by ticket stubs, travel itinerary, boarding passes or itemized receipts provided by the commercial carrier/ticketing agent and included in the Expense Report.

Unallowed expenses include but not limited to gasoline and oil, repairs, registration, licensing, insurance premiums, traffic and parking violations, and any damage to personal vehicles brought by third parties arising from accidents in which the employee may be involved, unless such is specifically authorized by board action.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All travelers will be expected to use the most economical mode of transportation where practical and in the best interest of the District. Any increases in fare resulting from stopovers not required for the conduct of official business will be at the employee's expense.

Miscellaneous, unanticipated expenses essential to official District business may be reimbursable to the employee when reasonably incurred and evidenced by receipts. The following allowable miscellaneous travel expenses are eligible for reimbursement:

- Ride share, taxi, shuttle, bus, subway, trolley, metro, ferry and other modes of transportation fees directly associated with conference or meeting attendance
- Self-parking fees and valet only when self-parking is not an option
- Highway, tunnel, and bridge tolls
- Postage, photocopy and printing costs
- Internet charges or other electronic communication expenses incurred while conducting District business
- Laundry and valet services may be reimbursed only for trips requiring more than four nights away.
- Baggage check/claim fees
- Fees assessed as part of ADA compliance

Cash Advances for miscellaneous costs is allowable only if the projected costs are at least \$200.00. Receipts for actual miscellaneous expenses must be submitted in the Expense Report.

Non-Reimbursable Expenses

The following are considered personal expenses and not essential to official business. Such non-reimbursable expenses include:

- Entertainment, radio, television rental and other items of similar nature
- Transportation to or from places of entertainment and similar facilities, including transportation not related to business travel.
- Conference-arranged leisure tours of personal side trip expenses
- Personal phone calls
- Individual membership dues or fees
- Traffic or parking citations
- Alcoholic beverages
- Personal items or services not reasonably necessary for business travel

Advance Payments and Direct Expenses

Cash Advances

A cash advance may be requested for out-of-pocket expenses that total at least \$200.00, excluding lodging, registration and airfare fees. Employees will be personally liable to the District for any outstanding cash advances. Any unused cash advance must be repaid immediately to the District by either method below:

- The employee may write a personal check for the full amount of the cash advance, make it payable to the San Diego Community College District. Include the TA and ER number in the memo portion and send it to the San Diego Community College District Office, Attention to Business Services—General Accounting. A receipt is available upon request.

- The employee can choose to apply their expense report reimbursements, and any future pending expense reports, to the outstanding cash advance until it is paid-in-full.

Cash Advances must be submitted to the District Fiscal Services Department with approved Travel Authorization(s) at least two (2) weeks in advance of travel. The Cash Advance must reference the TA number. Cash Advances for subsequent travel authorizations will not be allowed if the employee has an unreconciled Cash Advance.

Pre-Payment Requests

Lodging, registration and airfare fees shall be paid directly to the vendors via a Pre-Payment Request. Before submitting a Pre-Payment Request, employees must have an approved Travel Authorization.

If a vendor is not in PeopleSoft, employees will have to manually add the vendor by submitting a supplier intake form and an IRS W-9.

Instructions on how to add a new supplier can be found [here](#). The Supplier Intake Form can be found [here](#).

Pre-Payment Requests must be submitted to the District Accounts Payable Department with approved Travel Authorization(s) at least two (2) weeks in advance of travel. The Payment Request must reference the TA number. Payment Requests for subsequent travel authorizations will not be allowed if the employee has an unreconciled Payment Request.

District Organized Events and Special Activities

Expenses incurred by the District for organizing off-campus events and special activities such as staff development retreats, meetings, and workshops are not reportable on a T.A. Expenses for these events such as rentals for the use of facilities, group lodging and catering, bus charter or group transportation, rental of equipment, professional fees, etc. shall be processed through Purchase Requisitions

An employee who attends an off-campus event or special activity organized by the District should submit a PeopleSoft travel request if they want to request payments or claim a reimbursement of registration fees, mileage, lodging, meals, and other allowable expenses when such expenses are not provided free at the event.

Student Travel and Off-Campus Student Activities

Procedure 7400 applies to students who are invited to conferences and approved to travel as representatives of the District.

Procedure 7400 does not apply to students attending field trips, excursions, classes convened off-campus and co- curricular activities. These activities are covered under District Policy/Procedures 4300.

Group Travel

A PeopleSoft travel request may be submitted for a group of travelers under the following circumstances:

- They must travel together to the same destination as a group.
- All members of the group must belong to the same department.
- Air travel is not involved.
- A leader, who is responsible for reporting and claiming all travel expenses, must be designated by the group.
- All expenses being claimed must be incurred as a group with no members of the group claiming any separate cash advance, direct payment or expense reimbursement.
- Only one PeopleSoft travel request will be submitted for the entire group. The group's Travel Request will have the name of the leader with the phrase, "ET.AL.". A separate sheet must be attached to the PeopleSoft travel request indicating the names and the student or employee ID numbers of all the members of the group.
- If individual members of the group prefer to submit their own separate PeopleSoft request, each PeopleSoft request will be treated as separate and independent of each other.

A group travel request may also be used for one or more persons where one of them is a District employee hosting or accompanying an official guest or acting as the advisor and chaperone of a District student to a conference, meeting, or workshop. All allowable travel expenses must be reported and accounted for by the employee. If an official guest is unaccompanied by a District employee, or a student travels alone as a representative of the District, their travel expenses may be paid or reimbursed by submitting their own PeopleSoft Travel Authorization and Expense Report in accordance with these travel procedures.

The use of a group PeopleSoft travel request must be restricted to travel where the priority of need over internal control may be justified as being in the best interest of the District.

Travel Agencies and Credit Card Services

The District shall maintain a current and active business relationship with one or more travel agencies. Through an open and competitive process, travel services shall be arranged to serve individual travelers with reservations and ticketing capability. The quality of service will be reviewed annually. The District is currently partnered with Balboa Travel.

The District shall also maintain a current and active business relationship with one or more credit card companies. As an agency of the State of California, the District will be able to use the services of credit card companies and airline companies contracted by the State Department of General Services for state employees on business travel.

Individual District credit cards for travel may be issued to certain District employees for their own convenience through the District Purchasing Department. The employee will be personally liable for the payment of all the charges on their credit card. However, those charges on the employee's credit card, that are incurred in connection with official District business travel, may be reimbursed by the District if they submit an approved PeopleSoft travel request before travel and then submits their duly-approved completed Expense Report after the completion of their travel.

References: BP 7400
Education Code Sections 87032 & 44032 Approved

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