

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 10/3/95 REVISED: 9/4/2019
TRAVEL EXPENSE	TR1

OVERVIEW:

This procedure identifies authorized reimbursable expenses and delineates procedures for travel expense reimbursement.

FORMS USED

Request for Attendance at Off-Campus Activity, form TR3-F1
Travel Quick Reference, TR1.A1

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

- California Education Code, 71040, 71049, 85230, 87032
- Governing Board Policy 016, *Travel Expense*
- Governing Board Policy 116, *Field Trips and Excursions*
- Governing Board Policy 116.1, *International Study-Travel Programs*
- Governing Board Policy 315, *Mileage Reimbursement Rate*
- Governing Board Policy 612, *Travel Insurance*
- District Operating Procedure TR3, *Off-Campus Activity Request*

PRIMARY STAKEHOLDER: Vice Chancellor-Business Services

COMMENTS

Members of the faculty, administration, classified staff, governing board, and selected student representatives are encouraged to participate in off-campus activities for institutional, professional, and educational purposes that enhance the programs and services of the Grossmont-Cuyamaca Community College District. The Governing Board has delegated to the Chancellor, Vice Chancellors, and Presidents authority to approve employee travel off campus within the United States, Mexico, and Canada to attend educational conferences and meetings. All other international travel requests must be approved in advance by the Governing Board. Authorized travel may be reimbursed for actual and necessary expenses, provided the costs to the college or district are within travel expense guidelines.

For procedures and definitions concerning use of the Request for Off Campus Activity form, refer to District Operating Procedure TR3, Off-Campus Activity Request.

Approved: Cindy Miles Issued: 9/4/19

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GUIDELINES AND DEFINITIONS

I. General

- A. **Non-qualifying Activities or Events:** Reimbursement will not be authorized for meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment. Activities or events outside the scope of the employee's normal work assignment include labor union or meet and confer activities. Activities or events such as representing a union/meet and confer member during a grievance, mediation, arbitration or meeting, are not reimbursable regardless if such activity or event took place during working hours or after working hours. All collective bargaining activities in which an employee is representing a union or meet and confer work group are also non-reimbursable for travel expenses. Meetings where participants receive college credit, or meetings that pay a salary or honorarium covering full expenses incurred to participants is also not authorized for reimbursement.

- B. **Activities or Events 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 District initially pay the travel expenses, the employee shall note the agency to be billed and provide authorizing documents when requesting travel approval. The District 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, due to unforeseen circumstances, cannot attend a previously approved conference or event, and the non-attendance is approved by the Chancellor or his/her designee, then unavoidable prepaid expenses that cannot be recovered will be paid by the District. If the non-attendance is not approved, then the employee must reimburse the District 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 – Non-Local Travel

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

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- B. All employees are expected to use the most economical mode of transportation where practical. Mileage reimbursement for out-of-town travel will not exceed the lowest commercial unrestricted airfare. Unless preapproved.
- C. Transportation to and from the commercial carrier terminal including departure / arrival and during conference or meeting will be reimbursed if by private vehicle at the established business mileage rate or actual cost if by commercial carrier. Commercial carrier could include shuttle, taxi, bus, Uber, Lyft, etc. This is also to include reimbursable gratuity, if given, not to exceed 20%.
- D. Automobile rental for the purpose of ground transportation is reimbursable when attending a conference or meeting. 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.
- E. Piloting or chartering a private or personal aircraft when traveling is not authorized.

III. Local Travel

Local travel is defined as within San Diego County.

Mileage

Any employee who is required to travel from his/her assigned work site in the performance of assigned duties is authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use. Business mileage is defined as mileage from the primary work site to the off-campus location.

- A. The round trip mileage established for reimbursement between Grossmont/District Services and Cuyamaca is 22 miles round trip.
- B. Miles are eligible for reimbursement only if they are non-discretionary.
- C. If an employee receives an automobile allowance, then mileage must be outside San Diego County to be reimbursable above the automobile allowance.

Lodging/Meals – local:

If the conference or meeting is within San Diego County, lodging and meals are not allowed unless preapproved by the Site Business Office.

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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 prepaid directly to the vendor through Business Office.

V. Lodging

- A. Actual lodging costs, not to exceed charges at the single/standard rate, are allowed. Expenses must be verified by hotel billing. Original, detailed 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-district person (e.g., spouse, children, etc.), reimbursement is limited to single/standard rate. All reimbursement claims for such instances must include the rate for single occupancy in addition to the original hotel receipt.
- E. Use of AirBNB, VRBO, HomeAway, Et al., and any such vacation/home rental websites, applications, or agencies are prohibited.

VI. Meals

- A. Reimbursement for meals not covered by conference fees will be for an employee's actual meal expense including gratuity up to \$55 per day. This is not a blanket stipend of \$55 per day; reimbursement will be for reasonable expenses only and itemized receipts are required. In the rare circumstance when it is not possible to obtain a receipt, an approved missing receipt form is required.
- B. Reimbursable meal gratuity shall not exceed 20% of the total bill.
- C. A District employee may not be reimbursed for the purchase of an alcoholic beverage.

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- D. Upon returning to San Diego or your place of residence the employee's travel is complete (i.e. a meal reimbursement would not be covered).
- E. District 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 itemized receipt. The other employees will not be reimbursed for the same meal (the cost of the meal will be deducted from their daily allowance).

VII. Miscellaneous Expenses

- A. Reimbursable business-related miscellaneous travel expenses essential to the transaction of official college business are reimbursable to the employee, when reasonably incurred. Such expenses include:
 - 1. Minor business supplies, postage, and reproduction costs, receipt is required.
 - 2. Business incidentals including baggage handler tips, room service tips, and non-hotel Wi-Fi charges up to \$15 per day. Not to include personal non business expenses. Receipts are not required.
 - 3. Checked baggage fees are reimbursable up to one bag, receipt is required.
 - 4. Change flight fees are reimbursable due to unforeseen circumstances. Approved in advance if possible.
- B. 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. Any gratuities over 20%.
 - 2. Conference arranged leisure tours or personal side trip expenses.
 - 3. Individual membership dues or fees.
 - 4. Traffic or parking citations while using a private, college or rental vehicle.
 - 5. Expense 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.
 - 6. Flight fees, such as, flight upgrades/seat upgrades are not reimbursable.
 - 7. Personal care items and souvenirs are not reimbursable.

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VIII. Receipts

- A. All itemized receipts are required for reimbursement
- B. Receipts are not required for miscellaneous expenses up to \$15 per day, refer to section VII.

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 off-campus travel only if a classified non-exempt employee is directed by his/her supervisor to travel beyond the normal workweek.
- B. Temporary or hourly employees may be compensated for time spent on district assignments authorized prior to the event.

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<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Traveler	<p>Advance Preparation Review travel expense guidelines and definitions. Determine optimal travel mode. Make arrangements for substitute staffing if necessary.</p>
2	Traveler	<p>Make Travel Arrangements If necessary, contact Campus Business Office or District Business Office for correct procedure for air transportation reservations or car rental. Obtaining estimated cost figures is necessary prior to filling out the Activity Request Form TR3-F1.</p>
3	Traveler	<p>Submit Activity Attendance Request Obtain Request for Attendance at Off-Campus Activity, form TR3-F1, from the site Business Office. Submit to Dean/Director/Supervisor prior to the date of the activity for local non-routine events and all out-of-town Travel (form TR3-F1 is not required for routine, calendared, local, or official activities.) For further information, refer to District Operating Procedure TR3, <i>Off-Campus Activity Request</i>.</p> <p>The Request for Attendance at Off-Campus Activity form TR3.f1 is not required for the Governing Board and the Chancellor.</p>
4	Site Business Office	<p>Perform Pre-travel Processing File approved Activity Attendance Request and return a copy of the request to the traveler. The traveler must attach the request to the expense report submitted in Workday.</p>
5	Traveler	<p>Prepare Mileage or Travel Expense Claim Submit an Expense Report in Workday. Approved Off Campus Activity request (TR3.F1) must be attached.</p>