

## **Travel Expense Procedure GCCCD Auxiliary**

This document summarizes the Auxiliary's Travel Procedure, including the Travel Request process, the Expense Claim process, and the list of authorized reimbursable expenses. Details on the Travel Procedure are provided in Attachment A.

### **Out-of-County Activity Request Form**

An Out-of-County Activity Request form must be submitted and approved prior to any travel out of San Diego County. If traveling to an event (e.g. conference or meeting) attach to the Request form the meeting announcement showing the date, time, place, and title of the event. Submit the form to your supervisor for signature. Upon approval, the Supervisor will submit the form to the Director of the GCCCD Auxiliary. Upon his/her signature, the form will be routed to the Auxiliary's Accountant, who will keep the original and send a copy to the traveler. For programs funded via agreements with GCCCD, the Director may route the Request form to the Business Officer at the appropriate College. After the Business Officer's approval, the form will then be sent to the Auxiliary's Accountant. A streamlined Travel expense procedure may be approved by the Director of the GCCCD Auxiliary, if the traveler is a frequent traveler, and/or uses a credit card for most travel expenses, and/or the traveler is assigned to an off-campus worksite.

### **Expenses Reimbursable and Non-Reimbursable**

#### Reimbursable

- Official travel
- Personal vehicle mileage
- Registration fees
- Lodging and meals
- Official phone/FAX charges
- Personal phone charges (up to \$10/day; see item VII.B. in Attachment A)
- Minor supplies, postage, reproduction
- Porter or incidentals to \$15/day

#### Non-Reimbursable

- Leisure tours or personal side trips
- Traffic or parking citations
- Individual Membership dues and fees
- Entertainment
- Alcoholic beverages

### **Receipts**

#### Receipts Required for:

- Lodging
- Conference Registration
- Car storage/parking
- Primary travel method (air, train)
- Taxi
- Meals: for self, when paying for groups, and/or when paying for non-employees

#### Receipts Not Required for:

- Miscellaneous expenses up to \$15/day
- Local bus/rapid transit/ferry
- Telephone/FAX charges

### **Travel Expense Claim Form**

Upon completion of travel, the traveler will prepare and sign the Travel Expense Claim form, attach the original receipts and a copy of the approved Out-of-County Activity Request form, and submit the packet to his/her supervisor. Upon approval, the Supervisor will submit the form to the Director of the GCCCD Auxiliary. Upon his/her signature, the form will be routed to the Auxiliary's Accountant for payment.

The Auxiliary's Accountant will match the original approved Out-of-County Activity Request form with the approved Travel Expense Claim form and pay the traveler.

When the travel expenses on incurred on a GCCCD Auxiliary credit card, submittal of the monthly credit card log may be used in lieu of the Travel Expense Claim form, at the discretion of the manager.

## Travel Procedure - Details

This procedure provides details on the GCCCD Auxiliary's authorized reimbursable expenses and delineates procedures for travel expense reimbursement.

Forms Used:

Out-of-County Activity Request Form  
Travel Expense Claim Form

### I. General

A. Non-qualifying Meetings: Reimbursement will not be authorized for meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment, meetings where participants receive college credit, or meetings that pay a salary or honorarium covering full expenses incurred to participants.

B. Meetings reimbursed by outside agency: Occasionally, an employee is authorized to attend meetings called by an agency of the State of California or other agency and the travel expenses are to be reimbursed by that agency. When it is required that the Auxiliary initially pay the travel expenses, the employee shall note the agency to be billed and provide authorizing documents when requesting travel approval. The Auxiliary shall be responsible for billing the agency for reimbursement of expenses after the employee provides the necessary receipts and completed forms

C. Non-attendance: If an employee, because of business reasons, cannot attend a previously approved conference or event, and the non-attendance is approved by the Director or his/her designee, then unavoidable prepaid expenses that cannot be recovered will be paid by the Auxiliary. If the non-attendance is not approved, then the employee must reimburse the Auxiliary for applicable prepaid expenses. If the employee fails to cancel guaranteed reservations or other arrangements that result in charges that could have been eliminated had the employee acted, the employee is responsible for those costs.

### II. Transportation

A. Reimbursable expenses include all necessary official travel on railroads, airlines, buses, and other usual means of conveyance, including trolleys, shuttles, ferries, and subways.

B. All employees are expected to use the most economical mode of transportation where practical.

C. Mileage reimbursement for out-of-town travel will not exceed the lowest commercial unrestricted airfare.

D. Transportation to and from residences to the commercial carrier terminal, if by private vehicle, is reimbursed at the established business mileage rate. If by commercial carrier, reimbursement is at actual cost.

E. Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by shuttle, bus, taxi, or whatever is most practical under the circumstances, is reimbursable.

F. Automobile rental for the purpose of ground transportation is reimbursable when attending a conference or meeting to which the employee has traveled by commercial carrier. The cost of a standard car rental, including the daily charge for collision damage waiver, is reimbursable. Larger groups may rent a larger car or van if necessary.

G. Local travel is defined as within San Diego, Imperial, and Riverside or Orange Counties, when there is no overnight stay.

### III. Mileage Reimbursement

Any employee who is required to travel out of San Diego County in the performance of assigned duties is authorized to use a personal vehicle and receive reimbursement for business mileage incurred through such use. Business mileage is defined as mileage that an employee incurs on Auxiliary business that is in excess of the employee's usual commuting miles on a regularly scheduled business day.

Reimbursement for business mileage is subject to the following stipulations:

- A. On a regularly scheduled business day, "business mileage" is simply the mileage in excess of an employee's normal commuting mileage. For example, if the employee's normal commute is 50 miles, and he/she drove 30 miles to and from a workshop from his home, there would be no reimbursement; if he drove 70 miles between his home and the workshop, he would be reimbursed for 20 miles.
- B. On a non-regularly scheduled business day, "business mileage" is all the mileage driven on approved Auxiliary business. If the employee's regular workweek was Monday through Friday, and if he/she drove the 70 miles to and from a workshop held on Saturday, then the business mileage would be the full 70 miles.
- C. Miles are eligible for reimbursement only if they are non-discretionary. If an employee decides to come into the office on the weekend to work on a project, the miles are not reimbursable. If the work was scheduled by the supervisor, or if the additional miles are due to an event or meeting that the employee can be reasonably expected to attend as a component of his or her assignment, the miles are reimbursable. For example, miles driven by an employee attending a Saturday program event (after working a 5-day week), would be reimbursable.

### IV. Registration Fees

Registration fees charged in connection with approved attendance at conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable up to actual cost. Registration expense may be reimbursed to the employee or may be paid directly to the vendor.

### V. Lodging

- A. Actual lodging cost, not to exceed charges at the single occupancy rate are allowed. This cost may be paid directly to the hotel in advance. Expenses must be verified by hotel billing. Original hotel receipts are required. Credit card receipts are not acceptable.
- B. Employees are expected to obtain the best possible rates for an acceptable standard room, even if a categorical funding source would pay for an upgrade. Conference and convention group rates and government employee rates should be maximized. Hotel rates that may appear to be abnormal should be explained with a short note.
- C. If lodging is shared with another employee, one may pay and be reimbursed for the expenses of the other employee(s). Appropriate documentation proving the payment must be included in the travel claim.
- D. When an employee shares lodging facilities with a non-Auxiliary person (e.g., spouse, children, etc.), reimbursement is limited to single occupancy rate. All reimbursement claims for such instances must include the rate for single occupancy in addition to the original hotel receipt.
- E. When an employee shares lodging facilities with a non-Auxiliary person who will be reimbursed by his/her own employer, reimbursement will be 50 percent of the double occupancy rate.

## VI. Meals

- A. Reimbursement for meals not covered by conference fees will be for an employee's actual meal expense up to \$55 per day. This is not a blanket stipend of \$55 per day; reimbursement will be for reasonable expenses only and receipts are required. In the rare circumstance when it is not possible to obtain a receipt, attach a written explanation.
- B. Auxiliary employees are authorized to pay for the meals of other employees. A receipt for these meals is required. The names of the other employees must be listed on the travel expense claim, and budget accounts to be charged identified. The other employees will not be reimbursed for the same meal (the cost of the meal will be deducted from their daily allowance).
- C. Auxiliary employees are authorized to pay for an occasional meal of a non-Auxiliary employee above the \$55 per day limit if the meal is closely related to Auxiliary business. An explanation must be attached that includes:
  - 1. Name of non-employee
  - 2. Event
  - 3. Relationship to Auxiliary business.

## VII. Miscellaneous Expenses

- A. Reimbursable business-related miscellaneous travel expenses essential to the transaction of official Auxiliary business are reimbursable to the employee, when reasonably incurred. Such expenses include:
  - 1. Minor supplies, postage, and reproduction costs
  - 2. Porter service or incidentals up to \$15 per day
  - 3. Telephone, including computer on-line charges, and FAX charges incurred in conducting Auxiliary business.
- B. Reimbursable personal expenses — some expenses which are usually considered personal may be reimbursed when the expenses are incurred solely due to the business travel. For example, reasonable personal phone calls to family or significant others may be reimbursed because the calls would not have been necessary if the employee were not traveling. There is not a set limit on the cost per call, or per day, but any personal calls costing over \$10 should be noted to the approving administrator.
- C. Non-reimbursable expenses include:
  - 1. Entertainment expense, radio or television rental, in-room movie rentals and other items of similar nature; transportation to or from places of entertainment and similar facilities
  - 2. Conference arranged leisure tours or personal side trip expenses
  - 3. Personal telephone calls, except as noted in VII, B.
  - 4. Individual membership dues or fees
  - 5. Traffic or parking citations while using a private or college vehicle
  - 6. Lodging or subsistence for extra travel time incurred if employee travels to a destination for his/her own convenience in advance of the necessary time of arrival. He/she shall not be paid for extra time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience

VIII. Receipts

- A. Receipts are required for meals, lodging, conference registration, car storage or parking (in excess of \$5), taxi, and method of travel (e.g. plane, train).
- B. Receipts are not required for miscellaneous expenses up to \$15 per day, including public transportation, rapid transit, ferry, and telephone calls.
- C. Receipts must be submitted for meals if an Auxiliary employee pays for the meal of another employee in order to be reimbursed for the amount of expenditure. The names of the other employee(s) must be listed on the claim.

IX. Salary Status During Travel

- A. A regular employee who is authorized to attend an approved event is in regular salary status for the duration of the absence from his/her normal work assignment. Additional compensation may be allowed for out-of-county travel only if a Grant-Funded Employee (non-exempt) is directed by his/her supervisor to travel beyond the normal workweek.
- B. Temporary or hourly employees may be compensated for time spent on Auxiliary assignments authorized prior to the event.