

## Glendale Community College District

### **7400**

#### Administrative Regulation

#### Travel Expense Policy

The Board of Trustees authorizes members of the faculty, classified staff, administration and Board of Trustees to participate in off-campus conferences, meetings and similar activities which will be beneficial to the enhancement of Glendale College programs and services. Travel procedure calls for individual conference attendance or travel approved by the Superintendent/President and Board of Trustees for all out of country travel. Out-of-state travel must be approved by the Superintendent/President and approval, through channels, by the Superintendent/President and/or Vice Presidents for all travel within the State of California. Travel approval is required regardless if any reimbursement claim will be filed and will include travel to the Baja Field Station and Study Abroad.

Travel and Conference Request forms must be completed and on file prior to any trip. There are two primary reasons for this requirement. First, all employees and the Trustees are covered by District-paid Workers' Compensation policy. Coverage could be in jeopardy if any injury or accident occurs while an employee is away from the immediate area unless an approved travel request is on file. Second, the procedure stipulates that funds for District-paid travel must be available in the appropriate budget account for such travel to be approved. Adequate lead time should be provided for approval. Travel conducted before the approved request form is on file may be denied for reimbursement.

The travel procedures that follow pertain to all funds and programs of the College (with the exception for P.O.S.T. training travel) regardless of funding source.

#### Expense Reimbursement

##### A. Mileage

Local business mileage from the use of a personal vehicle shall be reimbursed at the prevailing IRS standard rate. If the employee travels directly to the conference from his/her residence or returns directly to his/her residence from the conference, the distance of the employee's regular commute will be subtracted from the total miles driven.

##### B. Transportation

Reimbursable transportation expenses include all necessary official travel on airplanes, railroads, buses, private vehicles and other usual means of conveyance. Rental cars will be reimbursed for at compact rates. Claims for reimbursement must be supported by original ticket stubs or receipts provided by the commercial carrier.

All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the District. When an employee chooses a method of transportation that is more costly (for example, driving a personal vehicle instead of flying), reimbursement will be made at the lower amount.

Other allowable transportation related expenses are: parking fees; highway tolls; shuttles and taxi cabs. These expenses shall be authenticated by valid receipts.

C. Registration

Registration fees charged in connection with approved attendance of conferences, conventions, committee meetings, in-service training seminars and so forth, are allowable at actual cost. Actual charges must be verified by registration receipt or bona fide registration application form.

D. Lodging

Actual lodging cost, not to exceed charges at the single occupancy rate of conference hotel, shall be allowed. An original itemized receipt for lodging expenses must be submitted with the reimbursement claim to be allowable. Lodging expenses will not be reimbursed for travel within 50 miles of home or College.

E. Meals

Payments for meals, including gratuities, shall be reimbursed at no more than the subsistence rate of sixty five (\$65) dollars per day except where reimbursement from another agency exceeds this limit. Education Code Section 32435 prohibits reimbursement for alcoholic beverages. If the employee does not provide receipts for his/her meals, reimbursement will be limited to \$6 for breakfast, \$10 for lunch, and \$18 for dinner.

When the cost of a meal is included in a registration fee of a conference, no other allowance for that meal will be reimbursed.

F. Miscellaneous

Reimbursement for telephone calls will be allowed if incurred in conducting College business, and brief calls to your residence to inform of a safe arrival at your destination.

Individual membership dues are considered personal expenses not reimbursable by the District.

Incidental expenses such as FAX machine use, internet access or equipment rental will be reimbursed when used as part of a conference.

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience. Travel claims for travel the day before conferences will only be reimbursed when it is not feasible, due to starting hour of conference to travel the same day.

Travel requests must be signed twice by the appropriate division administrator; once to authorize the travel, and once to approve actual expenditures at the trip's conclusion.

G. Cash Advance

A cash advance payment of estimated travel expenses is authorized for board members and employees on official business of the District under the following conditions:

1. Advance will be allowed for travel, lodging and registration fees only.
2. Persons requesting advance payment shall complete the appropriate request form, not less than 10 days prior to the need of advance.
3. Failure to finalize your claim within 30 days of your travel will preclude further cash advances.

H. P. O. S. T. Training Travel Exception

The Chief of Police will authorize all travel and training expenses for police department personnel that are eligible for funding through the California Commission on Peace Officer Standards and Training in accordance with the P.O.ST. Administrative Manual. Police personnel will use the appropriate District travel request form and submit it to the Chief of Police for approval prior to travel. Only the Chief of Police's signature is required for approval. After travel is completed, the employee will submit their claim in accordance with the established District policy.

Estimate expenses, including all taxes, carefully in submitting your travel requests. If your claim exceeds the estimate, the Authorized Amount should be changed to reflect the increase and initialed by the manager.

Claims must be submitted for reimbursement by July 10<sup>th</sup> in the preceding fiscal year.

Adopted: 6/14/93  
Revised: 2/7/94; 4/14/09