



EMPLOYEE TRAVEL POLICY AND PROCEDURES

Approved business-related travel expenditures are allowable. The purpose of this policy is to cover what is considered an allowable expenditure in these circumstances.

Per BP/AP 7400, travel requests must be allowable under Education Code, Government Code. All travel requires Board approval. If travel occurs before Board approval, it will have to be ratified (Board approved-after-the-fact) and could delay reimbursement. This does not alleviate pre-approval requirements from the division Dean/Director, supervising Vice President and Director of Business Services. Traveling without pre-approval could result in personal liability, meaning it may not get reimbursed.

In circumstances that are emergency and/or sudden in which Employee does not have a Board approved Trip Request form, under AP7400, the President or his/her designated representative shall have the authority to approve transportation by District Employees when rendering services on behalf of the District. District Employees shall submit a Travel Reimbursement, along with a Trip Request form, which will be ratified by the Board for approval.

PROCEDURES:

Forms and Approvals: The following forms can be found on the Business Services Travel webpage:

<http://www.avc.edu/administration/busserv/travel>

- **Trip Request form:** Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services
- **Auxiliary Services Request/Auxiliary Requisition form:** Required for travel being paid from Auxiliary funds. See step 3 under “Steps to Processing Travel Requests” below.
- **Request for Travel Reimbursement form:** Required Approval Signatures: Director of Business Services. Please note, Dean/Director and Program Coordinator (if applicable) signatures are only required if the Total of all Travel Expenses is 10% or greater than the total amount listed on the Trip Request form. Mileage requests will need to be submitted with a Mapquest/Google Map printout.
- **Mileage only Reimbursement form:** Required Approval Signatures: Traveler, Dean/Director, Program Coordinator (if applicable), Vice President/President, and Director of Business Services. Mileage requests will need to be submitted with a Mapquest/Google Map printout.
- **Hotel/Motel Transient Occupancy Tax Waiver form:** Required for all hotel stays in California. As a representative of a California State agency, the District is exempt from paying occupancy tax.
- **Travel Agent Travel Quote Booking Request form:** To be submitted to ATB Travel for travel quote requests.



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Steps to Processing Trip Requests:

All travel and reimbursements must be pre-approved prior to travel being booked or incurring any expense.

All required travel documentation must be completed and received by the Business Services-Purchasing Department a minimum of 10 business days prior to the first day of travel to be processed. Requests submitted less than 10 business days prior to the first day of travel will be the responsibility of the traveler to book and obtain reimbursement from the District or the traveler can contact their department VP to book the travel with a District Travel card.

Trip Requests:

1. If flight, hotel, and/or rental car is needed, complete a Travel Agent Quote Booking Request form and submit to ATB Travel at avc@myatb.com (661-940-1165). The turnaround time for a quote is approximately 48 hours.
2. Complete a Trip Request form and obtain all necessary signatures. **Refer to the section regarding Allowable Expenditures when completing your Trip Request form.**
3. Attach any additional documentation (Travel Agent Quote, Conference Information, Occupancy Tax Waiver form, etc.) to the Trip Request form. If your travel is being paid with Auxiliary funds, you must also attach a completed Auxiliary Services Requisition. The item description should reference the trip information and a NTE (not to exceed) amount. The total should be the NTE amount.
4. Forward your Trip Request form and attached documentation to the Purchasing Department for processing. Once received, Purchasing will:
 - a) Verify the Trip Request form is completed in its entirety and confirm budget;
 - b) Encumber funds for the Trip (except for Auxiliary Accounts);
 - c) Forward the approved quote to ATB Travel with an encumbrance number to book, and process any conference registrations (if noted).
5. ATB Travel will contact the Requester with any questions and forward all travel confirmations. If any of the quoted prices from ATB Travel have increased by more than 10%, ATB Travel will contact Purchasing to obtain approval of the increase from the fund manager before moving forward with the reservation.

Steps to Processing Travel Reimbursements:

Upon return of trip, Traveler must complete a Request for Travel Reimbursement form for items to be reimbursed and obtain all necessary approval signatures. **This must be submitted to Business Services no later than thirty (30) days from the last day of travel.** Requester should include the following:

- a) Board Approved Trip Request form
- b) All receipts including lodging
- c) Any other necessary documentation (conference agenda, etc.)

Forward Request for Travel Reimbursement form with required attachments to Business Services for processing. Once received by Business Services, the Request for Travel Reimbursement form will be verified for completion and budget checked. Accounts Payable will process a reimbursement check to the Traveler within two (2) weeks.



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Allowable Expenditures

Since it is the responsibility of each employee to be good stewards of taxpayer dollars, reasonable accommodations need to be made. **Employees must use the most cost effective solution and submit a receipt for reimbursement for the following items:**

- **Hotel.** Hotel stays are allowable if the travel is expected to be overnight or if the individual will be traveling more than 12 hours in one day (for example, 2 hours drive time each way with a 8.5 hour conference schedule would be 12.5 hours of traveling). Premium accommodations should be avoided because the District will only reimburse reasonable accommodations. If the expense is found to be premium, the employee may incur personal liability for the difference. With employee's Trip Request form, employee must submit a ATB Travel quote and an Occupancy Tax Waiver form (if the hotel is in California) to Purchasing for booking your hotel and to ensure there is no personal liability on the part of the employee.
- **Airfare.** Airfare is allowable for economy class. If business class or first class rates are used, the District will only reimburse the economy class rate. With employee's Trip Request form, employee must submit a ATB Travel quote to Purchasing for booking airfare and ensure there is no personal liability on the part of the employee.
- **Car Rental.**
 - NOTE: Car rentals must be approved by the President before the trip. Once employee has received written approval, car rental should be reserved with a personal credit card and will be reimbursed after the trip. This is due to the car rental company requesting employee provide the credit card which car rental was reserved with and valid Driver's License.
 - Employee must elect the insurance when renting a car.
 - Type of rental must demonstrate to be economical and least expensive available. Compact cars are preferred, except when there are three or more traveling. In these circumstances, a mid-size car is allowable.
 - With the Trip Request form, employee must submit a ATB Travel quote to Purchasing for booking car rentals and ensure there is no personal liability on the part of the employee.
 - The District will reimburse gas for rental cars to and from the travel site, hotel (if different from travel site) and rental car location. Employees should save and submit receipt(s) for reimbursement.
- **Mileage Rate.** Mileage will be reimbursed at the current IRS mileage rate (as of 1/1/17: 53.5 cents per mile). Mileage is to be calculated from one work site to another. When traveling, the approved travel location(s) are to be used to calculate mileage. Mileage is not to be calculated from a traveler's residence. Employees who choose not to carpool to the same location may not be reimbursed by the District, unless approved in advance by the travelers supervising Vice President. Mileage requests will need to be submitted with a Mapquest/Google Map printout.
- **Parking.** Overnight parking at a hotel is allowable if approved in advance on the Trip Request form.
- **Airport Parking.** Airport Parking is allowable if approved in advance on the Trip Request form.
- **Baggage Fees.** Baggage fees are allowable if approved in advance on the Trip Request form; the District will only reimburse one (1) baggage fee.
- **Conference/Registration Fees.** On the Trip Request form, employee must select type of payment if requesting the District to pre-pay for conference fees versus all employee reimbursement. Employee must attach conference registration information to the Trip Request form and submit



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to Purchasing for processing registration and ensure there is no personal liability on the part of the employee.

- **Referee Costs (athletics only).** Athletics must submit a request for Revolving Cash showing for referee costs at least one (1) week in advance of the event. A check will be prepared and ready for disbursement prior to the event.
- **Taxi.** Taxi costs are allowable if approved in advance on the Trip Request form.
- **Shuttle Service:**
 - To Los Angeles area airports: Contact Campus Events, ext. 6562, for transportation to the airport. If Campus Events is unable to provide transportation to the airport, the district will reimburse the traveler up to the cost of Super Shuttle if approved in advance on the Trip Request form; submit a receipt for reimbursement.
 - For all other area airports: Shuttle Expenses are allowable if approved in advance on the Trip Request form. Please use the most cost effective solution and submit a receipt for reimbursement.
- **Meals.** Meals are reimbursed at a per diem rate. Meals will not be reimbursed if provided by the conference or hotel. The current daily rates are as follows:
 - Breakfast: \$10 (Departing between 12am-11am)
 - Lunch: \$15 (Departing between 11am-4pm)
 - Dinner: \$25 (Departing between 4pm-7pm)

Other Travel Related Items

Mileage Only: In accordance with applicable collective bargaining agreements, mileage may be reimbursable for employees that have to travel between District sites. Employees may be reimbursed by filling out a mileage reimbursement form. No trip request is required. Mileage requests will need to be submitted with a Mapquest/Google Map printout. Reimbursement for mileage may not exceed the total cost of coach airfare and other transportation costs to the same destination.

District Vehicles: The District has vehicles, such as vans and buses that can accommodate several people traveling to the same location. Please be sure to contact the Campus Events Office to schedule the use of a vehicle. Note: Campus Events does require employees submit a fully-approved Trip Request form in order to begin making reservations. For more information, please contact Campus Events at Ext. 6296 or see webpage: <https://www.avc.edu/administration/facilities/fscampusevents>

References: Education Code and Government Code
California Community Colleges Budget & Accounting Manual
Board Policy 7400 and Administrative Policy 7400