
San Bernardino Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7400 TRAVEL

(Replaces current SBCCD AP 7400)

❖ From current SBCCD AP 7400 titled Employee Travel**A. Definition**

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the District; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Approval

1. Any travel, which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Board of Trustees prior to the onset of the travel.
2. Travel within the state with reimbursable expenses of \$1,000 or less must be approved by the College President or designee for campus employees, or the Chancellor or designee for District site employees. Travel for the Chancellor must be approved by the Board President or other designated Board member subject to the above conditions.
3. Any exception must be approved by the Chancellor or designee for employees and the Board President or designee for the Chancellor.

C. Work Day

Overtime pay and compensation is not authorized for travel over and above the normal working day or days, except by specific Board approval.

D. Request for Conference Attendances

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If travel involves costs to the District other than mileage or the employee's salary while absent from work, a "Request for Conference Attendance" Form shall be prepared by the employee and shall include a detailed cost estimate. Upon approval of conference attendance request, a purchase requisition must be prepared at 100% of estimated travel expenses. Travel costs must be fully funded at time of request.

E. Travel Advances

1. A travel advance must be requested on the Travel Form (AC-10) and requires approval by the Chancellor or designee. A travel advance shall not exceed 80% of the anticipated expenses unless conference literature, travel registrations, and hotel brochures indicate actual cost, in which case a request for 100% will be considered, upon written request.
2. If travel requires Board approval, advance request will not be processed until approval by Board of Trustees.
3. All advances must be followed by a resubmission of the Travel Form (AC-10) within thirty (30) days from completion of travel whether or not the claim exceeds the advance. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess within thirty (30) days. Claims submitted to accounts payable after 30 calendar days from completion of travel may be denied.
4. No advance may be allowed if the Travel Form for a previous advance was not filed within the allotted thirty (30) days or if a prior advance has not been resolved.

F. Travel Claims

1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a Travel Form (AC-10) which shows in detail all expenditures incurred. Itemized receipts for eligible expenses must be attached to the claim form.
2. The claimant shall certify by signing the Travel Form (AC-10) that all amounts claimed were actual and necessary, that the expenses were for the benefit of the claimant only and only allowable expenses are included. Claims shall be filed within thirty (30) calendar days after return from travel. Claims submitted to accounts payable after 30 calendar days may be denied.
3. A receipt may be one of the following:
 - An itemized invoice or bill stamped PAID by the vendor;

- 90 ▪ A photocopy of a cancelled check showing both front and back may be
- 91 used provided itemization is attached;
- 92 ▪ An itemized receipt or invoice prepared by the party furnishing the
- 93 material or service, showing the amount of money received.

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95 **G. Mileage**

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97 Please refer to ~~Administrative Regulation~~ [AP](#) 7450 for mileage rate and
98 calculation.

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100 **H. Meals**

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102 Maximum reimbursement shall be based upon flat-rate daily per diem rates for the
103 Los Angeles-Orange County area as established by the U.S. General Services
104 Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates
105 shall apply for first and last days of travel, and for full days of travel. The rates shall
106 be updated in accordance with GSA per diem adjustments, which normally occur
107 annually. Reimbursement shall be based upon actual and necessary meal costs,
108 including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal
109 expenses and taxes. Receipts are required. ~~Reimbursement will be made for actual~~
110 ~~and necessary meal expenses up to a maximum of \$50 per day. The Travel Form~~
111 ~~(AC-10) must be itemized by date and show a breakdown of the type of meals~~
112 ~~(breakfast, lunch and dinner) claimed. Only travel in excess of 8 hours per day is~~
113 ~~entitled to meal reimbursement.~~

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115 **I. Lodging**

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117 Lodging shall be reimbursed for authorized overnight travel. Reimbursement
118 shall not exceed the rate for single occupancy lodging. Itemized bills, showing all
119 charges with proof of payment is required.

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121 **J. Transportation**

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123 Private or other mode of transportation shall not exceed the lowest cost of air
124 transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge
125 and road tolls, mileage for one round trip to nearest airport, or parking charges
126 incurred while on approved travel may be claimed for reimbursement when
127 properly itemized on claim forms. Receipt is required.

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129 **K. Registration/Conference Fees**

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131 Registration fees are authorized. Conference fees for business related events
132 only shall be reimbursed. Receipts are required.

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134 **L. Porterage**

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136 Reasonable portage or baggage handling costs are allowed. Receipt is
137 required.

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139 **M. Incidentals**

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141 Other incidental minor costs, as claimed, may be approved by the Chancellor, or
142 his designee, provided such other costs are explained in detail and do not include
143 personal expenses, such as toothpaste, razor blades, or laundry. Receipt is
144 required.

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146 **N. Telephone and/or Internet**

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148 Telephone and/or Internet expenses are permitted for college business purposes
149 only. Receipt is required.

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151 **O. Unallowable Travel Expenses**

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153 Travel expenses which are not “actual and necessary” shall not be reimbursed.
154 Examples are gratuities, alcohol, movie rentals, personal phone calls and fees for
155 social/recreational activities.

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157 **Reference:** Education Code Section 87032

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NOTE: The **red ink** signifies language that is **legally advised** and recommended by the Policy and
161 Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is from
162 current SBCCD AP 7400 titled Travel approved on 10/11/07. The language in **blue ink** is included for
163 consideration. **Green highlights** are recommendations from the District Assembly Work Group.
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165 **Approved: 10/11/07**
166 **Revised:**

Legal Citations for AP 7400

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Education Code Section 87032

170 **87032.** The governing board of a community college district
171 shall provide for the payment of the actual and necessary
172 expenses, including traveling expenses, of any employee of the
173 district incurred in the course of performing services for the
174 district, whether within or outside the district, under the
175 direction of the governing board. The board may authorize an
176 advance of funds to cover such necessary expense. Such advance
177 shall be repaid or adjusted upon filing of a regular claim for
178 the actual and necessary expenses incurred. The governing board
179 may direct any employee of the district to attend any convention
180 or conference or to visit schools for the discussion or
181 observation of any school matter appertaining to the duties of
182 the employee or any question of interest to the district.