

Human Resources

AP 7400 TRAVEL**Reference:**

Education Code Section 87032

The District may reimburse, to the extent possible within necessary financial constraints, expenses incurred in travel, conferences, and meetings (e.g. professional associations, educational organizations, and associations). Employees are expected to travel in the most economically prudent manner possible. Prior to travel, employees must obtain written approval for travel to conferences, training, and similar activities by submitting the appropriate travel form(s) to the Superintendent/President or designee(s).

District employees performing District services, regardless of funding sources, will be reimbursed, as provided by Education Code Section 87032 for authorized actual and necessary expenses incurred. Travel allowances will be limited to Education Code requirements, contractual agreements, necessity of travel, and this administrative procedure.

1. The Headquarters for claiming travel allowances is the location assigned by the immediate supervisor.

The assigned headquarters is the location to and from which mileage reimbursement is authorized. For employees who spend more than fifty percent of their assigned days at one location, that location will be designated the headquarters location. For employees with less than fifty percent of their assigned days in one location, a centralized location in the most predominantly traveled area will be designated the headquarters location.

2. Automobile Travel

In cases where authorized travel is by District-owned automobile, actual and necessary travel expense will not include mileage expense. Travel reimbursement will be made for travel to/from the job location and headquarters when an employee uses his/her own vehicle for official District business in the performance of regularly assigned duties.

If an employee is directed to begin or end their work day at a work site that is not the headquarters, reimbursement would only be authorized for the additional increment beyond the normal commute to headquarters.

When work requires more than one trip to the work location or headquarters on a normal work day, travel expenses will be paid for all additional travel.

The District's insurance does not provide primary coverage for the owner of privately owned vehicle for claims or losses while he/she is operating his/her own vehicle on District business. For travel associated with field trips, see BP/AP 4300 titled Field Trips and Excursions.

All operators of vehicles must have a valid California driver's license appropriate for the use of the vehicle used on District business. In order to collect private auto mileage reimbursement, proof of current insurance coverage must be on file with the District.

Ferry, bridge, or toll charges may be claimed in addition to mileage allowances.

Mileage shall be reimbursed at the established Internal Revenue Service (IRS) standard mileage reimbursement rate.

3. Automobile Rental

The use of rental vehicles is limited to situations where District vehicles or commercial transportation either are not available, or their use impractical as determined by the Superintendent/President or designee(s). The use of the most economical vehicle will be required, if available and otherwise appropriate. Employees are encouraged to carpool in rented vehicles when possible. Rental car expenses must be supported by receipts. The District insurance does not cover physical loss of, or damage to, rental vehicles. Rental agencies normally provide full coverage insurance for a nominal fee and may be purchased and included in the expense reimbursement.

4. Public Carrier Travel

The expense of traveling by public carrier (rail, bus, airplane, etc.) 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. If the requestor uses a more expensive mode of transportation, the District will only reimburse at the most economical travel rate. Direct expense and the employee's time will be considered in the choice of method of transportation.

5. Lodging

Reasonable and necessary lodging will be reimbursed as supported by receipts. All lodging must be in the geographical area of the conference or meeting and must be approved in writing in advance by the Superintendent/President or designee(s). When a traveler shares lodging with a non-District traveler (spouse/partner, members of a family, friends, etc.), a reimbursement to the traveler is limited to the rates for the District traveler only. Except in extenuating circumstances, lodging will not be paid when the conference or meeting is within commuting distance (fifty-mile radius of the District offices). The District traveler should always request the government/conference/most economical rate and request that the Transient Occupancy Tax be waived at the time of the reservation and/or check-in. Overnight

lodging for employees living within the geographical area of the conference or meeting, shall be approved on a case-by-case basis. Exceptions may be approved, in writing, by the Superintendent/President or designee.

6. Conference Fees

Reasonable and necessary registration fees will be reimbursed for pre-approved attendance and as supported by receipts. Participant must be authorized to represent the District and conference/meeting must be in the best interest of the District.

7. Meals

The actual and necessary cost of meals during the travel event, plus reasonable and customary gratuities, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop, or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee'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. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.

Meals will not be reimbursed for travel that begins and ends on the same day unless travel is greater than 60 miles. Exceptions may be considered on a case-by-case basis by the unit budget manager.

The maximum allowance for meals shall be \$10 for breakfast, \$15 for lunch, and \$25 for dinner OR **a maximum of \$50 per day for all meals (including reasonable/customary gratuities and applicable local tax)** Any expenses in excess will not be reimbursed by the District.

8. Miscellaneous Expenses

Certain miscellaneous expenses related to official District business will be allowed if identified, such as transportation, parking fees, internet access, taxi service, reasonable/customary gratuities, and telephone calls. Receipts will be obtained when reasonably possible. Expenses must be individually itemized in order to be eligible for reimbursement.

9. Non-Reimbursable Items

The District will not provide reimbursement for parking or traffic violations, personal services, valet and laundry services, auto repairs when using personal automobile, entertainment, trip insurance, or any expenses considered to be excessive.

The traveler will not be reimbursed for non-District travelers (spouse/partner, members of a family, friends, other conference participants, etc.). The District will not allow reimbursement for alcoholic beverages (nor taxes and tips related to alcohol purchases), tobacco-related products, movies (at a theater or in room), laundry, non-District

travelers' meals, car washes, fuel for the employee's personal vehicle, additional hotel rooms or costs of any kind for non-District travelers who accompany employee, or any other expenses determined by the District to be unreasonable, excessive, non-business related, or a misuse of public funds.

10. Emergency Contact Information While Traveling

It will be the responsibility of the District traveler to inform his/her immediate supervisor of his/her contact information while traveling. This is necessary so that the employee can be contacted in case of emergency.

11. Approval Authorization - Conference Leaves

(a) United Professors of Marin (UPM) Collective Bargaining Members

Requests for conference leave shall be made in accordance with the collective bargaining agreement. Travel reimbursements shall be in accordance with District procedures.

(b) All Other Employees

Request for conference leave shall be made to and approved by the employee's supervisor/manager on the specified forms. Travel reimbursements shall be in accordance with District procedures.

(c) The Superintendent/President has the final authority to approve travel requests.

12. Approval Authorization – Out-of-State

Out-of-state travel for all District employees shall be approved in advance by the Superintendent/President.

All travel outside the United States must be approved in advance by the Board of Trustees.

13. Procedure for Claiming Expense Reimbursement

Reimbursement of expenses for authorized travel shall be submitted on the Claim for Reimbursement Form as follows:

- a) Claims shall be submitted within 60 calendar days following completion of travel.
- b) The only exception to item (a) above is at fiscal year-end, the claim form must be turned in not later than July 6.
- c) Travel expense claims will be signed by the traveler and approved by the appropriate person (see section on Approval Authorization).
- d) Each claim will be itemized by date, nature of expense, and the amount for which reimbursement is claimed. Claims will be for "actual and necessary" expenses and supported by receipts when applicable.

The Superintendent/President reserves the right to make exceptions to the above regulations.

14. Travel Advance

Travel advances are entirely discretionary and, in most instances, will only be authorized to cover meals and incidental costs for approved travel. All travel advances must be approved in writing by the Superintendent/President or designee(s). Advances will be adjusted upon the filing of a Claim for Reimbursement Form of actual and necessary expenses incurred in accordance with this procedure. Advances will not be paid more than 30 calendar days prior to travel. Employees who receive a cash travel advance, and then are unable to attend the travel event, must reimburse the entire travel advance to the District within ten calendar days of the original dates of travel. Failure to do so may result in a payroll deduction of the entire amount of the advance from the next occurring pay period. Abuse of travel advance privileges may result in denial of future travel advance requests and shall be considered a misappropriation of funds by the employee. No such advance shall be considered for any purpose as a loan to such employee.

Also see BP 2725 titled Board Member Travel

Office of Primary Responsibility: College Operations

Date Approved: June 19, 2012
(Replaces College of Marin Procedure 6.0009 DP.1)