



AP 7400 Travel

General

The following guidelines are standard for the District and are intended to assist faculty, staff, student workers, and board members who travel outside of our district boundaries on official District business. Employees will not be disbursed funds in excess of the limits of this policy, regardless of the source of funds. Any exceptions to this policy must be approved in writing by the Superintendent/President.

Travel Authorization

A TRAVEL AUTHORIZATION FORM IS REQUIRED REGARDLESS OF WHETHER OR NOT THE EMPLOYEE IS REQUESTING REIMBURSEMENT.

All travel must be authorized at least 14 days prior to the date of travel. Travelers must complete a Travel Authorization form. The traveler must sign the form obtain the appropriate approval signatures. This form serves to approve the travel, to verify the account number and budget availability. In addition to the Travel Authorization, Board of Trustees approval is required prior to international travel. Additionally, in the event that District faculty, staff or administrators are off-campus and there is an untoward incident, this form acts as evidence for potential need of workers compensation (or other insurance) coverage.

Conference Report Form

All employees traveling outside of the district who have attended a conference must complete a mandatory Conference Report Form and obtain signatures from their supervisor, area vice president, and superintendent/president. This form must be submitted along with all other forms required before reimbursement will be paid or approval for future travel will be given.

Credit Cards

District credit cards are available to cover various costs of travel, such as airfare, registration, hotel and meals. A copy of a completed Travel Authorization must be submitted to Fiscal Services when requesting the use of a District credit card. Credit cards must be returned to Fiscal Services within 1 business day of the return date. The use of District credit cards is a privilege. Violations of this policy will result in the revocation of that privilege.

Receipts

Receipts for all prepaid charges must be sent to Fiscal Services with a copy of the Travel Authorization within 5 business days of the transaction. All other receipts must be submitted to Fiscal Services with the completed Employee Expense Report within 5 business days of the return date. All receipts must be itemized. If any receipts cannot be obtained within these guidelines, travelers must submit a completed Lost Receipt Memo to Fiscal Services. This form should contain as much detail as possible and must be signed by both the traveler and their director, dean, or vice president.



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It is suggested that individuals who are authorized for reimbursement on an ongoing basis request reimbursement monthly. Complete a Travel Authorization and attach a trip itinerary showing dates, destinations, and mileage for each direction.

Reimbursable Travel Expenses

Transportation

Commercial Transportation

Travelers must use the most economic and reasonable mode of transportation available. Whenever possible, travelers should take advantage of excursion rates or other airline discounts. The District reimburses for coach (or the lowest available class) unless one of the conditions below is met. Additionally, the higher class must be preapproved and authorized by the traveler's director, dean, or vice president. When a travel class other than the most economical is used, an explanation must be attached to the Travel Authorization. In the absence of an explanatory statement, reimbursement will be reduced to the coach or standard fare for the service used.

Air and train travel other than coach class will be reimbursed only when:

- it is the only service offered between two points,
- space is unavailable and reasonable efforts to obtain coach service have been made,
- first class night fare is no more costly than the day coach fare, or,
- schedules, routing changes, or cancellation of service make a higher class necessary.

If a traveler prefers to use a higher class than the one authorized for reimbursement, the traveler must pay the incremental cost of the airfare, this includes the cost for priority boarding.

Private Automobiles

When private automobiles are used, the District will reimburse mileage by applying the Internal Revenue Service (IRS) reimbursement rate per mile to the actual driving distance by the most direct route **between the District or the traveler's residence and the conference site, whichever is less**. The effective IRS mileage reimbursement rate is adjusted January 1st of every year.

Travelers are required to provide directions via Google, MapQuest or other online service. Mileage will be reimbursed from the District or home, whichever is the closest. If the traveler decides to stay at a different hotel than the conference hotel, no mileage will be reimbursed for travel between the hotel and the conference site. This mileage allowance covers all transportation and operating costs. Tolls and reasonable parking charges will be reimbursed. Travelers will not be reimbursed for vehicle maintenance costs. Additionally, the District will not reimburse for repairs needed due to wear and tear on your private automobile.



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Travelers who use their own automobiles when coach air travel is more cost-effective will be reimbursed up to the cost of the airfare only. When there are two (2) or more employees traveling together in one personal automobile, the maximum reimbursement will be for actual mileage driven at the standard IRS rate per mile, plus tolls, or parking fees, etc. for one employee only.

In the event of an accident in a private automobile, the traveler is expected to first use his/her personal insurance. Any costs not covered should be submitted to the District for reimbursement through our self-insurance. Please contact Administrative Services.

Rental Vehicles

Travelers are encouraged to use the most cost-effective and reasonable ground transportation available. The cost of rental vehicles are allowed when necessary. Reimbursable rental expenses include: the daily rental fee, insurance, mileage fee, gasoline charges and tolls. In the event of an accident, the traveler is expected to use the rental company's insurance first. Any costs not covered should be submitted to the District for reimbursement through our self-insurance. Please contact Administrative Services.

Miscellaneous Transportation Expenses

Reasonable transportation fares will be reimbursed for ground transportation between the airport and hotel, meetings, appointments, conferences, etc. It is recommended that attempts be made to reserve rooms at the conference hotel or the hotel closest to the conference site when possible.

Meals

Outside of the District, meals will be reimbursed for travel departure, arrival and conference dates at the maximum General Services Administration (GSA) rates, if not provided at the conference. Please refer to: <https://www.gsa.gov/travel/plan-book/per-diem-rates> for the U.S. General Services Administration website.

Meals that are included in conference registration fees will be deducted from the daily rates. Below are guidelines to help determine which meal(s) will be reimbursed by the District:

- Breakfast – travel begins at or before 6:00 AM
- Lunch – travel ends at or after 2:00 PM
- Dinner – travel ends at or after 7:00 PM

For example, the current standard daily rate for a San Bernardino location is \$56.00, which includes: breakfast - \$14.00, lunch - \$16.00, dinner - \$26.00 and \$5.00 for incidentals.

Room service will be covered up to the amount of the meal reimbursement rates listed above.



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Travel Days

Below are guidelines to determine which days are considered travel days. You will be reimbursed for any reimbursable expenses incurred on these days:

- Conferences starting prior to 10:00 AM – Travel day is defined as the day before the conference
- Conferences starting after 10:00 AM – Travel day is defined as the day of the conference
- Conferences ending after 5:00 PM – Travel day is defined as the next day
- Conferences ending before 5:00 PM – Travel day is defined as the same day

Lodging

It is recommended that attempts be made to reserve rooms at the conference hotel or the hotel closest to the conference site when possible. Hotel receipts must be submitted to Fiscal Services within five (5) business days after travel for reimbursement of lodging expenses. The hotel bill must display a “zero” balance to show the bill was paid in full. If a single-day conference is within 50 miles of your regular campus assignment, lodging will not be covered by the District. For multi-day conferences, lodging will be covered even if it is within 50 miles of your regular campus assignment as long as it is included on your Travel Authorization.

Miscellaneous Travel Expenses

Registration Fees

Registration fees will be paid directly to the sponsoring organization upon submission of a properly completed Travel Authorization. A copy of the meeting/conference brochure or agenda must be attached. These fees must be listed on the form. If registration fees are not prepaid, the District will reimburse travelers for registration fees and conference materials when receipts are submitted. If a receipt cannot be obtained, travelers must submit a Lost Receipt Memo with the conference brochure(s) listing costs or other documentation for the expenditure.

Group Expenses

Combined expenses for a group can be paid using one District credit card if they will be reimbursed using the same funding source. These expenses should be reported on each travelers Travel Authorization and Employee Expense Report. Expenses for groups of travelers that will be reimbursed from different funding sources should not be combined. Reimbursements from outside agencies will be credited to the District account where the expense was incurred.



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Foreign Currency

Expenses incurred in other currencies will be reimbursed in US dollars according to the exchange rate at the time of travel.

Reimbursable Miscellaneous Expenses

Below is a list of common reimbursable miscellaneous expenses. Items not on this list will be reviewed for allow ability:

1. tips, reimbursable up to 15% and must be documented on receipt (some exceptions may apply for cash tips for housekeeping, valet, etc.),
2. telephone calls to obtain transportation and hotel reservations,
3. telephone calls (using the most economical method of calling) allowing travelers to stay in reasonable contact with their workplace or family,
4. expenses for baggage handling and, if necessary, storage,
5. required clerical services and/or internet services,
6. necessary laundry expenses (emergency situations for long-term stays),
7. tolls and parking charges, and
8. institutional membership fees.

Non-Reimbursable Miscellaneous Expenses

Below is a list of common non- reimbursable miscellaneous expenses. Items not on this list will be reviewed for allowability:

1. alcoholic beverages,
2. entertainment expenses,
3. costs incurred by unreasonable failures to cancel transportation or hotel reservations,
4. fines or tickets,
5. replacement costs associated with lost or stolen tickets, cash, or property,
6. personal vehicle repairs,
7. accident insurance premiums,
8. in-room movies/games, snacks,
9. shuttle service between the District or residence and the airport (reimbursement will be made for mileage only),
10. theatre/movies,
11. mileage expenses between home and work,
12. individual membership fees,
13. additional airline charges for pre-boarding or seat selection, or



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14. expenses not directly related to, or necessary for, the performance of the travel assignment.

Commonly Used Travel Forms

- Travel Authorization Form: to request travel approval
- Employee Expense Report: to submit receipts and request reimbursement.
- Conference Report: mandatory form to be used for all out-of-district travel to conferences
- Lost Receipt Memo: to be used when a receipt is lost or destroyed.
- Revolving Cash Request Form: is only used when deadlines cannot be met.
- Student Travel: please reference AP 4300, Student Field Trips and Excursions.

Addendum

Non-Employee Travel and Meal Reimbursement Policy

General

The Victor Valley College District (VVC) Non-Employee Travel and Meal Expense Reimbursement Policy provides guidelines and procedures for non-employees who travel on behalf of VVC's grants, restricted, or categorically funded programs. The basic intent of the policy is to ensure that individuals traveling on VVC business neither gain nor lose personal funds as a result of that travel. Travel costs are to be allocated and expended within established budgetary limitations and, as funds to support travel are limited, travelers are not to make commitments to travel or to incur travel expenses without first obtaining the appropriate approvals. When traveling at VVC's expense, travel reimbursements should be made directly to the non-employee traveler's District of employment.

Travel and meal expenses must be in accordance with each respective grant/restricted/categorical fund requirements. Non-employee travelers must follow their respective District's travel policy and approval process. Non-employee travelers are required to obtain approval from their respective district as well as complete their district's required travel authorization form etc.

When there is a conflict between VVC's travel policy, grant/restricted/categorical program regulations, or non-employee district's travel policy, the more restrictive policy applies.

Hold Harmless Waiver

A Hold Harmless and Waiver Agreement or any other documents/forms required by VVC's Risk Management must be completed prior to travel and submitted to the Fiscal Services department.

Travel Reimbursement Invoice



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A properly completed Travel Reimbursement Invoice includes:

1. Full name and campus address of the non-employee's district office requesting reimbursement;
2. Name of the Funding Program/grant
3. Business purpose;
4. Travel destination;
5. Departure and return dates;
6. Expenses incurred, itemized by expense type (i.e. meals, parking, and lodging) and supported by attached, receipts such as transportation, lodging, meals, and shuttle, parking, and mileage expenses.
7. Respective non- employees signed Travel Authorization to certify the expenses claimed.
8. A W9 is required if the traveler has never been reimbursed by VVC

Mileage and Meals

Mileage and meals will be reimbursed at the lower of the amount allowed by VVC or the respective District that is being represented (if allowed by restricted Fund/District policies).

Reimbursable Miscellaneous Expenses

Below is a list of common reimbursable miscellaneous expenses. Items not on this list will be reviewed to determine if they are allowable:

1. tips, reimbursable up to 15% and must be documented on receipt (some exceptions may apply for cash tips for housekeeping, valet, etc.),
2. telephone calls to obtain transportation and hotel reservations,
3. telephone calls (using the most economical method of calling) allowing travelers to stay in reasonable contact with their workplace or family,
4. expenses for baggage handling and, if necessary, storage,
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5. replacement costs associated with lost or stolen tickets, cash, or property,
6. personal vehicle repairs,



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- 7. accident insurance premiums,
8. in-room movies/games, snacks,
9. shuttle service between the District or residence and the airport (reimbursement will be made for mileage only),
10. theatre/movies,
11. mileage expenses between home and work,
12. individual membership fees,
13. additional airline charges for pre-boarding or seat selection, or
14. expenses not directly related to, or necessary for, the performance of the travel assignment.

TRAVEL FLOWCHART

Name _____

- 1) Complete and Sign Travel Authorization http://www.vvc.edu/offices/fiscal_services/Victor-Valley-College-Travel-Authorization-Form-FILLABLE-AND-AUTO-CALCULATING.pdf
2) Create Requisition in Financial 2000 and list the Requisition number on the top of the Travel Authorization Form
3) Send the Travel Authorization Form to Accounts Payable to request a credit card
A. Attach Agenda or Schedule for the conference to the travel authorization
4) Forward any receipts for charges against this credit card to Accounts Payable prior to travel if charges have been made prior to attending the conference
5) The District Credit card is due back in Fiscal Services the first business day after returning from travel
6) Within 5 business days of returning from the conference: Return credit card and all itemized receipts to Accounts Payable with a signed and completed Employee Expense Report and Conference Report Form.
A. Must submit original receipts
B. Tape smaller receipts onto 8 x 11 paper to prevent them from being separated and lost
C. Complete the lost receipt memo if receipts cannot be found and signed for any receipts that are not itemized or lost
D. Note the last 4 digits of the District Credit card number used and the PO number on the final TARF and submit to Accounts Payable.
E. Sign here to acknowledge you are aware ALL RECEIPTS WILL BE RETURNED BY THE DATE BELOW

Signature _____ Receipts Due: _____

- 7) All personal expenses along with district paid/charges are to be documented on reimbursement portion to



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compare with original allowed budget estimates on travel authorization. **Signatures are required** at bottom of the expense report.

References:

California Education Code 87032

California Government Code §89506

AP 6330, Purchasing Approval and Document Matrix AP

6530, District Vehicle Usage

Forms are available at: http://www.vvc.edu/offices/fiscal_services

Internal Revenue Service Mileage Reimbursement Rates:

<https://www.irs.gov/tax-professionals/standard-mileage-rates> General

Services Administration Meal Reimbursement Rates:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>